

CA Trade Academy
2409 S. Vineyard Ave. Suite #f Ontario CA
91761 Office: (714) 585-7327
www.ccarts.biz

Catalog of Courses
January 1, 2021 to December 30, 2022

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Institutional Mission and Objectives

The mission of CA TRADE ACADEMY is to support all students in achieving their full educational potential in an environment of academic excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the field of information technology including specialized healthcare settings, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

The objective of CA TRADE ACADEMY is to develop professional qualities in each of our students, to teach those subject areas which are most needed and emphasize those most needed for success and to provide instruction that will enable each student to progress as rapidly as capability permits.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in May of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or going to the school's website www.ccarts.biz

Instructional Location

CA Trade Academy
2409 S. Vineyard Avenue Suite #F
Ontario CA 91761
www.ccarts.biz

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Description of the Facilities & Equipment

The school is located on the first floor of a office building in a business park in the city of Upland. The school facility is approximately 1,400 square feet with sufficient parking available in the rear of the building. The administrative area is divided into a reception area, two administrative offices. Restrooms are available in the courtyard. Instruction is provided in the primary classroom and online. At the present time the computer classroom is equipped with modern and currently in use systems including laptops, and standard peripherals.

Complaints

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

Equipment Used for Instruction

CA Trade Academy has sufficient facilities and necessary equipment to support the achievement of the educational objectives of all of the courses and educational programs in which students are enrolled.

Each and every student is provided with PC computers running the latest version of Windows operating System comparable in model type and features to equipment generally used by Software Development companies at the time the instruction is offered. The equipment is professionally maintained and upgraded by the School employees.

CA Trade Academy makes sure that the equipment used for instruction or provided to a student is not obsolete and is sufficient for instructional purposes to reasonably assure that a student acquires the necessary level of education, training, skill, and experience to obtain employment in the field of training and to perform the tasks associated with the occupation or job title to which the educational program was represented to lead. Student attending our programs online in real time must provide their own computer and software equivalent to the configuration required. Access to such configuration will be provided to the student prior to their enrollment in any program.

Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge is the essential element for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours or sending an email to devdat321@aol.com. Staff members are also available to provide research assistance.

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address: www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CA Trade Academy 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 attending CA Trade Academy to determine if your certificate will transfer.

Admissions Policies & Recognition of Credits

- Student must have preferably graduated from high school, or earned a GED equivalent.
- Student 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.
- No Ability to Benefit Students will be admitted.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- There have been no arrangements with any other institutions.

Pre-requisite Certifications for admission to the Microsoft Certified Solution Associate and Expert

MSCE: Cloud Platform and Infrastructure MCSA: Cloud Platform

MCSE: Productivity (MCSA): Office 365 certification MCSE:

Data Management and Analytics

One of the following MCSA: SQL Server O

- MCSA: SQL 2016 Database Administration
- MCSA: SQL 2016 Database Development
- MCSA: SQL 2016 Business Intelligence Development

Visa Related Services

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

Language Proficiency

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.

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 are available in English only-the institution is proposing to offer instruction in Spanish in addition to English. CA Trade Academy is offering Medical Front Office & Billing Assistant , Business Office Specialist & Accounting Assistant in Spanish also. Students can receive one on one translations as needed from Spanish.

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. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

“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) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

CA Trade Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

CA Trade Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use

sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of 100% of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is received to the school administrative office at 222 N. Mountain Ave # 110A, CA 91786 or by email to devdat321@aol.com. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, if notice of cancellation is made through attendance at first class session, or the seventh day after enrollment, whichever is later.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

You must exercise your right to cancel or withdraw on or before this date: _____ / _____ / _____

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

Financial Aid Disclosures

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Grades and Standards for Student Achievement

Grades are awarded on a traditional A, B, C, D, F system

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

90% to 100%	= A	4 Grade Points
80% to 89%	= B	3 Grade Points
70% to 79%	= C	2 Grade Points
60% to 69%	= D	1 Grade Point
0 to 59%	= F	0 Grade Points

Attendance Policy – All Programs

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance, they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. Students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor.

Holiday Schedule

CA TRADE ACADEMY observes the following holidays and class is not conducted on the holidays

- New Year's Day
- Martin Luther King Jr s' Day
- Columbus Day
- President's Day
- Labor s' Day
- Good Friday
- Easter
- Memorial Day
- Independence Day and before and after Day
- Thanksgiving November 27, 28, 29, 2020
- Winter Break December 21, 2020 to January 3, 2021

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

CA Trade Academy
2409 S. Vineyard Avenue Suite F
Ontario CA 91761

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

For students that are distance learning, a student has two weeks from the due date to respond to instructors between the institutions receipt of student lessons, projects or dissertations and the institutions mailing of its response or evaluation will be five days for the institutions response.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

CA Trade Academy
2409 S. Vineyard Suite F
Ontario CA 91761

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus at CA Trade Academy , 222 N. Mountain Ave. #110A, Ontario CA 91761 or via email to devdat321@aol

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Compliant Procedures

Right to Cancel

Student Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non Discrimination Policy

Academic Freedom

Sexual Harassment

Student Services

This institution does not provide orientations, 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 problem which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide placement assistance.

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 transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

The student will be prepared to take the appropriate COMPTIA certification exam. No approval from COMPTIA, Microsoft or CISCO is required to provide instruction in these courses.

Charges: Tuition & Fees

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

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Program Name					
CompTIA Network & Security Certified IT Professional					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Cisco Certified IT Professional					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Microsoft Office Specialist					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Microsoft Certified Solution Associate and Expert					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Acting for Film & Stage					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Theater Producing & Directing					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Film Producing & Directing					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Medical Front Office & Billing Assistant					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999
Business Office Specialist & Accounting Assistant					
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>					\$5,999
<u>ESTIMATED TOTAL FOR THIS ENTIRE EDUCATIONAL PROGRAM</u>					\$5,999

CompTIA Network & Security Certified IT Professional	\$5,999	\$0	\$0	\$0	\$5,999
Cisco Certified IT Professional	\$5,999	\$0	\$0	\$0	\$5,999
Microsoft Office Specialist	\$5,999	\$0	\$0	\$0	\$5,999
Microsoft Certified Solution Associate and Expert	\$5,999	\$0	\$0	\$0	\$5,999
Acting for Film & Stage	\$5,999	\$0	#0	\$0	\$5,999
Theater Producing & Directing	\$5,999	\$0	\$0	\$0	\$5,999
Film Producing & Directing	\$5,999	\$0	\$0	\$0	\$5,999
Medical Front Office & Billing Assistant	\$5,999	\$0	\$0	\$0	\$5,999
Business Office Specialist & Accounting Assistant	\$5,999	\$0	\$0	\$0	\$5,999

Faculty

All faculty members highly technically proven track record members with at least three years of professional experience in the relevant field of instruction and certified by the required organizations. All the faculty members will be up to date with the new requirements and adapt to the latest trends in the industry through regular updates to their skill set either through conferences, continuing education programs.

Programs

Name of Program	CompTIA Network & Security Certified IT Professional	
Program Description	This program consists CompTIA advance IT professional courses that enhances skills in area of PC maintenance, networking technologies and Security. The collection contains award winning courseware with breadth and depth across these critical technology subject areas, continually developed to keep up with constantly changing requirements for professional certifications. Upon successful completion student will be able to stand out in competitive job market with his versatile skills and technical depth. IT skills are needed in most companies these days. Continuing education of these courses will help students to stay on top of market need in ever changing technology landscape.	
Program Mission & Objectives	This objective of this program is to teach the student skills in area of PC maintenance, networking technologies and Security. The training will enable the student to stand out in competitive job market with a versatile skill set and technical depth. IT skills are needed in most companies these days. Continuing education of these courses will help students to stay on top of market need in ever changing technology landscape.	
Total Clock Hours	96 Hours	
Is an Externship or Internship Required?	No	
Graduation Requirements	To complete this program a student must complete all prescribed courses.	
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.	
Module	Module Description & Objectives	Hours
CompTIA A+	<p>In this course, you will acquire the essential skills and information you will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job</p> <p>At the completion of this course the student will:</p> <ul style="list-style-type: none"> ● Identify the hardware components of a computer. ● Identify the basic components and functions of an operating system. ● Identify the operational procedures that should be followed by PC technicians. ● Identify and configure peripheral components. ● Manage system components. ● Identify and configure operating systems. ● Identify the hardware and software requirements for custom client environments. ● Identify network technologies. ● Identify, configure, and maintain SOHO networks. ● Support laptops. ● Configure mobile computing devices. ● Support printers. ● Implement concepts and techniques used to secure computing devices and environments. ● Troubleshoot hardware components. ● Troubleshoot system-wide issues. 	36
CompTIA Network+	<p>In this course, you will describe the major networking technologies and systems of modern networks, and be able to configure, manage, and troubleshoot modern networks. At the completion of this module you will:</p> <ul style="list-style-type: none"> ● Identify basic network theory concepts and major network communications methods. ● Describe bounded network media. ● Identify unbounded network media. ● Identify the major types of network implementations. 	10

	<ul style="list-style-type: none"> ● Identify TCP/IP addressing and data delivery methods. ● Implement routing technologies. ● Identify the major services deployed on TCP/IP networks. ● Identify the infrastructure of a WAN implementation. ● Identify the components used in cloud computing and virtualization. ● Describe basic concepts related to network security. ● Prevent security breaches. ● Respond to security incidents. ● Identify the components of a remote network implementation. ● Identify the tools, methods, and techniques used in managing a network. ● Describe troubleshooting of issues on a network. 	
CompTIA Security+	<p>In this course you will be introduced to the specific skills required to implement basic security services on any type of computer network. The student will implement, monitor, and troubleshoot infrastructure, application, information, and operational security.</p> <p>At the completion of this course the student will:</p> <ul style="list-style-type: none"> ● Identify the fundamental concepts of computer security. ● Identify security threats and vulnerabilities. ● Manage data, application, and host security. ● Implement network security. ● Identify and implement access control and account management security measures. ● Manage certificates. ● Identify and implement compliance and operational security measures. ● Manage risk. ● Troubleshoot and manage security incidents. ● Plan for business continuity and disaster recovery. 	10
Certified Information Systems Security Professional (CISSP)	<p>This course will expand upon your knowledge by addressing the essential elements of the eight domains that comprise a Common Body of Knowledge (CBK)[®] for information systems security professionals. The course offers a job-related approach to the security process, while providing a framework to prepare for CISSP certification. The skills and knowledge you gain in this course will help you master the eight CISSP domains and ensure your credibility and success within the information systems security field.</p> <p>In this course, you will identify and reinforce the major security subjects from the eight domains of the (ISC)² CISSP CBK.</p> <ul style="list-style-type: none"> ● Analyze components of the Security and Risk Management domain. ● Analyze components of the Asset Security domain. ● Analyze components of the Security Engineering domain. ● Analyze components of the Communications and Network Security domain. ● Analyze components of the Identity and Access Management domain. ● Analyze components of the Security Assessment and Testing domain. ● Analyze components of the Security Operations domain. ● Analyze components of the Software Development Security domain. 	10
Computer Hacking Forensic Investigator (CHF)	<p>This course will provide participants the necessary skills to identify an intruders footprints and to properly gather the necessary evidence to prosecute in the court of law. Computer forensics enables the systematic and careful identification of evidence in computer related crime and abuse cases. This may range from tracing the tracks of a hacker through a client's systems, to tracing the originator of defamatory emails, to recovering signs of fraud.</p> <p>At the completion of this module the student will be able to understand:</p> <ul style="list-style-type: none"> ● The process of investigating cyber-crimes and the laws involved, as well as details in obtaining a search warrant. ● Different types of digital evidence, rules of evidence, digital evidence examination processes, and electronic crime and digital evidence consideration by crime category. ● Roles of a first responder, first responder toolkit, securing and evaluating an 	10

	<p>electronic crime scene, conducting preliminary interviews, documenting electronic crime scenes, collecting and preserving electronic evidence, packaging and transporting electronic evidence and reporting the crime scene</p> <ul style="list-style-type: none"> ● How to recover deleted files and deleted partitions in Windows, Mac OS X, and Linux ● The process involved in forensic investigation using Access Data FTK and Encase Steganography and its techniques, as well as steganalysis, and image file forensics ● Password cracking concepts, tools, types of password attacks and how to investigate password protected file breaches. ● Different types of log capturing techniques, log management, time synchronization and log capturing tools. ● How to investigate logs, network traffic, wireless attacks, and web attacks ● How to track e-mails and investigate e-mail crimes and many more 	
<p>CompTIA Cloud Essentials</p>	<p>The CompTIA Cloud Essentials specialty certification demonstrates an individual knows what cloud computing means from a business and technical perspective, as well as what is involved in moving to and governing the cloud.</p> <p>Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ● Learn the fundamental concepts of cloud computing. ● Learn the business aspects and impact of cloud computing. ● Differentiate the types of cloud solutions and the adoption measures needed for each. ● Identify the technical challenges and the mitigation measures involved in cloud computing. ● Identify the steps to successfully adopt cloud services. ● Identify the basic concepts of ITIL and describe how the ITIL framework is useful in the implementation of cloud computing in an organization. ● Identify the possible risks involved in cloud computing and the risk mitigation measures, and you will also identify the potential cost considerations for the implementation of cloud and its strategic benefits. 	<p>10</p>
<p>CompTIA Linux</p>	<p>This course provides the background knowledge and skills needed to be successful in positions that require Linux OS troubleshooting, installation or maintenance and prepares the student to take the CompTIA® Linux+™ Powered by LPI exams (Exam Codes: LX0-103 and LX0-104), in order to become a CompTIA® Linux+™ Certified Professional.</p> <p>Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ● Identify basic Linux concepts and perform basic Linux tasks. ● Manage user and group accounts. ● Manage partitions and the Linux filesystem. ● Manage various files in Linux. ● Work with Linux permissions and ownership. ● Print files. ● Manage packages. ● Manage kernel services. ● Work with the Bash shell and shell scripts. ● Manage jobs and processes. ● Manage system services. ● Configure network services. ● Configure basic Internet services. ● Implement measures to secure a Linux system. ● Manage hardware associated with Linux systems. ● Troubleshoot Linux system issues. ● Install the Linux operating system. ● Configure the GUI. 	<p>10</p>

Name of Program	CISCO Certified IT Professional	
Program Description	<p>The Professional level in the Cisco Certification program recognizes a more advanced networking knowledge base and skills set. Each certification verifies a set of different technology skills to meet the needs of varying job roles.</p> <p>Cisco certifications validate the skills required for entry level network support positions to core network engineering positions. It enables students to have the knowledge and basic skills to install, operate & troubleshoot small to medium enterprise networks including network security. It ensures that students stay relevant with the skill sets needed for the adoption of next generation technologies.</p>	
Program Mission & Objectives	<p>This program prepares students to learn about Cisco technologies that are the worldwide authority in computer networking. This training will allow students to stand out in competitive job market with his versatile skills and technical depth. Our hands-on lab environments allow students to experience real-life scenarios during their Cisco training that can easily carry over to on-the-job skills.</p>	
Total Clock Hours	96 Hours	
Is an Externship or Internship Required?	No	
Graduation Requirements	To complete this program a student must complete all prescribed courses.	
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.	
CCENT	<p>Description</p> <p>The CCENT certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security.</p> <p>It opens doors to a career in networking. Having your CCENT means you have what it takes to manage a small, enterprise branch network. A CCENT is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions.</p> <p>Prerequisites None</p> <p>Objectives In this course, you will:</p> <ul style="list-style-type: none"> · Learn the basics of networking. · Learn the basics of Cisco devices and commands. · Set up an IPv4 network. · Set up an IPv6 network. · Learn infrastructure services. · Learn LAN switching basics. · Learn about routing basics. · Learn about NAT basics. · Maintain the network infrastructure. · Enhance network security. · Troubleshoot networks. 	10 clock hours
CCNA : Network Security	<p>Description</p> <p>The course focuses on the design, implementation, and monitoring of a comprehensive security policy, using Cisco IOS security features and technologies as examples. The course covers security controls of Cisco IOS devices as well as a functional introduction to the Cisco ASA adaptive security appliance. Using instructor-led discussion, lecture, and hands-on lab exercises, this course allows students to perform basic tasks to secure a small branch office network using Cisco IOS security features that are available through web-based GUIs (Cisco Configuration Professional) and the CLI on Cisco routers, switches, and ASA appliances.</p> <p>Prerequisites Skills and knowledge equivalent to those learned in Interconnecting Cisco Networking Devices Part 1 (ICND1)</p>	10 clock hours

	<p>Objectives</p> <p>Upon completing this course, the student will be able to meet these overall objectives: Describe the components of a comprehensive network security policy that can be used to counter threats against IT systems, within the context of a security policy life cycle Develop and implement security countermeasures that are aimed at protecting network elements as part of the network infrastructure Deploy and maintain threat control and containment technologies for perimeter security in small and midsize networks Describe secure connectivity strategies and technologies using VPNs, as well as configure site-to-site and remote-access VPNs using Cisco IOS features</p>	
CCNA: Routing & Switching	<p>Description</p> <p>In this course student will be able to how to perform basic troubleshooting steps in enterprise branch office networks, preparing learners for Cisco CCNA certification. Course covers understanding of Quality of Service (QoS) elements and their applicability, how virtualized and cloud services will interact and impact enterprise networks, along with an overview of network programmability and the related controller types and tools that are available to support software defined network architectures.</p> <p>Prerequisites None</p> <p>Objectives</p> <p>In this course student will learn to: Install, operate, and troubleshoot a medium-sized network, including connecting to a WAN and implementing network security. Describe the effects of new technologies such as IoE, IoT, IWAN, and SDN on network evolution. Operate a medium-sized LAN with multiple switches, supporting VLANs, trunking, and spanning tree Troubleshoot IP connectivity Describe how to configure and troubleshoot EIGRP in an IPv4 environment, and configure EIGRP for IPv6 Configure and troubleshoot OSPF in an IPv4 environment and configure OSPF for IPv6 Define characteristics, functions, and components of a WAN Describe how device management can be implemented using the traditional and intelligent ways.</p>	10 clock hours
CCNA: Cloud	<p>Description</p> <p>The CCNA Cloud certification is a job role focused certification and training program that helps Cloud engineers, Cloud Administrators, and Network Engineers to develop, advance, and validate their cloud skill set, and enables them to help their IT organization meet changing business demands from technology transitions. With a CCNA Cloud certification, students will obtain the skills to perform entry-level provisioning and support of Cisco cloud solutions.</p> <p>Prerequisites: None</p> <p>Objectives</p> <p>Upon completion of the course, students will be able to: Identify the components of the Cisco Cloud management software solution Understand the fundamentals of Cloud infrastructure administration Describe reporting and charge-back Provision Clouds using pre-configured templates Perform Cloud management, monitoring and remediation</p>	10 clock hours
CCNA: Data Center & Storage	<p>Description</p>	10 clock hours

	<p>For data center network administrators who want to save time and money on data center design, equipment installation, and maintenance, the Cisco Certified Network Associate Data Center (CCNA Data Center) certification is a job-role-focused training and certification program that allows you to maximize your investment in your education and increase the value of your data center network.</p> <p>This comprehensive program addresses the key areas of data center network design, implementation, and maintenance.</p> <p>Prerequisites: None</p> <p>Objectives</p> <p>Upon completion of the course, students will be able to:</p> <ul style="list-style-type: none"> Simple Network Design Switched Network Implementation IP Addressing Routing on the Cisco Nexus Switch Cisco Data Center Network Services Cisco Data Center Virtualization Cisco Data Center Storage Networking Cisco Data Center Unified Fabric Cisco UCS 	
CCNA: Wireless	<p>Description</p> <p>Cisco Wireless technology growth places increased demands on networks and the professionals that support them. Ensuring this technology is optimally configured, monitored, and supported is paramount to achieving business outcomes and requires a workforce of skilled wireless professionals. Earn the CCNA Wireless certification and amplify your basic Cisco Wireless LAN's configuration, monitoring, troubleshooting and support skills for optimal performance of Cisco Wireless networks.</p> <p>Prerequisites: Valid CCENT certifications</p> <p>Objectives</p> <p>Upon completing this course, student will be able to meet these objectives:</p> <ul style="list-style-type: none"> Understand the basic RF principles and characteristics. Understand WLAN security methods and access with differing client devices. Define the Cisco WLAN architecture and the underlining infrastructure used to support it. Implement a Centralized wireless access network using AireOS or IOS-XE wireless LAN controllers. Implement a Converged wireless access network using IOS-XE converged access switches and wireless LAN controllers. Implement small and remote access wireless networks using FlexConnect, Autonomous or Cloud architectures. Perform basic Wlan maintenance and troubleshooting. Describe the requirements for a WLAN design. 	10 clock hours
CCNA: Collaboration	<p>Description</p> <p>For network video engineers, collaboration engineers, IP telephony and IP network engineers who want to develop and advance their collaboration and video skills in line with the convergence of voice, video, data and mobile applications, the Cisco CCNA Collaboration certification is a job-role focused training and certification program.</p> <p>Prerequisites: None</p> <p>Objectives</p> <p>Upon completing this course, students will be able to meet these objectives:</p>	10 clock hours

	<p>Describe the components of a Cisco Unified Communications solution and identify call signaling and media stream flows</p> <p>Provide an overview of administrator and end-user interface options in Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Connection, and Cisco Unified Communications Manager IM and Presence Service</p> <p>Understand call flows in Cisco Unified Communications Manager and Cisco Unified Communications Manager Express</p> <p>Describe Cisco Business Video components and architectures</p> <p>Implement Cisco Collaboration endpoints</p> <p>Implement Cisco TelePresence endpoints</p> <p>Implement multipoint conferencing on Cisco collaboration endpoints</p> <p>Implement Cisco DMP endpoints.</p>	
CCDA	<p>Description:</p> <p>Enterprise environments require networks designed for performance, availability, and scalability with the flexibility to meet rapidly evolving demands. To meet these challenges head on, skilled IT professionals are needed with up-to-date, fundamental network design skills. For network design engineers, system engineers, and sales engineers and individuals looking to build and validate Cisco network design fundamental knowledge the Cisco CCDA certification program focuses on design methodologies and objectives, addressing and routing protocols, and network expansion considerations within basic campus, data center, security, voice, and wireless networks.</p> <p>Prerequisites</p> <p>Valid CCENT certification</p> <p>Objectives</p> <p>After completing this course, students will be able to:</p> <p>Discuss methodology in network design</p> <p>Describe how to structure and modularize the network design using the Cisco Network Architectures for the Enterprise</p> <p>Design the enterprise campus, and describe the architectural approach to the data center and virtualization market</p> <p>Design the enterprise edge and remote modules as needed</p> <p>Design a network addressing plan and select suitable routing protocols for a given network design</p> <p>Evaluate security solutions for the network</p> <p>Discuss voice and video networking considerations in the enterprise network design</p> <p>Recommend a design for a basic wireless solution</p>	10 Clock Hours
CCDP	<p>Description</p> <p>Enterprise environments require networks designed for performance, availability and scalability to achieve outcomes. Seasoned IT professionals with progressive end-to-end network design expertise are crucial to ensure networks deliver to today's requirements while future proofing investments. For Senior Network Design Engineers, Principle System Engineer, Network/Solution Architects and CCDA professionals looking to build upon your fundamental Cisco network design expertise the Cisco CCDP certification program focuses on advanced addressing and routing protocols, WANs, services virtualization, and integration strategies for multi-layered Enterprise architectures.</p> <p>Prerequisites:</p> <p>Valid CCENT & CCDA certifications</p> <p>Objectives</p> <p>Upon completing this course, the learner will be able to meet these overall objectives:</p> <p>Describe routing protocols, different remote connectivity options and their impact on routing and implement RIPng</p> <p>Configure EIGRP in IPv4 and IPv6 environment</p>	16

	<p>Configure OSPF in IPv4 and IPv6 environment Implement route redistribution using filtering mechanisms Implement path control using policy based routing and IP SLA Implement enterprise Internet connectivity Secure Cisco routers according to best practices and configure authentication for routing protocols Describe the hierarchical campus structure, basic switch operation, use of SDM templates, PoE, and LLDP Implement VLANs, trunks, explain VTP, implement DHCP in IPv4 and IPv6 environment, and configure port aggregation Implement and optimize STP mechanism that best suits your network - PVSTP+, RPVSTP+, or MSTP Configure routing on a multilayer switch Configure NTP, SNMP, IP SLA, port mirroring, and verify StackWise and VSS operation Implement First Hop redundancy in IPv4 and IPv6 environments Secure campus network according to recommended practices Design internal routing for enterprise network Design BGP routing for enterprise network Design enterprise WAN connectivity Design enterprise data center integration Design security services in an enterprise network Design QoS for optimized user experience Design enterprise transition to IPv6 Design enterprise multicast network</p>	
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Name of Program	Microsoft Office Specialist
Program Description	This program prepares students to take Microsoft Office Specialist (MOS) certification exams. These certifications are the only globally recognized credentials that validate your technical expertise in the ultra-popular business productivity applications within the Microsoft Office Suite. Microsoft Office Specialists tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence & productivity in the workplace.
Program Mission & Objectives	The objective of this program is help student improve work efficiency with the skills developed in this program and to prepare students for appropriate Microsoft certification exams. Microsoft Office products provide resources for professional presentation of data that are compatible with most operating systems. For students, MOS boosts academic performance and preps them for college and career. For educators, MOS courses provide targeted training and support every step of the way. For Administrators, MOS improves institutional results MOS certification gives students a commanding competitive edge in today's academic and professional environments
Total Clock Hours	96 Hours
Graduation Requirements	To complete this program a student must complete all prescribed courses.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.
Required Internship or Externship	None

Modules of Instruction

MOS: Excel	<p>Description In MOS: Excel course, student will learn to create and edit a workbook with multiple sheets, and they use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs. Prerequisites None</p> <p>Objectives Upon successful completion of MOS: Excel coursework, Student will learn to:</p> <ul style="list-style-type: none"> ● Create worksheets and workbooks, ● Search for data within a workbook, ● Format worksheets and workbooks. ● Customize options and views for worksheets and workbooks, ● configure worksheets and workbooks for distribution, ● manage data cells and ranges, ● summarize and organize data ● Create and manage tables, ● manage table styles and options, ● filter and sort a table and perform operations with formulas and functions and perform conditional operations by using functions, ● Ability on how to create charts and objects, ● format graphic elements, ● insert and format objects to use data for presentations. 	8 clock hours
MOS: PowerPoint	<p>Description Upon successful completion of this course, student will have a fundamental understanding of the PowerPoint application. Student will be able to create, edit, and enhance presentations and slide shows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slide shows. Prerequisites: None</p> <p>Objectives In this course student will:</p>	8 clock hours

	<ul style="list-style-type: none"> ● Learn to create a presentation, ● Insert and format slides, ● Modify slides, handouts, and notes, ● Order and group slides, ● Change presentation options and views, ● Configure a presentation for print, ● Configure and present a slide show. ● Learn to Insert and format text, ● Insert and format shapes and text boxes, ● Insert and format images, ● Order and group objects ● Learn to Insert and format tables, ● Insert and format charts, ● Insert and format SmartArt graphics, ● Insert and manage media ● Learn to Apply slide transitions, ● Animate slide content, ● Set timing for transitions and animations ● Also learn to merge content from multiple presentations and Finalize presentations using protect, inspect, and proof check and exporting to other formats. 	
MOS: Access	<p>Description This course provides understand of basic database design principles. It also, demonstrate the correct application of the principle features of Access, and demonstrate the ability to create and maintain basic Access database objects, including tables, relationships, data entry forms, multi-level reports, and multi-table queries. Prerequisites: None</p> <p>Objectives In this course student will:</p> <ul style="list-style-type: none"> ● Learn to Create and modify databases, manage relationships and keys, navigate through a database, protect and maintain databases, print and export data ● Learn to Create tables, import data into tables, manage tables, manage records in tables, create and modify fields ● Learn to Create a query, run a query, modify a query and create calculated fields and grouping within queries ● Learn to create a form, configure form controls and format a form ● Learn to create a report, configure report controls and format a report into multiple columns. 	8 clock hours
MOS: Outlook	<p>Description This course teaches how to email message content by using character and paragraph formatting, create or insert graphic elements, such as charts, tables, and SmartArt graphics, into messages. Also learn to create contact records, tasks, and appointments from incoming messages, and set up contact groups to facilitate communication with other Outlook users. Learn to schedule meetings involving people and system resources, and delegate tasks to others. Core users personalize the Outlook program window and the Quick Access Toolbar to maximize their efficiency. Learn to organize messages and other Outlook items, and display different views of mail folders and of the calendar, address book, and task list. Also display multiple calendars and learn to share calendars with other Outlook users. Prerequisites None</p> <p>Objectives In this course student will:</p>	8 clock hours

	<ul style="list-style-type: none"> ● Learn to manage the outlook environment using customize outlook settings, automate, print and save information and search in outlook ● Learn to manage messages using create, format, organize and manage messages ● Learn to manage schedules using create and manage calendars, create appointments, organize and manage appointments, create and manage notes/tasks/journals. ● Learn to manage contacts and groups. 	
MOS: ONENOTE	<p>Description Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity. Prerequisites None</p> <p>Objectives In this course student will learn:</p> <ul style="list-style-type: none"> ● Microsoft OneNote interface ● How to create a simple notebook ● How to create notes ● How to organize content and search for information in a OneNote notebook ● Integration of OneNote with other applications ● Use OneNote to share notes with other people 	8 clock hours
MTA: Database	<p>Description MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility MTA Database administrator helps students who are intending to build a career in data platform administration or business intelligence. Prerequisites None</p> <p>Objectives In this course student will:</p> <ul style="list-style-type: none"> ● Understand how data is stored in tables, relational database concepts, data manipulation language (DML) and data definition language (DDL) ● Understand how to choose data types, tables and how to create them along with create views and stored procedures and functions ● Understand to manipulate data using following functions such as select, insert, update and delete data ● Understand data storage using normalization, primary, foreign, composite keys and indexes. ● Administrate database with security and backup/restore concepts 	8 clock hours
MTA: Developer	<p>Description MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility MTA Developer module helps students who are intending to be a software developer. This module helps prepare student for hands on product training and certification. It helps understand software development fundamentals and helps you achieve career development goals. Prerequisites None</p> <p>Objectives In this course student will:</p> <ul style="list-style-type: none"> ● Understand Core Programming ● Understand Object-Oriented Programming ● Understand General Software Development ● Understand Web Applications 	12 clock hours

	<ul style="list-style-type: none"> ● Understand Desktop Applications ● Understand Databases ● Manage the Application Life Cycle ● Build the User Interface by Using HTML5 ● Format the User Interface by Using CSS ● Code by Using JavaScript 	
MTA: Infrastructure	<p>Description MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility MTA IT Infrastructure certification helps students who are intending to build a career in desktop or server infrastructure or private cloud computing. Prerequisites None</p> <p>Objectives In this course student will:</p> <ul style="list-style-type: none"> ● Learn Server Installation, Server Roles, Active Directory and Storage ● Learn to understand Network Infrastructures, Network Hardware and Protocols/Services ● Learn to understand Security Layers, Operating System Security, Network Security ● Learn to understand device configurations, data management, device security, cloud services and enterprise mobility ● Learn to Understand the cloud, enable, use, and configure Microsoft Cloud Services, Administer Office 365 and Support cloud users 	46 clock hours

Name of Program	Microsoft Certified Solution Associate and Expert
Program Description	<p>This program prepares IT professionals seeking recognition of proficiency in the realm of Microsoft technologies to take exams to obtain the Microsoft Certified Solutions Expert (MCSE) credential. MCSE credential holders are recognized industry-wide as possessing the technical skills, expertise and knowledge necessary to perform complex roles using Microsoft technologies. Employers depend on MCSE professionals to solve difficult problems requiring innovative resolutions, design systems and complex solutions, build and deploy, as well as operate, maintain and optimize Microsoft-based systems.</p> <p>As with the Microsoft Certified Solutions Associate (MCSA), the MCSE comes in various certification flavors, all designed to meet the demanding requirements facing advanced level Microsoft professionals in today's ever-changing technology environment.</p>
Program Mission & Objectives	The objective of this program allows professionals to get up to speed on the essential tools that many organizations value today and prepares students to take appropriate Microsoft technical training certification. Microsoft certifications have become the most sought after in the IT industry. Part of this comes from the fact that Microsoft technical certifications reduce downtime and make teams more productive.
Total Clock Hours	96 Hours
Graduation Requirements	To complete this program a student must complete all prescribed courses.
Final Tests or Exams	Yes. Students are evaluated through written and performance assessments.
Required Internship or Externship	None

MCSA: SQL 2016	<p>Description Demonstrate your essential skills as a database professional, for both on-premises and cloud-based databases. This course helps you improve your skills in building and implementing databases across organizations, and will qualify you for a position as a database developer. Organizations gain deeper insights into their data with capabilities that go beyond business intelligence to perform advanced analytics directly within their database and present rich visualizations for business insights on any device. You can also gain the benefits of hyper-scale cloud that lets you dynamically stretch your warm and cold transactional data to Microsoft Azure in a secured way so your data is always at hand for queries, no matter the size. In addition, SQL Server delivers a complete database platform for hybrid cloud, enabling you to easily build, deploy and manage solutions that span on-premises and cloud. Prerequisites None</p> <p>Objectives In this course student will learn to:</p> <ul style="list-style-type: none"> ● Create/query/implement & modify Transact-SQL SELECT queries ● Query data with advanced Transact-SQL components ● Program databases by using Transact-SQL ● Configure data access and auditing, manage back up and restore of databases ● Manage and monitor SQL server instances ● Manage high availability and disaster recovery ● Design and implement data warehouse ● Extract, transform and load data ● Integrate solutions with cloud data and big data ● Build data query solution 	8 clock hours
MCSA: Windows Server 2016	<p>Description This module helps develop mastery of the primary set of Windows Server 2016 skills required to reduce IT costs and deliver more business value. With Windows Server you can scale to run your most important workloads with robust recovery options. You'll achieve value quickly with a wide range of</p>	8 clock hours

	<p>cost-effective, high-performance storage options and simplified delivery of multi-tenant IT services. You can build, deploy, operate, and monitor applications on premises and in the cloud. Empower users with secure access to corporate resources on the devices they choose.</p> <p>Prerequisites None</p> <p>Objectives</p> <p>Earning an MCSA: Windows Server 2016 certification qualifies you for a position as a network or computer systems administrator or as a computer network specialist, and it is the first step on your path to becoming a MCSE.</p> <p>In this course student will learn to:</p> <ul style="list-style-type: none"> ● Install, upgrade, migrate servers, nano server and deployment ● Configure disks/volumes, implement server storage and data deduplication ● Install configure virtual machines. ● Implement high availability and disaster recovery options in Hyper-V ● Maintain & monitor server installations 	
<p>MCSA: Windows10</p>	<p>Description</p> <p>This module helps develop expertise to configure, manage, and maintain a Windows 10 enterprise system.</p> <p>Prerequisites None</p> <p>Objectives</p> <p>Earning an MCSA: Windows 10 certification qualifies you for a position as a computer support specialist.</p> <p>Student will learn to:</p> <ul style="list-style-type: none"> ● Prepare for installation requirements, Install Windows, Configure devices and device drivers, Perform post-installation configuration and Implement Windows in an enterprise environment ● Configure networking, storage, data access, applications and remote management ● Configure updates, system/data recovery, authorization/authentication and advance management tools. 	<p>8 clock hours</p>
<p>MCSA: Linux on Azure</p>	<p>Description</p> <p>Microsoft Azure is a growing collection of integrated cloud services—analytics, computing, database, mobile, networking, storage, and web—for moving faster, achieving more, and saving money. Designed so that any developer or IT professional can be productive with Azure, it includes integrated tools, templates and managed services to effectively build and manage enterprise, mobile, Web and Internet of Things (IoT) apps, using skills you already have and technologies you already know.</p> <p>This certification demonstrates your ability to design, architect, implement, and maintain complex cloud-enabled Linux® solutions that leverage Microsoft Azure open source capabilities.</p> <p>Prerequisites None</p> <p>Objectives</p> <p>The student will learn to:</p> <ul style="list-style-type: none"> ● Use an open and flexible platform that supports the broadest selection of operating systems, programming languages, frameworks, tools, databases and devices ● Extend your existing IT through the largest network of secure private connections, hybrid database and storage solutions ● Protect your data with the first major cloud provider to adopt the new international cloud privacy standard, ISO 27018 ● Run your apps anywhere on a worldwide network of Microsoft-managed datacenters across 22 regions ● Make smarter decisions using Azure’s predictive analytics services, including Machine Learning, Cortana Analytics and Stream Analytics 	<p>8 clock hours</p>

<p>MCSA: Web Applications</p>	<p>Description In this module student will learn to demonstrate expertise at implementing modern web apps. Prerequisites None Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Create the document structure. ● Apply styling to HTML elements programmatically. ● Implement HTML APIs. ● Establish the scope of objects and variables. ● Create and implement objects and methods. <p>Earning an MCSA: Web Applications certification qualifies you for a position as a web developer or web administrator.</p>	<p>8 clock hours</p>
<p>MCSA: Universal Windows Platform</p>	<p>Description In this module student will learn to implement Universal Windows Platform apps that offer a compelling user experience across a wide range of Windows devices. In this module student will learn C# programming, object oriented programming, code reflection and many more. It also helps you learn mobile applications using Visual Studio. Prerequisites None Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Manage program flow ● Create and use types ● Debug applications and implement security ● Implement data access ● Develop a XAML page layout for an adaptive UI ● Implement page navigation and lifecycle events ● Implement data access and data binding ● Implement feature detection for adaptive coding ● Manage user input and custom user interactions ● Manage authentication and identity management ● Implement notifications, background tasks, and reusable components 	<p>8 clock hours</p>
<p>MSCE: Cloud Platform and Infrastructure</p>	<p>Description The Microsoft Certified Solutions Expert (MCSE): Cloud Platform and Infrastructure certification validates that you have the skills needed to run a highly efficient and modern data center, with expertise in cloud technologies, identity management, systems management, virtualization, storage, and networking. Prerequisites MCSA: Windows Server 2016 MCSA: Cloud Platform MCSA: Linux on Azure MCSA: Windows Server 2012 Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Design and implement Web Apps ● Create and manage virtual machines ● Design and implement cloud services, storage strategy ● Manage application and network services <p>Implement Web Apps, virtual machines, cloud services, storage, Azure</p>	<p>8 clock hours</p>

	<p>Active Directory, virtual networks</p> <ul style="list-style-type: none"> ● Design Microsoft Azure infrastructure, application storage, data access, Azure Web Apps ● Design a management, monitoring, and business continuity strategy ● Design and implement database solutions for Microsoft SQL Server and SQL Database ● Manage database management systems (DBMS) security ● Design for high availability, disaster recovery, and scalability ● Monitor and manage database implementations on Azure ● Design big data batch processing and interactive solutions, real-time processing solutions ● Design Machine Learning solutions ● Operationalize end-to-end cloud analytics solutions 	
<p>MCSE: Mobility</p>	<p>Description The Microsoft Certified Solutions Expert (MCSE): Mobility certification validates that you have the skills needed to manage devices in today’s bring-your-own-device (BYOD) enterprise. In this module student will learn to deploy windows desktops and enterprise applications, administering system center configuration manager and Intune planning for and managing devices in the enterprise. Prerequisites MCSA: Windows 10 certification.</p> <p>Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Implement the Operating System Deployment (OSD) infrastructure, a lite/Zero Touch deployment, ● Create and maintain device images and Prepare/deploy the application environment. ● Deploy and manage virtual applications, desktop and mobile applications ● Plan and implement software updates, ● Manage Configuration Manager clients, compliance and Endpoint Protection settings and inventory using Configuration Manager, Provision and manage mobile devices 	<p>8 clock hours</p>
<p>MCSE: Data Management and Analytics</p>	<p>Description Demonstrate your broad skill sets in SQL administration, building enterprise-scale data solutions, and leveraging business intelligence data—both on-premises and in cloud environments. Prerequisites: One of the MCSA: SQL Server 2012/2014 MCSA: SQL 2016 Database Administration MCSA: SQL 2016 Database Development MCSA: SQL 2016 Business Intelligence Development</p> <p>Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Design, Manage and implement database solutions for Microsoft SQL Server and SQL Database ● Design for high availability, disaster recovery, and scalability ● Monitor and manage database implementations on Azure ● Design big data batch processing, real-time processing solutions and interactive solutions, Machine Learning solutions and Operationalize end-to-end cloud analytics solutions ● Implement & design database/programming objects, Optimize and troubleshoot queries ● Design a database structure, database objects and database security. Design a troubleshooting and optimization solution 	<p>8 clock hours</p>

	<ul style="list-style-type: none"> ● Build an analysis services multidimensional database, tabular data model and report with SSRS. Manage, maintain, and troubleshoot a SQL Server Analysis Services (SSAS) database ● Plan business intelligence (BI) infrastructure , Design BI infrastructure, reporting solution, BI data models & an ETL solution 	
MCSE: Productivity	<p>Description The Microsoft Certified Solutions Expert (MCSE): Productivity certification validates that you have the skills needed to move your company to the cloud, increase user productivity and flexibility, reduce data loss, and improve data security for your organization.</p> <p>Prerequisites (MCSA): Office 365 certification.</p> <p>Objectives Student will learn to</p> <ul style="list-style-type: none"> ● Plan, deploy, manage, and troubleshoot mailbox databases, client access services, transport services, an Exchange infrastructure, recipients, and security. ● Plan, deploy, and manage compliance, archiving, eDiscovery, and auditing. ● Implement and manage coexistence, hybrid scenarios, migration, and federation ● Design, Monitor and optimize SharePoint infrastructure & environment ● Plan authentication and security, workload optimization, productivity solutions 	8 clock hours
MCSE: Server Infrastructure	<p>Description The Microsoft Certified Solutions Expert (MCSE): Server Infrastructure certification validates that you have the skills needed to run a highly efficient and modern data center, with expertise in identity management, systems management, virtualization, storage, and networking.</p> <p>Prerequisites: None</p> <p>Objectives Student will learn to:</p> <ul style="list-style-type: none"> ● Install/configure servers, ● Configure server roles/features, ● Configure Hyper-V, Deploy/configure core network services, Install/administer Active Directory and Create/manage Group Policy. ● Deploy, manage, and maintain servers, ● Configure File and Print Services, ● Configure network services and access, ● Configure a Network Policy Server (NPS) infrastructure, ● Configure and manage Active Directory, ● Configure and manage Group Policy ● Configure and manage high availability, ● Configure file and storage solutions, ● Implement business continuity and disaster recovery, ● Configure Network Services, ● Configure the Active Directory infrastructure, ● Configure Identity and Access Solutions ● Plan and deploy a server infrastructure, ● Design and implement network infrastructure services, ● Design and implement network access services, ● Design and implement an Active Directory infrastructure (logical), Design and implement an Active Directory infrastructure (physical) 	8 clock hours

	<ul style="list-style-type: none"> • Manage and maintain a server infrastructure, • Plan and implement a highly available enterprise infrastructure 	
MCSE: Data Platform	<p>Description Demonstrate your broad skill sets in SQL Server administration and in building enterprise-scale data solutions both on-premises and in cloud environments. Prerequisites None</p> <p>Objectives Student will learn to:</p> <ul style="list-style-type: none"> • Query Microsoft SQL Server using create database objects, Working with data, Modifying data, Troubleshooting and optimizing it • Install and configure Microsoft SQL Server, Maintain instances and databases, Optimize and troubleshoot, Manage data, Implement security • Design and implement a data warehouse, Extract and transform data, Load data, Configure and deploy SSIS solutions • Implement database objects, programming objects, Design database objects and Optimize/troubleshoot queries 	8 clock hours

CA TRADE ACADEMY
Film Producing and Directing

Instructor:

Email:

Classes meet Monday and Wednesday 4pm to 8 pm online or in person

Course designed to develop an understanding of professional producing and directing for theatre.

A study of the elements of play production including playwriting, producing, acting, directing set design, costume design and lighting design. Exploration of the origins of drama, significant milestones in theatre history and trends in contemporary theatre.

- The United States Department of Labor Code: 27-2012 [Producers and Directors](#)

Required Textbook:

The Digital Filmmaking Handbook By Sonja Schenk and Ben Long

Grading Assessment:

Class Participation 10%

Preproduction 25%

Production 25%

Postproduction 25%

Distribution 15%

Estimated Total Hours: Minimum 96 Hours per Week

Assessment Criteria and Methods of Evaluating Students:

Grading Scale:

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

90% to 100% = A

4 Grade Points 80% to 89% = B

3 Grade Points 70% to 79% = C

2 Grade Points 60% to 69% = D

1 Grade Point 0 to 59% = F 0 Grade Points

Course Student Learning Outcomes:

Upon satisfactory completion of the course, students will be able to:

Learning Objectives

Upon successful completion of the course, the student should be able to:

This class is an examination of the creative, organizational, and managerial roles of the producer and director in narrative motion pictures and television. Topics include how a production company is formed, functions, creates and obtains properties, financing and distribution. The course gives specific attention to the issues that will be faced by students as future producers and/or production and studio executives.

This class is primarily a creative producing and directing class—and it will focus on the entertainment industry. And it will examine both feature film development and production and the television industry.

This class will provide students a roadmap of how the film and television industry works. It will also help students decide what kinds of projects to develop and acquire, how to assemble the necessary elements, such as director, writer, cast, etc., and to construct a realistic overall producing plan. Today's producer must be an entrepreneur, navigating and setting his/her own course in a dynamically changing world, as well as someone who can find and create content.

Upon satisfactory completion of the course, students will be able to:

The course is designed to describe and explain the roles, function and skills required to produce and direct a feature film or television project, from initial conception through production and into marketing and distribution. The emphasis will be on the realities of producing in our current market, economy and cultural landscape; what makes a project viable and successful in an ever-changing world.

The course will explore the qualities and skills a producer must know to be successful, including a command of market trends as they relate to dynamically changing production and distribution modalities.

The course will cover the process of production, from the initial concept of the story through script development, funding avenues, production, post-production, and marketing/distribution. We will cover an overview of script budgeting, timetable development, team building, talent selection, contract and union negotiation, regulations, technology, and other relevant core competencies.

To build a body of knowledge and information through lectures, case studies, discussions with visiting professionals, and readings of articles and selected chapters of relevant texts – about the opportunities and challenges facing the contemporary producer in film and television. The rapidly changing nature of the industry has effectively brought about a convergence of the two, in which a decision of how to best explore a project —as a film, limited series or open-ended series—is more often a function of how best to tell a story.

To learn the basic concepts, terms, and principles which apply to the role of producer in the entertainment and media industries.

To analyze the specific job functions of the producer, required to effectively and efficiently complete all phases of production, through marketing and distribution.

To understand the various disciplines in which the producer must effectively function as a key member – and in most cases, the leader – of the creative and business team assembled to complete a project.

Course Content:

The course is designed to describe and explain the roles, function and skills required to produce and direct a feature film or television project, from initial conception through production and into marketing and distribution. The emphasis will be on the realities of producing in our current market, economy and cultural landscape; what makes a project viable and successful in an ever-changing world.

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To build a body of knowledge and information through lectures, case studies, discussions with visiting professionals, and readings of articles and selected chapters of relevant texts – about the opportunities and challenges facing the contemporary producer in film and television. The rapidly changing nature of the industry has effectively brought about a convergence of the two, in which a decision of how to best explore a project —as a film, limited series or open-ended series—is more often a function of how best to tell a story.

To learn the basic concepts, terms, and principles which apply to the role of producer in the entertainment and media industries.

To analyze the specific job functions of the producer, required to effectively and efficiently complete all phases of production, through marketing and distribution.

To understand the various disciplines in which the producer must effectively function as a key member – and in most cases, the leader – of the creative and business team assembled to complete a project.

No significant prior experience or knowledge is assumed. The program brings everyone to the same level very quickly, beginning with the fundamentals while also filling the inevitable gaps in the understanding of those with some prior experience.

Attendance and Participation:

Attendance and participation for each lecture is vital to your learning of the subject material, and thus in your overall grade for the course. If you do not show up to class and actively participate in class lectures, discussions and activities, it will be difficult for you to succeed. Please arrive on time for each lecture, ready to begin class promptly at TBD

Cheating Policy:

Cheating constitutes academic dishonesty and will be handled as part of the course grading process. Penalty may range from no credit for the assignment up to and including exclusion and/or a failing grade for the course.

Course Schedule:

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NECESSARY

Week 1

Read: Chapter 2: Writing, Scheduling and Producing

Topics

Screenwriting
Finding a Story
Script Structure
Treatments
Three Act Structure
Writing Visually
Creative Writing Exercise
Formatting Script
Screen Writing Software
Writing for Television
Writing unscripted Projects
Writing for VR
Writing for Corporate Projects
Scheduling
Breaking Down a Script Production Boards
Scheduling for Unscripted Projects
Producing Tools
Forming a Production Company
Making Sure You Own Your Film
Contracts and Lawyer
Working with Unions
Assignment: Begin writing a short subject for production

Week 2

Read: Chapter 3: Digital Video Prime

Topics

Digital Video for Filmmakers

HD

2k, 4k, 8k and more K

Components of Digital Video

Tracks

Frames

Scan Lines

Pixels

Aspect ratio

Describing HD Video

Audio tracks

Surround Sound

Mono Sound

Stereo Sound

Audio sampling

Working with SD and Analog Video

Timecode: Keeping Track of Files and Frames

Digital Image Quality

Color Sampling

Bit Depth

Compression Ratios

Data rate

Understanding Digital Media files

Digital Video Container Files

Codecs

Audio Container Files and Codecs

Transcoding

Digital Video Formats

Acquisition Formats

Intermediate Formats

Finishing Formats

VR Media Formats

Assignment: Conclude Writing Script for Week 3

Week 3

Read: Chapter 4: Choosing a Camera

Topics

Evaluating a camera

Image Quality

Sensors

Compression and Raw Video

Sharpening

White Balance Dynamic Range

Image Tweaking

Lenses

Lens Quality

Lens Features

Interchangeable Lenses Camera Features

Camera Body Types

Manual Controls

Focus

Shutter Speed

Aperture Control

Image Stabilization

Interface

Remote Control

Audio

Media Type

Wireless

DSLR's and Mirrorless Cameras

The Director of Photography

Assignment: Breakdown Script

Practice Using Camera

Week 4

Read: Chapter 5: Planning Your Shoot

Topics

Storyboarding Shots and Coverage

Camera Angles Computer-Generated Storyboards

Previz Studio

Power production

Storyboard Artists

Sketchup Film and Stage

Celx Pro

Camera Diagrams and Shot lists

Legal Legwork

Location Scouting

Production Design

Art Direction Basics Building a Set

Set Dressing and Props

DIY Art Direction

Visual Planning for Documentaries

Effects Planning

Creating Rough Effects Shots

Assignment: Cast your film, Schedule your film

Week 5

Read: Chapter 6:

Topics

Lighting
The Art Of Lighting
Three Point Lighting
Fill Light
Back Light
Key Light
Color temperature
Types of Light
Wattage
Measuring Light
Controlling the Quality of Light
Lighting Gels
Diffusion
Power Supply
Mixing Daylight and Interior Light
Using Household Lights
Exterior Lighting
Enhanced Existing Daylight
Lighting Equipment checklist
Getting Rid of Light
Special Lighting Situations
Assignment: Complete Shot List, Storyboards and Locations

Week 6

Read: Chapter 7: Using the camera

Topics

Setting Focus
Using Zoom Lens
Controlling Zoom
Working with Interchangeable Lenses
What Lenses Do I Need?
Exposure
Aperture
Shutter Speed
Gain and ISO Settings
Exposure and Depth of Field
White balancing
Alternative White Balancing
Lens Filters
UV Filters
Neutral Density Filters
Polarizing Filters
Diffusion Filters
Shooting Raw
Composition
Headroom

Lead Your Subject
Following versus anticipating
Don't be Afraid to Get to Close
Eyelines
Clearing Frame
Beware of Stage Lighting
TV Framing
Breaking the rules Camera Movement
Panning and Tilting
Zooms and Dolly Shots
Tracking Shots
Handheld Shots
Deciding When to Move
Shooting Checklist
Assignment: Sign Actor Crew Contracts, Finalize any elements necessary for Production

Week 7

Read: Chapter 8: Production Sound

Topics

What you want to record
Microphones
What the Mic hears
Mixing and Recording
Connecting it all up
Wireless Mics
Placing Your Mics
Testing Sound
Reference Tone
Managing Your Ste
Recording Your Sound
Room Tone
Runa and Gun Audio
Gear checklist
Assignment: Shoot your production Week 1

Week 8

Read: Chapter 9: Directing

The Shooting Script
Directing
Casting
Auditions
Rehearsals
Managing the Set
Camera Crew Who's Who
The Protocol of Shooting
Respect for Acting

Organization on the Set
Script Supervision
Documentary Field Notes
Assignment: Complete production

Week 9

Read: Chapter 11: Getting Started in Post

Topics

Scheduling Post
Setting up a workstation
CPU
Ram
GPU and VRAM
Storage
Monitors
Custom Keyboards
Backing Up
Local Networks Cloud Storage
Render Films
Audio Equipment
Color Grading hardware
VR Workstations
Thunderbolt
SDI
HDMI
eSATA
USB
Firewire
Audio Interfacing
Assignment: Begin Post Production

Week 10

Read: Chapter 15: Sound Editing

Topics

Sounding Off
Setting Up
Temp Mixes
Audio levels Metering
Clipping and Distortion
Dedicated Sound Editing Apps
Moving your audio
Audio Editing hardware
Editing Sound
Unintelligible Dialogue
Changes in Tone
Is there Extraneous Noise on the Shot

Dialogue Editing
ADR
Eq is your friends
VR Audio
Sound Effects
Music
Editing Music
Music Libraries
License to Play
Finding a Composer
Fix it in the Mix
Color Grading
Titles and Effects
Assignment: Continue Post Production

Week 11

Read: Chapter 18: Screening & Finishing

Topics

Outputs for Screening
Preparing your sequence
Conform and Color Grade
Create a Mix
Export your Cut
Web Screenings
Preparing for Film Festivals
Scheduling Festival Submissions
Generating Interest in your film
The Big Finish deliverables
Passing QC
Final Delivery
Making Masters
Textless Masters
Reel Changes
Final Audio Mixes
Preparing for a Professional Audio Mix
Preparing for Professional Color Grade
Putting Audio and Video Back Together
Digital Cinema masters
Archiving Your Project
Assignment: Final Work on Film

Week 12

Turn in Final films/Screenings

CA TRADE ACADEMY
Theatre Producing and Directing

Instructor:

Email

Classes: Tuesday and Thursday 5pm to 9pm online or in person

Course designed to develop an understanding of professional producing and directing for theatre. A study of the elements of play production including playwriting, producing, acting, directing set design, costume design and lighting design. Exploration of the origins of drama, significant milestones in theatre history and trends in contemporary theatre

The United States Department of Labor Code: 27-2012 [Producers and Directors](#)

Required Textbook:

Theatre Producing by Donald C. Farber

Grading Assessment:

Class Participation 10%

Script Breakdown 5%

Costume Designs 5%

Set Designs 5%

Prop Design: 5%

Blocking 5%

Rehearsal Schedule 5%

Actor Contracts 5%

Publicity 5%

Lighting Design & Sound Design 5%

Marketing Campaign 5%

Paper 1: Theatre Styles 5 page paper on international theatre/famous playwrights/varying styles
20%

Paper 2: Script Review 10% (3 pages)

Final Scene Presentation 10%

Estimated Total Hours: Minimum 96 Hours per Week

Assessment Criteria and Methods of Evaluating Students:

Grading Scale:

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

90% to 100% = A

4 Grade Points 80% to 89% = B

3 Grade Points 70% to 79% = C

2 Grade Points 60% to 69% = D

1 Grade Point 0 to 59% = F 0 Grade Points

Course Student Learning Outcomes:

Upon satisfactory completion of the course, students will be able to:

Learning Objectives

Upon successful completion of the course, the student should be able to:

- Generate a mission statement from the interpretation of a business entity's vision and core values
- List the administrative structures and managerial positions of a non-profit arts organization, charting how artists, administrators, and board members relate to one another to accomplish various organizational and artistic goals
- Develop a series of financial strategies, including research of revenue-generating opportunities for performing and visual arts organizations
- Define and assess the management decisions necessary for an organization's ongoing financial and artistic health
- Create, debate and appraise marketing and public relations efforts as they relate to arts organizations, events and/or productions
- Examine and evaluate the importance of additional management opportunities in the arts, including touring, facilities, and unions
- Identify and weigh the value of education and educational opportunities in the arts industry
- Discuss and appraise arts management and arts entrepreneurship, relative to their career paths in the 21st Century.
- Present a viable management theory through the creation of an arts organization, from mission statement to production or opening event

This core introductory course outlines the essential roles, tasks and obstacles faced by live theatre producers. Topics include finding a venue, show selection and licensing, Contracts, and the relationship between producer and the actors and stagehands unions,. Making offers to actors and talent agencies. In addition, students are introduced to the language of Producing theatre. Through lecture, discussion of industry developments, handouts and individual research assignments, Theatre Producer's Craft lays the groundwork for a profession as a live theatre Producer. Course work will cover, the role of the producer; in the development of a play or musical from start to standing ovation and beyond.

Course Objectives:

Upon satisfactory completion of the course, students will be able to:

1. Assess and judge live theatre performances and be able to discriminate between different productions as to their quality of merit.
2. Recognize and categorize different types of plays according to genre, period and style.
3. Analyze a play and describe how the basic elements of dramatic structure such as plot, character and language are handled by the playwright.

4. Examine the various design components of a theatrical performance such as lighting, sound, sets, costumes and props and evaluate their artistic effectiveness.
5. Asses the quality of acting in a production and compare its quality with the acting in other productions.
6. Define basic theatrical terms such as upstage, downstage, proscenium, arena and flat.
7. Discuss and critique the various elements in a theatrical performance based on knowledge of the theatrical crafts of acting, directing, design and playwriting.

Course Content:

The Twelve Week Acting for Film and Stage Workshop is a full-time intensive immersion workshop that takes students from the basic principles of the craft through a broad working understanding of the aesthetic and technical aspects of the medium.

Using a hands-on, practical, experiential approach. Acting for Film and Stage are the two principal areas of concentration in this intensive program. These areas coincide in the creation of short, filmed scenes in which students act. The edited scenes are the main projects of the workshop. Monologues, Voice and Movement, and Improvisation serve as support classes. Audition Technique exposes students to cold reading techniques and a discussion of the business of acting and its essential tools. Film Craft exposes students to the roles of the director, cinematographer and editor, the language of film and how films are made, and the effects that these roles have on the choices an actor makes.

The program is constructed to deliver a great deal of content in a short time, and is an exceptional opportunity for a total immersion experience for twelve weeks.

No significant prior experience or knowledge is assumed. The program brings everyone to the same level very quickly, beginning with the fundamentals while also filling the inevitable gaps in the understanding of those with some prior experience.

Attendance and Participation:

Attendance and participation for each lecture is vital to your learning of the subject material, and thus in your overall grade for the course. If you do not show up to class and actively participate in class lectures, discussions and activities, it will be difficult for you to succeed. Please arrive on time for each lecture, ready to begin class promptly at 1:00 pm.

Play Reflections:

A play reflection will be required for each of the two assigned plays for this course (see required scripts).

The reflections will include basic information and analysis of each play to show the student's understanding of the course subject material and of the play text. Late submissions will not be accepted.

Cheating Policy:

Cheating constitutes academic dishonesty and will be handled as part of the course grading process. Penalty may range from no credit for the assignment up to and including exclusion and/or a failing grade for the course.

Course Schedule:

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE AS NECESSARY

Week 1

Acquiring Rights/Royalty
Purchasing Shows
Creating your own shows
The National Touring Circuit
Agents
Finding a Location
Booking Shows
Producer
Director
Stage Manager
Department Heads
Lighting Designer
Prop Master
Sound Designer
Stage hands
Carpentry
Rail
Set Designer
Costume designer
Forming a Rough Budget
Crafting an Artistic vision

Week 2

Set Breakdown
Costume Breakdown
Sound Breakdown
Lighting Breakdown
Prop Breakdown
Set Dressing Breakdown
Entrances/Exits
Actors with Multiple Roles
Breakdown Express/Local Auditions
Casting
Call backs

Week 3

Producing

Actor Contracts
Production staff Contacts
Stagehand Contracts/IATSE

Rehearsals

Rehearsal Schedule
Read through
Blocking
Musicals Dance/ Rehearsals/Music
Special Rehearsals
Technical Rehearsals
Dress Rehearsals

Week 4

Set Design

Set Construction
Set Load In Load Out

Week 5

Costume Design

Costume Construction
Costume Rental
Costume Delivery

Week 6

Prop Design

Prop Construction
Prop Rentals
Prop Load In
Prop Load Out

Week 7

Lighting Design

How lights are used in storytelling
Lighting Rental/House Lights

Week 8

Marketing a Show

Season Campaigns
Single Ticket Buying Campaigns
Media Buyers
Purchasing Media
Advertising
Publicity
Building Media Lists

Week 9

Acting Process

Analyze the role
Script defines the role
Define Character Goals

Character relationships
Psychology and Emotional Preparation
Movement Gesture
Cheating out
Vocal Characteristics
Memorization
Representational Actors want to make us believe
Presentational many actors never play anyone but themselves
Stanislavsky-Method Acting
Delsartre

Week 10

History of theatre
Dealing with Cities/local government
Producer influences
Financier's Influence
Selling a national tour
Partnerships with other theatres
Getting a show to Broadway

Week 11

Cultural theatre and its differences
Business Structure Profit Non-Profit
How to create your own theatre company
Theatre Development
Grants
Fundraising
IATSE/Equity/Agents negotiating with unions.

Week 12

House staff
Load In's
Load Outs
Show Settlements with National Tours
Ticketmaster
NAGBOR
Percentage splits
Concessions
Bar License
Cleaning the house
Security
Backline
Technical Riders

CA Trade Academy

Course Syllabus

Course Title: Acting For Stage and Film

Instructor Name:

Email Address:

Phone:

Class times: Friday and Saturday 5pm to 9 pm

The United States Department of Labor Code: 27-2011 [Actors](#)

Please feel free to contact me with any questions or concerns you have involving this course or its materials.

Acting for Film and Stage

Course Description: Develop students' understanding of the role and responsibilities of an actor for stage and film to help bring characters to life.

Required Text Books

Acting is Believing by Kenneth L. Stilson, Larry D. Clark, Charles McGaw

The Science and Art of Acting for the Camera by John Howard Swain

Learning Objectives

Upon successful completion of the course, the student should be able to:

Influencing an actor's performance

- Describe the acting process
- Communicate effectively, in the actor's language, with actors of varying background, experience and skill level

- Demonstrate a variety of techniques for inspiring the desired performance

Analyze and apply the aspects of mood, tone, and theme within a given genre

- Breakdown a script and conceptualize a personal vision and then design a plan to bring it to fruition
- Communicate the understanding of human nature and how it applies to the principles of acting in various genres

Demonstrate and apply the use of performance elements

- Exhibit timing, pacing, staging, internal conflict, external conflict, blocking and business
- Apply the principles of acting through personal performance and observation

Effectively perform as a member of a team

- Employ various techniques in organizing and conducting an effective production

Actor's Craft

- Organize and run effective actor rehearsals
- Interact and work effectively with cast and crew members in a production environment

- Audition and perform for various digital and film media.
 - Utilize fundamental techniques of voice, movement, and the actor's craft adjusted to those media.
 - Produce and market an effective demo reel for casting, self-promotion, social-media broadcasting and audience building. **COURSE REQUIREMENTS:**
 - Participate in classroom work, exercises and rehearsals in and out of class
 - Create audio and video recordings as assigned by instructor
 - Digitally record monologues and scenes that may be assigned by the instructor
 - Participate in camera interviews conducted in class.
 - Report on reading material.
 - Rehearse / Shoot on-camera and voice-over material in class.
 - Create a demo reel
 - Perform assigned in-class production responsibilities
- Access to computer to put together conceptual ideas

Estimated Total Hours: Minimum 96 Hours per Week

Assessment Criteria and Methods of Evaluating Students:

Grading Scale:

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

90% to 100% = A

4 Grade Points 80% to 89% = B

3 Grade Points 70% to 79% = C

2 Grade Points 60% to 69% = D

1 Grade Point 0 to 59% = F 0 Grade Points

Academic Dishonesty and Plagiarism:

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at College of Arts and Technology. Academic dishonesty includes but is not limited to: plagiarism and cheating, misuse of academic resources or facilities, and misuse of computer software, data, equipment or networks.

Plagiarism is the academic equivalent of theft, and can occur in any type of course. If you use someone else's words, ideas, facts or work in anyway, you must identify them as a source. Duplication someone else's work while handing in your own is intentional plagiarism. Anyone caught plagiarizing material will be required to meet with the Dean of Academic Affairs, and will be subject to immediate disciplinary action. Plagiarism is grounds for dismissal from school. Instructors must immediately refer suspected cases of plagiarism to the Dean.

Cheating is to gain an unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using

notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Copyright:

The unauthorized downloading, uploading, duplicating and / or sharing of works and their content under copyright (i.e., movies, movie clips, soundtracks, music, artwork etc.) on personal and / or school hardware using the school's internet services is illegal. The misappropriation of copyright materials is considered a student conduct violation and can lead to suspension from school.

Weekly Course Outline

Week 1:

Lecture: Introduction to Course, What is a director?
Training your talent
Acting with Professional Competence
Exploring Your Resources

Lab: Distribution of the script class will review, reading the script out loud. Brainstorm conceptual ideas of the script and meaning. Students will preproduction of a stage to film show.

Homework: Read Chapter 1 Acting for the Camera
Things Every Actor Should Know
Read Chapter 1 Acting is Believing
The Actor

Week 2:

Lecture: Fundamental Elements of Acting, Confronting Anxiety,
Controlling Physical Tension
Freeing Social Inhibitions
Shaping/Reshaping
Training Your Body
Searching for Inspiration

Lab: Entering the Creative State breathing, Stretching. Moving, Vocalizing
Breaking down the script into scenes with Cast, Props, Sets, Make up, and Costumes. Determining a vision for the production, meaning, ideas for costuming, sets, lighting, and overall themes. Students will present overall film and stage acting concepts.

Present: Acting/Directing Project 1

Homework: Read Chapter 2 Acting for the Camera
The Basics
Read Chapter 2 Acting is Believing
Approaches the Creative State

Week 3:

Lecture: Casting and Auditions
Committing yourself to Action
Believing Your Actions
Introducing Improvisational Technique

Making a Score of Physical Actions
Establishing Tempo-Rhythm

Lab: Auditions. Students will go through the audition process. Evaluations of the auditions will be made. Students will present conceptual ideas.

Present: Acting/Directing Project 2

Homework: Chapter 3: Acting for the Camera
The Bones
Read: Chapter 3 Acting is Believing
Discovering Physical Actions

Week 4:

Lecture: Blocking and Stage Direction
Starting the Objective
Incorporating Action Verbs
The Impossibility of Being
Actions from an Emotional State
Everyday Actions
Working Against Obstacles
Employing Strategy
Adapting to Changing Circumstances
Improvising Group Scenes

Lab: Students will begin blocking for stage and film. Present blocking.

Present: Acting/Directing Project 3

Homework: Read: Chapter 4 Acting for the Camera
Ten Positive Attributes
Read Chapter 4 Acting is Believing
Defining Simple Objects

Week 5:

Lecture: Agents, Contracts and SAG
Developing Your Powers of Observation
Playing a Condition
Three Objects
Adjusting to Conditions
Observing People
Observation Notebook
Observing Visual Art
Creating an Actors Image Collage
Observations Through the Imagination
Adding Imaginary Circumstances to Observed Behavior
Creative Impulses
Abstracting Objects and Animals
Creating a Score from Abstraction=

Lab: Blocking continued.

Present: Acting/Directing Project 4

Homework: Read: Chapter 5 Acting for the Camera

Relationships
Read: Chapter 5 Acting is Believing
Developing Your Powers of Observation

Week 6:

Lecture: The Actors Language, getting the best out of your actors.
Getting the best out of actors. Communication between the director and the actor.
Distractions
Add-a -word
Channeling Your Energy
Exercising your small Circle of Attention
Relating to Objects
Scoring a Sequence with Objects
Infecting your partner
Two Person Mirrors
Four Person Mirror
Silent Argument
Communicating with the Audience
Making an Action of Speech
Speaking Every Line with Purpose
Key Line Improvisation
Present: Acting/Directing Project 5
Homework: Read: Chapter 6 Acting for the Camera
Main Objective
Read: Chapter 6 Acting is Believing
Exploring Circles of Attention

Week 7:

Lecture: Types of Shots
Investigating the Subconscious
Recalling Sense and Emotion memory
Selecting the Personal Memory
Using the Personal Memory
Reconstruction a Personal memory
Visualizing Inner Images
Seeing Images
Image Improvisations
Planning Your Inner Monologue
Devising Inner Monologues
Lab: Shooting varied shots within script.
Present: Acting/Directing Project 6
Homework: Read: Chapter 7 Acting for the Camera
Opposites
Read Chapter 7 Acting is Believing

Week 8:

Lecture: The Director's Voice, Scheduling
Creating a Character
Doing your homework
Penetrating a script
Identifying the Motivating Force
Constructing "Your" Autobiography
Constructing a Character Autobiography
Completing the Thoughts
Uncovering the Units of Action
Scoring the Units
Scoring the Role
Incorporating "Your" Second Plan
Finding Outer Form
Expressing the Super-Objective
Researching the World of the Play
Researching the Characters World
Recognizing the Spine
Investigating

Present: Acting/Directing Project 7

Homework: Read: Chapter 8 Acting for the Camera
Beats, Tactics and Actions
Read Chapter 8 Acting is Believing
Creating a Character

Week 9:

Lecture: Scene Analysis/Running Effective Rehearsals
Exploring the Subtext

Finding the verbal Action
Relating the Lines to the Motivating Force
Relating the Lines to the Motivating Force
Relating the Lines to the Super Objective
Believing Your Characters manner of Speaking
Motivating the Longer Speech

Present: Acting/Directing Project 8

Homework: Read: Chapter 9 Acting for the Camera
Discoveries/Emotions
Read: Chapter 9 Acting is Believing
Interpreting the Lines

Week 10:

Lecture: Set Etiquette, The Directors Authority.
Understanding Words
Handling Sentences
Building Progression

Thinking Antithetically
Sharing Imagery
Present: Acting/Directing Project 9
Homework: Read: Chapter 10 Acting for the Camera
Beats, Tactics and Actions
Read: Chapter 10 Acting is Believing
Communicating the Subtext

Week 11:

Lecture: Place Transitions, and sense memory, Status Power and Secrets
Finding the meaning
Developing Your Character
Creating and Refining the Form
Making Technical Adjustments
Polishing for Performance
Working for Rehearsals
Playing the Part

Homework: Read Chapter 11: Acting for the Camera
Humor
Read Chapter 11: Acting is Believing
Transforming into the Character

Present: Acting/Directing Project 10

Week 12:

Lecture: The Summary

Present: Acting/Directing Project Final

**CA College of Arts & Technology
Course Syllabus**

Course Title: Medical Front Office & Billing Assistant

Class Meetings: Online / in class

Session/Year: Winter 2020

Instructor Name:

The United States Department of Labor Code: 29-2098 Medical Records Specialists

Please feel free to contact me with any questions or concerns you have involving this course or its materials.

Medical Front Office & Billing Assistant

Course Description: As a Medical Front Office & Billing Assistant (MFOBA) which is also called Medical Administrative Assistant, students will be a support team member,

completing administrative and tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Medical Administrative Assistants are an essential part to any medical office because they manage patient records, aid in coding insurance forms, prepare and process insurance claims, and handle the day-to-day functions of a medical office.

Medical Administrative program that covers all aspects of the front office medical assistant profession. This program offers and prepares you for Front Office Skills in the clinic or hospital.

Our curriculum includes Vital Signs and Medical Terminology, Medical Insurance/Coding and Medical Front office and Billing Assistant as a Profession.

Building a Foundation with Microsoft Office 2019 & 365: Key Applications teaches some of the most essential skills for using Word 2019, Excel, 2019, and PowerPoint 2019. In addition to exploring some of the features and capabilities that all the Office programs share, you will learn many skills specific to each program, like promoting and demoting lists in Word, creating simple formulas in Excel, applying a theme in PowerPoint, and much more.

Estimated Total Hours: Minimum 96 Hours per Week

Assessment Criteria and Methods of Evaluating Students:

Grading Scale:

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

90% to 100% = A

4 Grade Points 80% to 89% = B

3 Grade Points 70% to 79% = C

2 Grade Points 60% to 69% = D

1 Grade Point 0 to 59% = F 0 Grade Points

Learning Objectives

By the end of this course, you will be able to:

Have an understanding of different payer systems and health organizations and types of medical facilities. This provides a comprehensive insight into HM0. (Health Maintenance Organizations.)

Become a Medical Administrative Assistant with a knowledge of Microsoft Office and the general principals of Accounting, students will be a support team member, completing administrative and tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Medical Administrative Assistants are an essential part to any

medical office because they manage patient records, aid in coding insurance forms, prepare and process insurance claims, and handle the day-to-day functions of a medical office.

Instructional Materials and Reference:

Title: Loose Leaf for Medical Assisting: Administrative Procedures

Edition: 7

Format: Loose Leaf

ISBN: 1260477053 /9781260477054

Technology Needed: Microsoft Office 2019 & 365,

Materials:

Access to computer with Microsoft Office & 365

Evaluation

Your performance in this course is evaluated on your performance in exercises with the following skills:

- Computer concepts for Medical offices 15%
- Word 2019: 25%
- Excel 2019: 25%
- Billing 25%
- Integration topics: 10%

Student Evaluation/Grading Policies:

- Grading will be done on a point system.
- On-time projects may be redone with instructor approval.
- All work must be received by the set deadlines. **NO EXCEPTIONS.**
- **LATE WORK RECEIVES A GRADE OF ZERO unless received approval by instructor prior to set deadline.**
- **ALL PROJECTS ARE DUE Modules are delivered Sunday and are due the following Sunday night at midnight.**
- **ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS WEEK 12.**

Academic Dishonesty.

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at CA Trade Academy . Cheating, misuse of academic resources or facilities, and misuse of computer software, data, equipment or networks is not permitted.

Cheating is to gain an unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Weekly Course Outline

Week 1:

Topics: Medical Insurance Systems

This is a review of different payer systems and health organizations and types of medical facilities. This provides a comprehensive insight in HMO, PPO and various government subsidized health systems such as Medicare or Medical.

Read: Overview Chapter 17 / 18

Prepare and transmit Healthcare claims

Transmit Electronic claims

Process claims and payments

60

Practice: Develop Your Skills on computer Microsoft office Application

Practice exercises are done to help develop skills prior to assignments these are not turned in

01-D1 (Word)

01-D2 (Word)

01-D3 (Word)

01-D4 (Word)

01-D5 (Excel)

01-D6 (Excel)

01-D7 (Excel)

01-D8 (Excel)

01-D9 (Excel)

01-D10 (Excel)

01-D11 (PowerPoint)

01-D12 (PowerPoint)

Read: Word: Chapter 1

Creating and Editing Business Documents

Complete Practice Exercises:

W1-D1

W1-D2

W1-D3

W1-D4

W1-D5

W1-D6

W1-D7

Do Assignments:

Turn in online

W1-R1

W1-R2

W1-R3

Do Assignments:

Turn in online

Apply Your Skill

W1-A1

W1-A2

W1-A3

Do Assignments:

Turn in online

Extend your skill

W1-E1

W1-E2

W1-E3

Verifying Workers Compensation coverage

Submitting prior authorization to insurance

Week 2

Topics: Medical Insurance Billing

Introduction to medical terminology and ICD/CPT coding systems applications.

Read chapter 18 / 19 Medical book

Locating ICD code

Finding health condition code

Read: Word: Chapter 2

Creating a Resume in a Table

Complete Practice Exercises on computer for MS office applications

W2-D1

W2-D2

W2-D3

W2-D4

W2-D5

W2-D6

Do Assignments:

Turn in online

W2-R1

W2-R2

W2-R3

Do Assignments:

Turn in online

Apply Your Skills

W2-A1

W2-A2

W2-A3

Do Assignments:

Turn in online

Project Grader

W2-P1

W2-P2

Do Assignments:

Turn in online

Extend Your Skills

W2-E1

W2-E2

W2-E3

Practice assigns codes to different diseases

Practice assigns codes to procedures

Week 3

Topics: Medical Insurance/ Medical Terminology

Instructions in filling out different forms manually for various organizations and public agencies and continues ICD/CPT coding systems applications. Students will learn in depth use of medical terminology which is the backbone of medical billing.

Read chapter 19 / 1 / 2

Locating CPT code

Surgical coding practice

Review Medical terminology

Read: Chapter 3: Creating Reports

Complete Practice Exercises

W3-D1

W3-D2

W3-D3

W3-D4

W3-D5

W3-D6

W3-D7

W3-D8

W3-D9

W3-D10

W3-D11

W3-D12

Do Assignments:

Turn in online
Reinforce your skills

W3-R1
W3-R2
W3-R3

Do Assignments:

Turn in online
Apply your skills

W3-A1
W3-A2
W3-A3

Do Assignments:

Turn in online
Project Grader

W3-P1
W3-P2

Do Assignments:

Turn in online
Extend Your Skills

W3-E1
W3-E2
W3-E3

Practice codes and entry in the medical billing program
Practice medical terminology

Week 4

Topics: Advanced Medical Insurance Billing

This week will have students review and provide training in computerized medical insurance billing, related software and transmitting forms electronically.

Read Chapter 17 /18 / 19 /20

Practice codes

Practice electronic transmission of claims

Practice Billing software

Read: Word: Chapter 4

Creating a Promotional Brochure

Complete Practice Exercises

W4-D1
W4-D2
W4-D3

W4-D5
W4-D6
W4-D7
W4-D8
W4-D9
W4-D10
W4-D11
W4-D12
W4-D13

Take Self-Assessment online

Assignment

Reinforce Your Skills

W4-R1
W4-R2
W4-R3

Do Assignments:

Turn in online

Apply Your Skills

W4-A1
W4-A2
W4-A3

Do Assignments:

Turn in online

Project Grader

W4-P1
W4-P2

[Read: Word: Chapter 5](#)

Using Mail Merge

Complete Practice Exercises

W5-D1
W5-D2
W5-D3
W5-D4
W5-D5
W5-D6
W5-D7
W5-D8
W5-D9

Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

W5-R1

W5-R2

W5-R3

Do Assignments:

Turn in online

Apply Your Skills

W5-A1

W5-A2

W5-A3

Do Assignments:

Turn in online

Project Grader

W5-P1

W5-P2

Do Assignments:

Turn in online

Extend Your Skills

W5-E1

W5-E2

W5-E3

Practice and process different medical claims and master

Practice Medical Electronic Billing

Week 5

Topics: Medical Office Management

Scheduling, management of patient records, introduction to payroll, light bookkeeping and banking. This also provides the student with the knowledge of office communications, telephone techniques, interoffice memorandum.

Read Chapter 3 / 4 / 56 / 11

Practice Appointment and Schedules

Review medical file for completion

Read: Chapter 1: Excel

Tracking Customer Data

Complete Practice Exercises

E1-D1

E1-D2
E1-D3
E1-D4
E1-D5
E1-D6
E1-D7
E1-D8
E1-D9
E1-D10
E1-D11

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E1-R1
E1-R2
E1-R3

Do Assignments:

Turn in online

Apply Your Skills

E1-A1
E1-A2
E1-A3

Do Assignments:

Turn in online

Project Grader

E1-P1
E1-P2

Read: Chapter 2: Excel:

Calculating Student Grades Using Formulas

Complete Practice Exercises

E2-D1
E2-D2
E2-D3
E2-D4
E2-D5
E2-D6
E2-D7

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E2-R1

E2-R2

E2-R3

Do Assignments:

Turn in online

Apply Your Skills

E2-A1

E2-A2

E2-A3

Do Assignments:

Turn in online

Project Grader

E2-P1

E2-P2

Do Assignments:

Turn in online

Extend Your Skills

E2-E1

E2-E2

E2-E3

Add a new patient to the data base

Send electronic medical records

Week 6

Topics: Introduction to Office Equipment / Computers/Parts/Functions

Read chapter 6 from Medical Book

Practice Faxing / photo copying

Practice email and internet

[Read: Excel: Chapter 3](#)

Performing calculations Using Functions

Complete Practice Exercises

E3-D1

E3-D2

E3-D3

E3-D4

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills:

E3-R1

E3-R2

E3-R3

Do Assignments:

Turn in online

Apply Your Skill

E3-A1

E3-A2

E3-A3

Do Assignments:

Turn in online

Project Grader

E3-P1

E3-P2

Practice Postage meter

Practice faxing

Practice email saving and communication

Week 7

Topics: Typing Skills

Read Chapter 9 / 10

Practice typing skills

Read: [Excel: Chapter 4](#)

Data Visualization and Images

Complete Practice Exercises

E4-D1

E4-D2

E4-D3

E4-D5

E4-D6

E4-D7

Self Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E4-R1

E4-R2

E4-R3

Do Assignments:

Turn in online

Apply Your Skills

E4-A1

E4-A2

E4-A3

Do Assignments:

Turn in online

Project Grader

E4-P1

E4-P2

Do Assignments:

Turn in online

Extend Your Skills

E4-E1

E4-E2

E4-E3

Practice typing skills

Prepare two letters for correspondence

Week 8 Introduction to office financials

Read Chapter 20

Practice financial data

Evaluate expense sheets

Read: [Excel: Chapter 5](#)

Organizing Large Worksheets

Complete Practice Exercises

E5-D1

E5-D2

E5-D3

E5-D4
E5-D5
E5-D6
E5-D7

Do Assignments:

Turn in online

Reinforce your Skills

E5-R1
E5-R2
E5-R3

Do Assignments:

Turn in online

Apply Your Skill

E5-A1
E5-A2
E5-A3

Do Assignments:

Turn in online

Project Grader

E5-P1
E5-P2

Practice Excel sheets

Week 9

Read Chapter 20

Read: [Chapter 2 & 3: Accounting Quick Start Guide](#)

Introduction to Financial Statements

Topics

The Income Statement

Statement of Owner Equity

Balance Sheet

Statement of Cash Flows

How Financial Statements are Interrelated

Financial Statement Analysis

The Ins and Outs of the Income Statement

Putting it in perspective with the Balance Sheet

Methods of Depreciation

Money Talks on the Statement of Cash Flows

Week 10 Professional and Success

Read chapter 3 / 58

Practice professional skills

Read: Chapter 4 & 5: Assets=Liability+ Equity

Double-Entry Accounting

Assets

Liabilities

Equity

Recording Business Transactions

Source Documents

Journal Entries and Formal Ledgers

Chart of Accounts

Trial Balance

Prepaid Expenses and Unearned Revenues

Week 11 Legal and Ethical issues

Read chapter 5

Practice Privacy items

Practice Complain forms

Read: Chapter 5 & 6: Recording Business Transactions

Source Documents

Journal Entries and Formal Ledgers

Chart of Accounts

Trial Balance

Prepaid Expenses & Unearned Revenues

Managerial Accounting

Cost-Volume-Profit (CVP) Analysis

Keep it Simple

Multi-Project Analysis

Accounting for Inventory

Budgeting

More on Managerial Accounting

Week 12

Read Chapter 3 / 4 / 6 / 7

Practice self evaluation of personal behaviors

Practice patient reception

Infection control measures

Read: Chapter 3: Access
Querying a Database

Complete Practice Exercises

A3-D1
A3-D2
A3-D3
A3-D4
A3-D5
A3-D6
A3-D7
A3-D8

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

A3-R1
A3-R2
A3-R3

Do Assignments:

Turn in online

Apply Your Skills

A3-A1
A3-A2
A3-A3

Do Assignments:

Turn in online

Project Grader

A3-P1
A3-P2

Do Assignments:

Turn in online

Extend Your Skills

A3-E1
A3-E2
A3-E3

Read: Chapter 4: Access
Using Reports to Display Information

Complete Practice Exercises

A4-D1

A4-D2

A4-D3

A4-D4

A4-D5

A4-D6

Do Assignments:

Turn in online

Reinforce Your Skills

A4-R1

A4-R2

A4-R3

Do Assignments:

Turn in online

Apply Your Skills

A4-A1

A4-A2

A4-A3

Do Assignments:

Turn in online

Project Grader

A4-P1

A4-P2

Do Assignments:

Turn in online

Extend Your Skills

A4-E1

A4-E2

A4-E3

CA Trade Academy

Course Syllabus

Course Title: Business Office Specialist & Accounting Assistant

Class Meetings: Online / in class

Session/Year: Winter 2020

Instructor Name:

Class times: Monday and Wednesday 5-9 pm

The United States Department of Labor Code: 43-0000 Office and Administrative Support specialists.

Please feel free to contact me with any questions or concerns you have involving this course or its materials.

Business Office Specialist & Account Assistant Program

Course Description: This program is designed to provide students with the basic foundation for entry-level positions in the field of business. The program consists of a hands-on approach to the most widely used business computer applications. Microsoft Office software programs are presented in a clear and concise format which enhances learning and accelerates training. The student is introduced to Keyboarding to develop speed and accuracy. It is followed by Word Processing, Electronic Spreadsheets, and Electronic Presentation Design. The Principles of Accounting and Computerized Accounting courses provide an added skill for entry-level positions in the field.

Students will learn to analyze and summarize a company's financial transactions, to translate accounting information into meaningful terms used by a company's management for business decisions, and to understand the systems identified as accounting. Emphasis is made on basic accounting procedures such as recording transactions, creating T-accounts, trial balances, and financial statements.

Students will learn how to record, classify, and summarize in terms of money the transactions and events of financial character and subsequently to interpret the results thereof. Further emphasis is placed on adjustment entries and closing entries to complete the accounting cycle

Building a Foundation with Microsoft Office 2019 & 365: Key Applications teaches some of the most essential skills for using Word 2019, Excel, 2019, and PowerPoint 2019. In addition to exploring some of the features and capabilities that all the Office programs share, you will learn many skills specific to each program, like promoting and demoting lists in Word, creating simple formulas in Excel, applying a theme in PowerPoint, and much more.

Learning Objectives

By the end of this course, you will be able to:

Students will learn commercial Word Processing software. Students will learn how to create, format, edit, merge and print documents using basic capabilities of Word Processing software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student.

No previous computer training or experience is required.

Students will learn the concepts, features, and commands of the most popular commercial Electronic Spreadsheets software. Students will learn to create, format, edit, link and print spreadsheets using basic capabilities of Electronic Spreadsheets software. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student.

Students will learn Electronic Presentation software. Students will acquire the necessary skills to create professional presentations to convey ideas to others. Topics include, but are not limited to, establish the design of a presentation; display desired information on slides, display slides using an electronic slide show

as well as editing the slides. Classes are conducted in a hands-on-lecture laboratory environment where a computer is assigned to each student.

Students will be introduced to more advanced concepts of both software programs learning all programs of Microsoft office.

Students will learn the basic grammar structures to be able to convey information and ideas in clear, comprehensive language, as well as interpret and utilize the information communicated by others. In addition, this course will provide students with practice in business correspondence, including letters, memos and emails.

Students will learn how to design the formal structure of an organization, to communicate effectively in the workplace, and to apply technology in the process of managing information. From legal business structures to market analysis, from official documentation and procedures to time management the students are exposed to the many aspects of business management.

Students will use simple mathematical operations such as addition, subtraction, multiplication, division, calculation of percents, ratios proportions and other operations in order to be able to conduct business transactions.

Estimated Total Hours: Minimum 96 Hours per Week

Assessment Criteria and Methods of Evaluating Students:

Grading Scale:

All assignments must have clear criteria and objectives to meet. All students shall be treated equitably. It will be that student's right to know his/her grade at any reasonable point that information is requested by that student. The criteria for determining a student's grade shall be as follows (on a percentage of total points basis):

The minimum passing grade is a C. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0. In calculating a student's grade point average, the following policy applies:

90% to 100% = A

4 Grade Points 80% to 89% = B

3 Grade Points 70% to 79% = C

2 Grade Points 60% to 69% = D

1 Grade Point 0 to 59% = F 0 Grade Points

Instructional Materials and Reference:

- **Title:** Building a Foundation with Microsoft Office 2019 & 365: Key Applications
- **Authors:** Alec Fehl, Alex Scott, and Ben Linford
- **Publisher:** Labyrinth Learning
- **Title:** Accounting Quick Start Guide
- **Author:** Josh Bauerle, CPA

Technology Needed: Microsoft Office 2019 & 365, Quickbooks

Materials:

Access to computer with Microsoft Office & 365 installed, Quickbooks

Work Standards

- Please arrive on time for each class meeting. The second class meeting will begin with a review of topics covered during the first day.
- Please notify me if you must leave early for any class session.
- Follow the ground rules of the course.

Ground Rules

- **Two-Minute Rule:** When you work at the computer, don't struggle with a task that is not working for more than two minutes before asking for help.
- **NDQ Rule:** There are no dumb questions in our classroom. All questions are welcome.
- **Interruption Rule:** Interruptions are welcome. Feel free to raise your hand to ask a question at any time.

Evaluation

Your performance in this course is evaluated on your performance in exercises with the following skills:

- Computer concepts and Windows: **15%**
- Word 2019: **25%**
- Excel 2019: **25%**
- Quickbooks 25%
- Integration topics: **10%**

Student Evaluation/Grading Policies:

- Grading will be done on a point system.
- On-time projects may be redone with instructor approval.
- All work must be received by the set deadlines. **NO EXCEPTIONS.**
- **LATE WORK RECEIVES A GRADE OF ZERO unless received approval by instructor prior to set deadline.**
- **ALL PROJECTS ARE DUE Modules are delivered Sunday and are due the following Sunday night at midnight.**
- **ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS WEEK 12.**

Academic Dishonesty and Plagiarism:

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at College of Arts and Technology. Academic dishonesty includes but is not limited to: plagiarism and cheating, misuse of academic resources or facilities, and misuse of computer software, data, equipment or networks.

Plagiarism is the academic equivalent of theft, and can occur in any type of course. If you use someone else's words, ideas, facts or work in anyway, you must identify them as a source. Duplication someone else's work while handing in your own is intentional plagiarism. Anyone caught plagiarizing material will be required to meet with the Dean of Academic Affairs, and will

be subject to immediate disciplinary action. Plagiarism is grounds for dismissal from school. Instructors must immediately refer suspected cases of plagiarism to the Dean.

Cheating is to gain an unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Copyright:

The unauthorized downloading, uploading, duplicating and / or sharing of works and their content under copyright (i.e., movies, movie clips, soundtracks, music, artwork etc.) on personal and / or school hardware using the school's internet services is illegal. The misappropriation of copyright materials is considered a student conduct violation and can lead to suspension from school.

Weekly Course Outline

Week 1:

Read: Unit 1: Overview Chapter 1

Practice: Develop Your Skills:

Practice exercises are done to help develop skills prior to assignments these are not turned in

01-D1 (Word)

01-D2 (Word)

01-D3 (Word)

01-D4 (Word)

01-D5 (Excel)

01-D6 (Excel)

01-D7 (Excel)

01-D8 (Excel)

01-D9 (Excel)

01-D10 (Excel)

01-D11 (PowerPoint)

01-D12 (PowerPoint)

Read: Word: Chapter 1

Creating and Editing Business Documents

Complete Practice Exercises:

W1-D1

W1-D2

W1-D3

W1-D4

W1-D5

W1-D6

W1-D7

Do Assignments:

Turn in online a

W1-R1

W1-R2

W1-R3

Do Assignments:

Turn in online

Apply Your Skill

W1-A1

W1-A2

W1-A3

Do Assignments:

Turn in online

Extend your skill

W1-E1

W1-E2

W1-E3

Week 2

Read: [Word: Chapter 2](#)

Creating a Resume in a Table

Complete Practice Exercises

W2-D1

W2-D2

W2-D3

W2-D4

W2-D5

W2-D6

Do Assignments:

Turn in online

W2-R1

W2-R2

W2-R3

Do Assignments:

Turn in online at

Apply Your Skills

W2-A1

W2-A2

W2-A3

Do Assignments:

Turn in online

Project Grader

W2-P1

W2-P2

Do Assignments:**Turn in online at****Extend Your Skills**

W2-E1

W2-E2

W2-E3

Week 3

Read: Chapter 3: Creating Reports

Complete Practice Exercises

W3-D1

W3-D2

W3-D3

W3-D4

W3-D5

W3-D6

W3-D7

W3-D8

W3-D9

W3-D10

W3-D11

W3-D12

Do Assignments:**Turn in online****Reinforce your skills**

W3-R1

W3-R2

W3-R3

Do Assignments:**Turn in online****Apply your skills**

W3-A1

W3-A2

W3-A3

Do Assignments:**Turn in online****Project Grader**

W3-P1
W3-P2

Do Assignments:

Turn in online

Extend Your Skills

W3-E1
W3-E2
W3-E3

Week 4

Read: [Word: Chapter 4](#)

Creating a Promotional Brochure

Complete Practice Exercises

W4-D1
W4-D2
W4-D3
W4-D5
W4-D6
W4-D7
W4-D8
W4-D9
W4-D10
W4-D11
W4-D12
W4-D13

Take Self-Assessment online

Assignment

Reinforce Your Skills

W4-R1
W4-R2
W4-R3

Do Assignments:

Turn in online

Apply Your Skills

W4-A1
W4-A2
W4-A3

Do Assignments:

Turn in online

Project Grader

W4-P1

W4-P2

Read: Word: Chapter 5

Using Mail Merge

Complete Practice Exercises

W5-D1

W5-D2

W5-D3

W5-D4

W5-D5

W5-D6

W5-D7

W5-D8

W5-D9

Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

W5-R1

W5-R2

W5-R3

Do Assignments:

Turn in online

Apply Your Skills

W5-A1

W5-A2

W5-A3

Do Assignments:

Turn in online

Project Grader

W5-P1

W5-P2

Do Assignments:

Turn in online

Extend Your Skills

W5-E1

W5-E2

W5-E3

Week 5

Read: Chapter 1: Excel

Tracking Customer Data

Complete Practice Exercises

E1-D1
E1-D2
E1-D3
E1-D4
E1-D5
E1-D6
E1-D7
E1-D8
E1-D9
E1-D10
E1-D11

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E1-R1
E1-R2
E1-R3

Do Assignments:

Turn in online

Apply Your Skills

E1-A1
E1-A2
E1-A3

Do Assignments:

Turn in online

Project Grader

E1-P1
E1-P2

Read: Chapter 2: Excel:

Calculating Student Grades Using Formulas

Complete Practice Exercises

E2-D1
E2-D2
E2-D3
E2-D4
E2-D5
E2-D6

E2-D7

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E2-R1

E2-R2

E2-R3

Do Assignments:

Turn in online

Apply Your Skills

E2-A1

E2-A2

E2-A3

Do Assignments:

Turn in online

Project Grader

E2-P1

E2-P2

Do Assignments:

Turn in online

Extend Your Skills

E2-E1

E2-E2

E2-E3

Week 6

[Read: Excel: Chapter 3](#)

Performing calculations Using Functions

Complete Practice Exercises

E3-D1

E3-D2

E3-D3

E3-D4

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills:

E3-R1
E3-R2
E3-R3

Do Assignments:

Turn in online

Apply Your Skill

E3-A1
E3-A2
E3-A3

Do Assignments:

Turn in online

Project Grader

E3-P1
E3-P2

Week 7

Read: [Excel: Chapter 4](#)

Data Visualization and Images

Complete Practice Exercises

E4-D1
E4-D2
E4-D3
E4-D5
E4-D6
E4-D7

Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

E4-R1
E4-R2
E4-R3

Do Assignments:

Turn in online

Apply Your Skills

E4-A1
E4-A2
E4-A3

Do Assignments:

**Turn in online
Project Grader**

E4-P1

E4-P2

Do Assignments:

Turn in online

Extend Your Skills

E4-E1

E4-E2

E4-E3

Week 8

Read: Excel: Chapter 5

Organizing Large Worksheets

Complete Practice Exercises

E5-D1

E5-D2

E5-D3

E5-D4

E5-D5

E5-D6

E5-D7

Do Assignments:

Turn in online

Reinforce your Skills

E5-R1

E5-R2

E5-R3

Do Assignments:

Turn in online

Apply Your Skill

E5-A1

E5-A2

E5-A3

Do Assignments:

Turn in online

Project Grader

E5-P1

E5-P2

Week 9

Read: Chapter 2 & 3: Accounting Quick Start Guide

Introduction to Financial Statements

Topics

The Income Statement

Statement of Owner Equity

Balance Sheet

Statement of Cash Flows

How Financial Statements are Interrelated

Financial Statement Analysis

The Ins and Outs of the Income Statement

Putting it in perspective with the Balance Sheet

Methods of Depreciation

Money Talks on the Statement of Cash Flows

Week 10

Read: Chapter 4 & 5: Assets=Liability+ Equity

Double-Entry Accounting

Assets

Liabilities

Equity

Recording Business Transactions

Source Documents

Journal Entries and Formal Ledgers

Chart of Accounts

Trial Balance

Prepaid Expenses and Unearned Revenues

Week 11

Read: Chapter 5 & 6: Recording Business Transactions

Source Documents

Journal Entries and Formal Ledgers

Chart of Accounts

Trial Balance

Prepaid Expenses & Unearned Revenues

Managerial Accounting

Cost-Volume-Profit (CVP) Analysis

Keep it Simple

Multi-Project Analysis

Accounting for Inventory

Budgeting

More on Managerial Accounting

Week 12

Read: Chapter 3: Access

Querying a Database

Complete Practice Exercises

A3-D1

A3-D2

A3-D3

A3-D4

A3-D5

A3-D6

A3-D7

A3-D8

Take Self-Assessment

Do Assignments:

Turn in online

Reinforce Your Skills

A3-R1

A3-R2

A3-R3

Do Assignments:

Turn in online

Apply Your Skills

A3-A1

A3-A2

A3-A3

Do Assignments:

Turn in online

Project Grader

A3-P1

A3-P2

Do Assignments:

Turn in online

Extend Your Skills

A3-E1

A3-E2

A3-E3

Read: Chapter 4: Access

Using Reports to Display Information

Complete Practice Exercises

A4-D1

A4-D2

A4-D3

A4-D4

A4-D5

A4-D6

Do Assignments:

Turn in online

Reinforce Your Skills

A4-R1

A4-R2

A4-R3

Do Assignments:

Turn in online

Apply Your Skills

A4-A1

A4-A2

A4-A3

Do Assignments:

Turn in online

Project Grader

A4-P1

A4-P2

Do Assignments:

Turn in online

Extend Your Skills

A4-E1

A4-E2

A4-E3

