St. Michael's

Learning Academy

"Education… It's Not the End, It's Just the Beginning"

School Catalog

Located near the Metro Hillcroft Transit Center

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Volume 13

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SECTION I: GENERAL INFORMATION

Director's Welcome

Congratulations on the start of your new journey filled with exciting opportunities leading to a successful and rewarding career. As the Campus Director, it is my sincere pleasure to welcome you to t h e St. Michael's Learning Academy family. St. Michael's Learning Academy (SMLA) is dedicated to providing comprehensive vocational programs that meet the students' academic goals as well as the job skills needed for employment in today's competitive job market. In doing so, our graduates become better prepared for future experiences in educational, vocational and community settings. We, at SMLA, strive to offer an outstanding educational experience that prepares students to gain entrance to or advance in their chosen career path. We assist the students with the technical and social skills needed to transition into the next phase of their life by delivering high quality and experienced instruction and integrating academic and employment skills in an environment where students can achieve their maximum potential.

SMLA continues to improve standards of excellence and assure the commitment to quality programs and services through regulatory structures and systems monitored by the school's staff and faculty. We measure student achievements and results as a baseline for robust im4provement. The years of experience and dedication of our faculty is a significant strength of our curriculum. Every instructor participates in professional development and achieves the following annual educational goals of improvement:

1) Maintain a valid curriculum measured by job market driven data and not divert from its main structure
2) Utilize effective teaching techniques
3) Safely manage their classroom. We encourage all instructors to improve and revise curriculum, as appropriate, thereby maintaining the validity of the program's content.

Many people dream of going to school and completing a degree or certificate of training. Unfortunately, only a small percentage of those who dream of it achieve their goal. You have embarked on becoming one of the select few who, over a short period, will realize their dreams and make their goal a reality.

On behalf of all of us at SMLA, we are honored that you have chosen us to help you achieve your educational and career goals. We look forward to celebrating your future career success.

Best regards,

Christine Aboud
Director

ST. MICHAEL'S LEARNING ACADEMY
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SAP North America - Retired

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SAP America – Solution Consultant

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NRG - Vendor Management Services

Michelle Paul
Capital Idea - Exec. Director,

Joseph George
Schlumberger - Project Manager

History

SMLA is a private, for-profit school, co-owned and operated by Zack Zakhem and Christine Aboud, who have both served and worked in the business, professional, and academic communities for the past 25 years. St. Michael's Learning Academy was founded on December 27, 2007. The school was originally located in Houston, Texas at 6420 Richmond Avenue. In 2012 SMLA moved to 2640 Fountain View and conducted business operations there for a little over a year. In 2014 SMLA moved to its current location of 6220 Westpark Drive in Houston, Texas. In 2016, SMLA opened an additional campus in Killeen, Texas where it is currently conducting classes.

Facilities

St. Michael's Learning Academy is centrally located in Houston, Texas, on the corner of Westpark Drive and the Southwest Freeway. The school has general classrooms, computer labs, and a student lounge. All of the school's facilities are located on the first floor of a two-story building. All the rooms are climate controlled and are fully accessible to the physically challenged, meeting all ADA requirements. Each of the two school classrooms has a maximum capacity of 20 students. Ample parking facilities are also present. SMLA offers the latest equipment, technology, software and educational resources to train professionals for today's electronic office.

Mission Statement

St. Michael's Learning Academy exists for the purpose of assisting students in achieving their educational and career goals by providing a unique environment that incorporates highly qualified and experienced staff along with an excellent curriculum. This will provide a nucleus for offering professional programs and individual courses required for professional expertise in an ever-changing, complex society, including the business and medical industries.

The mission statement supports the premise that to advance and improve people's knowledge is to enhance the society in which they live. SMLA provides a flexible education, appropriate to each individual's career and personal goals. We believe that it is an individual's right to be educated to the fullest extent of their abilities which increases their worth and dignity.

SMLA will provide its students a high-quality education with placement and networking assistance in selecting a career and meeting job-placement requirements. The school will also provide continuing education for working professionals. The graduates and students of SMLA will serve as a continuous resource of qualified personnel for the business, professional, medical and academic communities.

General Information

Tutoring: Available during regular school hours, Monday through Friday, when prearranged with instructor(s) or staff. Regular class attendance is a prerequisite for this service. Tutoring is not to be used as a substitute for attending classes.

Faculty: All faculty members are qualified in their fields of instruction by education and/or experience.

Credit for Previous Training/Education

Students may receive credit for previous training or education provided they are able to demonstrate via an official school transcript and through demonstrated skills that they are proficient in a particular course or courses. In addition to providing a transcript, students must demonstrate proficient skills by passing the comprehensive subject examination administered by SMLA with a minimum score of 80. Students wishing to exempt courses in this manner should inform the institution prior to signing an enrollment agreement and prior to starting classes.

Once a subject has been successfully challenged as stated above, the student will be given credit for that particular subject and the grade earned on the examination will be marked accordingly. Once credit has been granted, the program length will then be shortened, and the program cost reduced accordingly.

Tuition Reduction for Exempted Courses

When a student exempts a course through previous training or testing out, the student's tuition will be adjusted accordingly. This adjusted amount is reached by multiplying the program's per clock hour rate times the number of clock hours per exempted course. For example:

Business Office Assistant

Total Clock hours:	300
Total Tuition:	$3,000 (not including registration, fees or books)
Tuition per clock hour:	$10.00

A student exempting a subject in this program such as EX101, Microsoft Excel, which is comprised of 40 total clock hours, would have the 40 hours exempted multiplied by the per clock hour tuition of $10.00 for a total exempted course cost of $400. The student's tuition for the program ($3,000) would then be reduced by $400, which would reduce the student's tuition to $2,600 for the program.

In all cases, exempted courses must be completed in either an accredited institution or an institution of higher learning (college or university). Exempted courses must be completed at an accredited institution or a recognized institution of higher learning (college or university). Additionally, military training completed during service (active duty, reserve, or National Guard), as documented on the Joint Services Transcript (JST), will be reviewed for potential education credit. High school courses are not eligible for tuition reduction.

Family Educational Right and Privacy Act

This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for formal hearings. Students have the right to file complaints with the Family Education Rights and Privacy Act Office concerning alleged failure by the school to comply with the act.

The Family Right and Privacy Act of 1974 ("Buckley Amendment") prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. The institution can have a student sign an all-inclusive release for records and other information, such as for prospective employers, or can have a student sign an individual release for each release of information.

SECTION II: ADMISSION AND FEES

Application Procedure

Individuals interested in receiving technical training at St. Michael's Learning Academy should visit the school for a tour and personal interview.

1. Applicants who are high school graduates or equivalent or who have post-secondary experience are required to take the following steps:
   a. Complete an interview with an admissions representative
   b. Submit proof of high school graduation or equivalent
   c. Submit transcripts from all universities or colleges previously attended
   d. Complete an enrollment agreement
   e. Submit a registration fee of $100.00

Admission Requirements

SMLA admits those individuals who have a High School Diploma or equivalent. Applicants must also be at least eighteen years of age and exhibit a mature attitude. Parental permission is required for those students under the age of eighteen. In all cases, credit will be given for previous education and/or work experience where objectives of individual subjects have already been met and if the student can illustrate the acquired skill(s). SMLA does not discriminate on the basis of sex, race, religion, national origin, or disabilities. Students with disabilities are subjected to the same admission criteria as all other students.

Placement Assistance

SMLA assists graduates in seeking employment. Placement depends upon each student's ability, grades, attendance and professional behavior, along with the prospective employers' needs and expectations. The school does not guarantee employment but will assist graduates in every way possible.

Registration Fee

A registration fee of $100.00 is required of all new students at the time the enrollment agreement is accepted by the school. Payment of this fee reserves a place in the program in which the student has enrolled.

Tuition

All tuition and fee payments are to be made according to the terms of the enrollment agreement. In the event of withdrawal by the student, tuition refunds will be made according to the terms of this same agreement. All students continuously enrolled at SMLA are assured that tuition does not increase during their period of training. Students will be charged for the entire program at the time of enrollment at SMLA.

A student that is self-pay, must make an initial payment of 30% of the total cost of the program and make the remaining payments in agreed upon installments until the entire remaining balance is paid in full. A promissory note is then filled out between the Director of Admissions and the future student with clear dates and amounts when installment amounts need to be paid by. No interest or additional charges will apply to the remaining balance. In addition, students are notified of these dates and amounts with school invoices showing their balances. Invoices are then copied and placed in files for recordkeeping. In the event tuition and fees are not paid, the student's account will be turned to a collection agency to be resolved in accordance with local, state, and federal collection practices, and Certificates of Completion or Diplomas will not be granted until all fees are paid. Tools and test equipment in the student laboratories and the library are provided for the students' use but will remain the property of the school.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1.   Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2.   The effective date of termination for refund purposes will be the earliest of the following:
   (a)   The last day of attendance, if the student is terminated by the school;
   (b)   The date of receipt of written notice from the student; or
   (c)   Ten school days following the last date of attendance.
3.   If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4.   If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.1
5.   Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6.   A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7.   A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a)   An enrollee is not accepted by the school;
   (b)   If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

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[1] More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

(c)   If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8.   REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a)   If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b)   A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c)   The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

    (1)   satisfactorily completed at least 90 percent of the required coursework for the program; and

    (2)   demonstrated sufficient mastery of the program material to receive credit for completing the program.

9.   The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

Refund Policy for Seminars

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
    (a) the last date of attendance; or
    (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.
4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
    (a) an enrollee is not accepted by the school;
    (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
    (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Cancellation and Refund Policy for Asynchronous Distance Education Courses

CANCELLATION POLICY

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

REFUND POLICY

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

RECORDS RETENTION

This policy ensures that academic records, including grades, transcripts, and academic records, are retained securely and in compliance with applicable regulations while preserving their accuracy, confidentiality, and accessibility.
1. Retention Period:
    (a) Academic records, including grades and transcripts, will be retained for a minimum of three (3) years from the date of a student's graduation or withdrawal from the school.
2. Secure Storage:
    (a) Academic records will be stored in a secure digital storage system with encryption, access controls, and regular security audits.
3. Access and Confidentiality:
    (a) Access to records is limited to authorized personnel.
    (b) Any access to or release of records must comply with the Family Educational Rights and Privacy Act (FERPA) or similar applicable laws.
4. Disposition of Records:
    (a) At the end of the retention period, records will be securely disposed of to prevent unauthorized access.
5. Backup and Recovery:
    (a) Digital records will be regularly backed up to prevent data loss.
    (b) In the event of a natural disaster or technical failure, a recovery plan will ensure records are restored promptly.

SECTION III: ACADEMIC INFORMATION

Leave of Absence

A leave of absence for a reasonable purpose acceptable to the school director shall not exceed thirty (30) days. A student shall be granted only one leave of absence for each 12-month period. Students requesting a leave of absence will incur no additional tuition or fee charges by the institution.

The school attendance records shall clearly show the dates for which the leave of absence was granted. A written statement, as to why the leave of absence was granted, signed by both the student and the school's director indicating approval shall be placed in the individual student file.

If the student fails to return from leave prior to 30 days, the student will be automatically terminated, and a refund based on the school's refund policy shall be totally consummated within 30 days.

Make-Up Work

Make-up work is available to all students. Those students who are making up missed work are given a timeframe of two weeks to complete missed work after the end of a grading period during which the absence occurred. Make-up work shall be supervised by an approved instructor for the class being made up. Students making up work are required to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session. No more than 5% of the total course time hours missed for a program may be made up. Make-up work must be signed and dated by the student to acknowledge the make-up session. It is solely the student's responsibility to arrange a time with an instructor in order to make-up any missed work.

Repeat Subjects and Remedial Work

Students who are struggling in a particular course are provided ample opportunities for tutoring. Tutoring is made available solely on Fridays and must be scheduled with an instructor ahead of time. Students who do not achieve a passing grade in each course taken (70%) are afforded a second chance to retake the test for that particular course. Students are only allowed to retake two (2) tests for any course in a particular program. Those students who repeatedly score below 70% on assessments will be subject to being dismissed from the program.

Conduct

When a student enrolls at SMLA, he or she assumes responsibility for knowing and following the rules, regulations, and policies of the school. Since the school intends to provide a dignified and professional growth to its students, each student is expected to exercise good taste and to be appropriately dressed and well-groomed at all times. The school does not permit the use of abusive or profane language in or around its facilities. The use of violence or bullying also constitutes a violation of the school's conduct policy. Repeated violations of the school's conduct policy will result in a student's termination from school. A student may be eligible for readmission after being dismissed for conduct violations solely upon the discretion of the school's director.

School Drug Policy

SMLA will not condone the use, sale, or distribution of any type of illegal drugs or alcohol on school property (school property includes the parking lot and inside the facility). Anyone found to be involved in illegal drugs and/or alcohol while on school property will be brought to the office of the school director. The individual will be given advice as to where he or she can receive professional help from a local drug and alcohol rehab center. If the offender is a student, he or she will be temporarily expelled from the school; if the offender is an employee, he or she will be placed on administrative leave, without pay. The ability of either the student or employee to return to school/work will depend on their entering a professional drug or alcohol rehab center and successfully completing it.

Length of Termination for Violating the School's Drug Policy

Student: The first-time offender may return to school after receiving successful treatment. The second time offender will be terminated from school.

Employee: The first-time offender will be placed on administrative leave (without pay), and may return to work after receiving successful treatment. The second time offender will be discharged from employment.

The decision to readmit a student or employee will be up to the school director's discretion.

Grievance Policy

SMLA has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is: S5089. All of the school's programs are approved by TWC. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at www.texasworkforce.org/careerschoolstudents.

Office Hours

Office hours are Monday through Friday from 9:00 AM to 5:00 PM. Students may enroll any day of the week during these hours. School hours are Monday through Thursday from 9:00 AM to 10:30 PM.

School Holidays

Students may enroll in any program or seminar, Monday through Friday from 9:00 AM to 5:00 PM, excluding holiday dates from above.

Satisfactory Academic Progress

Students attending classes at SMLA must maintain a minimum grade average of 70% in order to meet satisfactory academic progress. Student grades are evaluated monthly to ensure satisfactory academic progress is being met. Any student not achieving a grade point average of 70% in any month will be placed on academic probation for the next grading period (one month). If the student does not achieve a minimum grade point average of 70% while on probation, he or she will be subject to dismissal. Any student who believes their failure was due to illness, death in family, or any other viable reason may submit a written appeal to the school's director before any decisions are finalized. Documentation submitted by the student explaining mitigating circumstances will be maintained in the student's file.

Attendance Requirements

Students attending classes at SMLA must attend 80% of the scheduled hours for each subject or program in which they are enrolled. Once a student misses more than 20% in any given subject or program, he or she will be subject to dismissal from the course or program. All student attendance will be monitored on a monthly basis by the institution to ensure regular attendance. If a student's attendance is sporadic, he or she will be counseled and reintroduced to the school's attendance requirements and policies and made aware that they will be dismissed should their attendance not improve. Only absences with legitimate, verifiable reasons, such as doctor/hospital visits, are accepted. If a student misses five (5) consecutive school days, he or she will be dismissed from school.

Students are made aware of the importance of arriving to their scheduled class time promptly. A student is considered "tardy" if he or she is more than 10 minutes late to his or her scheduled class time. Students who compile three unexcused tardies will be considered absent the third time they arrive late to class that day. Student attendance will be marked and noted accordingly.

Students must complete their training within a time frame not exceeding time and a half of the scheduled time for that course/program.

Termination, Appeal and Reinstatement

Should students find it necessary to discontinue their training, they should arrange to meet with the school's director to discuss their situation. Failure to attend five (5) consecutive calendar days, meet minimum standards for academic progress, or meet the minimum conduct standards of the school can result in dismissal from school. Refunds based on refund policies will then be consummated within 30 days after the effective date of termination.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school according to the school's refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the school director describing any circumstances or conditions that warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the school director.

Grading System

All instructors use the following grading system:

Letter Grade	Definition		Honor Points
A	Excellent	(90-100%)	4.0
B	Good	(80-89%)	3.0
C	Average	(75-79%)	2.0
D	Poor	(70-74%)	1.0
F	Failure	(69% and below)	0.0
I	Incomplete		
W	Official withdrawal by school director		

Only work registered and taken at SMLA is used in calculation of grade point averages. For repeated courses, the last grade and credits earned shall be the only ones used in the calculation of grade point averages. The standards of grading shall remain constant throughout each course.

Grades

Grades in individual courses reflect achievement in the subject matter in accordance with the standards of each course. Any work submitted for evaluation will be assessed and returned promptly, typically within two days. Final grades will be issued for each course in which a student is officially registered and recorded on the student's permanent academic record. A course that has not been completed or taken shall be marked as an "I" (incomplete) on that student's grade sheet.

Progress Reports

Students are made aware of their academic progress every four weeks to keep them aware of their academic standing. All classwork and tests turned in are graded promptly and provided to students for their review.

Academic Integrity

Students at SMLA are expected to complete their own work, whether on assignments or examinations. Students found guilty of a breach of academic integrity (cheating, etc.) are subject to disciplinary action, including dismissal from school. Anyone dismissed for these reasons will be eligible for readmission solely based on the discretion of the school's director and instructor.

Staff Members

Christine Aboud ....Co-Owner/School Director
Zack Zakhem ....Co-Owner/Director of Education/Instructor
Stacy Bayton.. Chief Strategic Officer
Yanira Gonzalez .... Career Transition Specialist
Kaylee Bayton.. Career Transition Specialist
Rebecca Maria Marquina.. Administrative Assistant

Post-Secondary Faculty

Zack Zakhem	Bachelor of Arts in Psychology/Masters in Licensed Professional Counselor; 33 years of teaching experience. Microsoft Office (Word, Excel, PowerPoint, & Outlook), Internet, Accounting Skills, Keyboarding/Data Entry, and Office Etiquette/Job Preparation Skills.
Norma Helton	Medical Assistant Diploma and Associate of Applied Science degree. Registered Health Information Technologist (RHIT). Over 30 years in Health Information Technology field. 18 years teaching experience.
Dorothy Robinson	Associates Degree in Law Enforcement. Over 7 years of SAP experience as a consultant/contractor. 8 year of teaching experience.
Wendy Caesar	Bachelor of Science in Management Information Systems and Masters in Business Administration; Over 28 years of teaching computer applications.
Joseph George	Masters of Science and Bachelor of Science degrees in Mechanical Engineering and BS; Project Management Professional (PMP); Licensed Professional Engineer; Lean Six Sigma Black Belt; 4 years of teaching experience.
Rodney Dove	Bachelor's Degree; Project Management Professional (PMP); 7 years of teaching experience.
James Thompson	B.B.A. in Accounting; SAP Support Analyst Expert; Functional Supply Chain Integration/Business Intelligence Consultant; 4 years of teaching experience.
Mervin Manning	Associate degree in Administration and Management. SAP Functional Analyst; 4 years of teaching experience.
Earl Bell	Bachelor's Degree in Information Management and Security. Logistics Analyst with the U.S. Army for 20 years. 2 years of teaching experience.
Andrew Kwawu	Master of Business Administration. Logistics Specialist with the U.S. Army for 11 years. 3 years of teaching experience.
Gary Whitehead	i2 Senior Instructor; 8 years of teaching experience.
Eric Ostrowidzki	Bachelor's Degree in Government. i2 Senior Instructor; 15 years of teaching experience.
Anthony Johnson	MBA in Management. 23 years of teaching experience.
Lanre Elujoba	Master's in Business Administration. 6 years of ServiceNow GRC process and technical implementation.
Kevin Frost	Bachelor of Science degree. Over 10 years of experience implementing in ServiceNow platform.

SECTION IV: PROGRAM/SEMINAR OUTLINES AND COURSE DESCRIPTIONS

SERVICENOW SUPPORT SPECIALIST

For more than two decades, ServiceNow has been at the forefront of the IT industry, delivering cloud-based, AI-powered solutions to organizations worldwide. Its extensive suite encompasses a wide range of functionalities, including IT service management, support specialists, operations management, customer service, HR management, security operations, risk and compliance, workplace service delivery, and field service management—all seamlessly integrated within the highly acclaimed Now Platform. What distinguishes ServiceNow is its unique role as a System of Action®, going beyond traditional record-keeping to drive action and enable real-time decision-making. By harnessing existing data and systems, it eliminates the need for costly replacements and facilitates streamlined operations. Through user-friendly interfaces, both employees and customers gain the ability to automate and orchestrate tasks and processes across the enterprise, driving efficiency and productivity.

The demand for ServiceNow talent is soaring, and our program is designed to meet that demand head-on. Offering comprehensive training and hands-on experience, our program equips students with the skills and industry recognition needed to excel in your career and master ServiceNow's capabilities. Taught on the Now Platform—the intelligent foundation of all ServiceNow products—our program provides real-world instruction, empowering students to innovate faster and achieve digital objectives efficiently. With access to their own sandbox instance, students engage in hands-on lab exercises to solidify foundational skills and prepare for specialization in specific ServiceNow product lines.

Upon completion, graduates will have earned the Certified System Administrator certification (CSA), the Certified Implementation Specialist certification, ServiceNow Micro-Certifications in specialized areas, and unlocking opportunities for roles such as ServiceNow Certified Implementation Specialists, Support Specialists, Administrators, Application Specialists, Application Developers, ServiceNow Consultants and Business Process Consultants, Business Analysts, or Project Managers. Students will learn how to design, develop, test and implement ServiceNow solutions in alignment with industry best practices. Additionally, students will be able to troubleshoot and resolve issues in ServiceNow applications and integrations. Our program is designed to empower graduates to make meaningful contributions to company success.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
SN -101	Introduction to ServiceNow	4	3	1
SN -102	ServiceNow Fundamentals	26	16	10
SN -103	ServiceNow Platform Implementations	54	44	10
SN-104	ServiceNow Integrated Risk Management	36	30	6
	Total Hours	**120**	**93**	**27**

*Note: –The ServiceNow course is offered in a full-time or part time model. Full time is provided in three weeks, Monday to Friday condensed block per ServiceNow requirements.: 9:00 AM - 5:00 PM – Monday to Friday (40 hours x 3 weeks = 122 hours) with breaks provided each hour.
Part time is provided over 5 weeks, Monday to Friday condensed blocks per ServiceNow requirements: 4 days a week at 4 hours each day with breaks provided every hour.

> **Tuition**...**$6,400.00**
> **Registration** **$100.00**
> **Labs and Certification Fees** .... **Included**
> **Books and Materials** .... **Included**
> **Total Program Cost** **$6,500.00**

Class Schedules and Program Length:
Full time course is a total of three weeks (15 days): Course will run Monday through Friday – 8 hours per day
Part time course is a total of 5 weeks: Course will run Monday through Friday – 4 hours per day

Admission requirements: One year of college experience or related 2 years of work experience.

SAP - Materials Management Business Analyst

This 14-week program will afford the graduate employment opportunities in the high demand and paying industries of Supply Chain Management and Logistics. SAP Materials Management (MM) is a core functionality in SAP S/4HANA that drives logistics and supply chain operations. Its purpose is to manage processes such as purchasing, goods receiving, material storage, consumption-based planning, and inventory. The SAP Materials Management training curriculum prepares students for the C_ARP2P capstone certification (SAP Certified Associate SAP Ariba Procurement) by providing them with a view of the concept of materials management as well as the whole Source-to-Pay business process. Students will be trained using SAP Ariba procurement solutions in a work environment by providing process steps where applicable, some configuration details for the essential business processes. Graduates will be able to work as SAP ERP Business Process Integration End-Users/Analyst, Consultants, Subject Matter Experts, Documentation Specialists, and Trainers.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-A	Introduction to ERP	2	1	1
MM-INTRO-B	User Experience (Navigation)	2	1	1
MM-INTRO-C	ERP Enterprise Structure	4	2	2
MM-MD	Master Data in Materials Management	8	4	4
MM-LIV	Logistics Invoice Verification	20	10	10
MM-PROCURE	Procurement Processes (Source to Pay)	20	10	10
MM-PURCH	Purchasing Optimization (Direct/Indirect)	20	10	10
MM-INV	Inventory Management and Physical Inventory	20	10	10
MM-MRP	Consumption-Based Planning (MRP)	20	10	10
MM-CONFIG	Configuration of Purchasing	20	10	10
MM-OLA	Outline Agreements/ Sources of Supply	20	10	10
MM-CON	Consignment Process	20	10	10
MM-MINI	Mini Project	40	10	30
MM-CAREER	Resume Critique & Mock Interviews	12	6	6
MM-CERT	CAPSTONE* Practice Test & Review	21	10	11
MM-TEST	Certification Test C_ARP2P	3	0	0
Total Hours		**249**	**114**	**135**

Registration $100.00
Tuition $8,100.00
Books/Materials...$150.00
Software License $200.00
Certification..$250.00

Total Program Cost....................................$8,800.00

Full-Time Class Schedules:
    9:00 AM – 2:00 PM .... M and Tu (Morning Session) = 10 hours
    9:00 AM – 1:00 PM ....W and Th (Morning Session) = 8 hours
    6:00 -10:30 PM .... M, Tu, W, and Th (Evening Session) = 18 hours

      Program Length - Morning: **14 weeks**
      Program Length - Evening: **14 weeks**

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field. **One year of college experience or 2 years of work experience in an SAP related field or select Military ASVAB scores.**

SAP – Enterprise Systems Business Analyst (In-Person/Hybrid)

Enterprise Resource Planning (ERP) is the concept of planning, executing and reporting across multiple business functions or business units. SAP (Systems, Applications and Products in Data Processing) is one of the most robust ERP packages. Students will obtain a well-rounded understanding of ERP systems. This program prepares students by providing them with the foundations of the fundamental business and how they interact with ERP in the areas of Sales and Distribution (Sell), Materials Management (Buy), Production Planning (Make), Financial/Management Accounting (Reporting), Human Resources (Hire) and Project Management. These fundamental areas are important in creating a smooth and efficient business process. Students will be trained on the industry standard On Premise and latest Cloud ERP software in a work environment by providing process steps, data, and, where applicable, configuration for the essential business process. Students will be exposed to the newest and relevant software on the market from the industry leader in this area. Students are also prepared in the CAPSTONE weeks to earn a certification within the latest Business Process Certification. Graduates will gain key knowledge to make them successful in the following roles as SAP ERP Business Analysts and End Users. Students will also be given an educational road map to earn additional professional certificates and modules certifications in the for more advanced specialties as Business Consultants, Process Integration Specialists, Subject Matter Experts, Documentation Specialists and Trainers.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
ERP -101	Introduction to Enterprise Systems Professions	60	30	30
ERP -102	ERP System Implementation and Configuration	60	30	30
ERP -103	Enterprise Systems Tools and Concepts and Careers	22	14	8
ERP -104	Business Process Integration with Gamification	50	25	25
ERP -105*	CAPSTONE Certification	80	60	20
	Total Hours	**272**	**159**	**113**

*Note – CAPSTONE certification is offered in a two-week, Monday to Friday condensed block per SAP requirements.: 9:00 AM - 5:00 PM – Monday to Friday (40 hours x 2 weeks = 80 hours)

> **Tuition**...**$10,700.00**
> **Registration** **$100.00**
> **Books and Material**... **Included**
>
> **Total Program Cost** **$10,800.00**

Class Schedules and Program Length:

Schedule:

Ten total weeks:
> First 8 weeks are Tuesday through Friday – 6 hours per day (Full Time)
> Last 2 weeks are Monday through Friday – 8 hours per day (Full Time)
> A 10-minute break is allowed for each 50 minutes of class time.

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field or select Military ASVAB scores.

SAP – Enterprise Systems Business Analyst (Online)

Enterprise Resource Planning (ERP) is the concept of planning, executing and reporting across multiple business functions or business units. SAP (Systems, Applications and Products in Data Processing) is one of the most robust ERP packages. Students will obtain a well-rounded understanding of the SAP system. This program prepares students by providing them with the foundations of business processes and how they interact with ERP in the areas of Sales and Distribution, Materials Management, Production Planning, Financial Accounting, Controlling, Human Resources and Project Management. These fundamental areas are important in creating a smooth and efficient business process. Students will be trained using the latest SAP software in a work environment by providing process steps, data, and, where *applic*able, configuration for the essential business process. Students are also prepared to earn a CAPSTONE certification in SAP-Business Analyst - TS410 (S/4HANA). Graduates will be able to work as Salipre
AP ERP Analysts, Business Process Integration Specialists, Subject Matter Experts, Documentation Specialists, End-Users and Trainers.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
ERP -101	Introduction to Enterprise Systems	60	30	30
ERP -102	ERP Configuration	60	30	30
ERP -103	Enterprise Systems Tools and Concepts and Careers	22	14	8
ERP -104	Business Process Integration with Simulation	50	25	25
ERP -105*	CAPSTONE Certification	80	60	20
	Total Hours	**272**	**159**	**113**

*Note – CAPSTONE certification is offered in a two-week, Monday to Friday condensed block per SAP requirements.: 9:00 AM - 5:00 PM – Monday to Friday (40 hours x 2 weeks = 80 hours)

Tuition...**$10,700.00**
Registration **$100.00**
Books and Material... **Included**

Total Program Cost **$10,800.00**

Class Schedules and Program Length:

Schedule:

Ten total weeks:
> First 8 weeks are Tuesday through Friday – 6 hours per day (Full Time)
> Last 2 weeks are Monday through Friday – 8 hours per day (Full Time)
> A 10-minute break is allowed for each 50 minutes of class time.

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field.

PMP – Project Management Professional (Seminar)

PMI's Project Management Professional (PMP) designation is becoming increasingly in demand with business and industries worldwide. This course is a comprehensive and complete resource for PMP exam preparation, featuring full coverage of all exam objectives, practices, and a myriad of interactive tools. The course is designed to reflect the Project Management Institute's latest changes to the exam. This new edition includes the revised best practices in alignment with PMBOK 6th edition. This course is not only designed to equip students to pass the PMP exam but also to become more effective and influential project managers in their areas of expertise through the active application and engagement of this course principles in their respective workplaces. Course participants who take the test and become certified project management professionals will realize monetary rewards and career progression in their organizations.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
PMP101	Introduction to PMP & Project Management Grand Frame	4	3	1
PMP102	Project Management Processes	3	2	1
PMP103	Project Integration Management	3	2	1
PMP104	Project Scope Management	3	2	1
PMP105	Project Time Management	3	2	1
PMP106	Project Cost Management	3	2	1
PMP107	Project Quality Management	3	2	1
PMP108	Project Human Resource Management	3	2	1
PMP109	Project Communication Management	3	2	1
PMP110	Project Risk Management	3	2	1
PMP111	Project Procurement Management	3	2	1
PMP112	Project Stakeholder Management	3	2	1
PMP113	PM Professional & Social Responsibility	3	2	1
Total Hours		**40**	**27**	**13**

Tuition $975.00
Registration...$100.00
Project Management Institute Fees (Certification Exam) $595.00
Crosswinds PMP Package $215

Total Seminar Cost..$1,885.00

Schedules:

➔ Schedule 1: Monday to Friday from 9:00 AM to 5:00 PM (1 week)
➔ Schedule 2: Saturday and Sunday from 8:00 AM to 6:00 PM (2 weekends)
➔ Schedule 3: Monday to Friday (four hours per day x 2 weeks)
    *A 10-minute break is allowed for each 50 minutes of class time.

Admission requirements: Either: 1) Secondary degree (high school diploma, associate's degree or equivalent) with a minimum of five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing the project; or 2) Four-year degree (bachelor's degree or global equivalent) with a minimum of three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing the project.

Medical Records and Health Information Technician

The Medical Records and Health Information Technician program introduces students to the electronic health record (EHR) industry. Students will learn how to become proficient in using EHR software as they began their new career in the healthcare industry. Students will also gain a thorough understanding of both the terminology of EHR systems and the practical use of such systems in a health care provider office setting, hospital, mental health and medical clinics. Some of the topics discussed include problem lists, assessments, prescription/medication management, exam notes, and diagnostic orders and results. The MedWare Chart EHR software and activities are similar to what will be encountered in the workplace. After the completion of this course, students will have the qualifications, working knowledge, skills and abilities needed to succeed in the following healthcare industries: Electrical Health Records Specialist, Medical Records Clerk, Health Information Clerk, Medical Records Technician, Office Manager, Business Office Assistant, File/Data Entry Clerk, Medical Records Coordinator, Medical Records Analyst, Medical Records Director, Receptionist and Coder. After completing this program, the graduate would be trained and ready to sit for the Certified Electronic Health Records Specialist (CEHRS) exam offered by National Health Career Association. These Jobs may be found in hospitals, doctor's office, free standing/emergency clinics, pharmacies, and nursing homes.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
KB101	Keyboarding/Data Entry	40	10	30
EX201	Microsoft Excel II	60	25	35
MS201	Microsoft Word II	60	25	35
OU101	Microsoft Outlook	40	15	25
ER101	Introduction to Electrical Health Records	40	15	25
MT101	Medical Terminology	40	15	25
AP201	Human Anatomy & Physiology	40	15	25
HD201	Health Data Content	40	15	25
PM201	Patient Visit Management	40	15	25
CE301	Clinical Notes and Examinations	40	15	25
MC301	Medical Coding, Billing, Orders & Admin	80	20	60
OE101	Office Etiquette/Job Preparation Skills	20	05	15
	Total Hours	**540**	**190**	**350**

Registration..$100.00
Tuition...$6,900.00
Books/Materials...$500.00

Total Program Cost $7,500.00

Class Schedules:

9:00 AM - 2:00 PM*.......................................M, Tu, W, Th, F (Morning Session)
1:00 PM - 6:00 PM* .... M, Tu, W, Th, F (Afternoon Session)
5:00 PM - 9:00 PM* ....M, Tu, W, Th (Evening Session)

Program Length: Full-time: 22 weeks   Part-time: 34 weeks

Admission requirements: High School diploma (or equivalence) or a minimum passing score of 9 on the TABE test.

*Students are allowed a 10-minute break for every scheduled lecture or lab hour.

Network and Computer Systems Administrator

The Network and Computer Systems Administrator program acquaints students with subjects that will help them successfully complete the CompTIA A+, CompTIA N+, and CompTIA Security+ certification exams. The CompTIA certification exams are an industry-wide, vendor-neutral program. Students will learn the networking skills to install and use application software and systems, work with multiple operating systems, setup and configure network hardware and software, install and configure the TCP/IP protocol on workstations, troubleshoot and maintain a Local network, work in a team setting, assemble a computer, install operating systems & applications and successfully troubleshooting them. A graduate will be able to work as a Network Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Representative, Network Systems Analyst, and Computer Hardware Engineers. Graduates may also find suitable employment in computer manufacturing, computer sales, and computer repair companies.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 101	CompTIA A+ / Core 1	40	30	10
ITDT 102	CompTIA A+ / Core 2	40	30	10
ITDT 103	CompTIA Network+	40	30	10
ITDT 104	CompTIA Security+	40	30	10
Total Hours		**160**	**120**	**40**

Tuition...$5,350.00
Registration...$100.00
Books, Materials and System Access $300.00
Certification Exams (4)...$615.00
CompTIA Online Labs (3) $168.00

Total Program Cost $6,533.00

Class Schedules:

9:00 AM - 5:00 PM*.. M, Tu, W, Th, & F (4 weeks)
8:00 AM – 6:00 PM*...Saturday and Sunday (8 weeks)
6:00 PM – 10:30 PM*..M, Tu, W, & Th (9 weeks)

Program Length: Full-time: 4 weeks   Part-time: 8-9 weeks

Admission requirements: One year of college experience or two years of work experience in the IT industry.

*Students are allowed a 10-minute break for every scheduled lecture or lab hour**.**

Business Office Assistant

This program provides working knowledge of basic to advanced Microsoft Office classes along with other office skills. Upon completion of this program, students will be able to utilize Microsoft Office applications in a business environment and learn keyboarding as well as accounting skills. This program will afford the graduate a wide range of employment opportunities including Office Manager, Business Office Assistant, Administrative Assistant, and Data Entry Clerk. Such jobs may be found in hospitals, doctor's offices, law offices, schools, and accounting firms.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
KB101	Keyboarding/Data Entry	40	10	30
EX101	Microsoft Excel I	40	15	25
OU101	Microsoft Outlook	40	15	25
MS101	Microsoft Word I	40	15	25
PO101	Microsoft PowerPoint	40	15	25
IN101	Internet	40	15	25
AC101	Accounting Skills	40	15	25
OE101	Office Etiquette/Job Preparation Skills	20	5	15
	Total Hours	**300**	**105**	**195**

Registration $100.00
Tuition..$3000.00
Books/Materials $400.00

Total Program Cost $3,500.00

Class Schedules:

9:00 AM - 2:00 PM*..M, Tu, W, Th (Morning Session)
1:00 PM - 6:00 PM* .... M, Tu, W, Th (Afternoon Session)
5:00 PM - 9:00 PM* ....M, Tu, W, Th (Evening Session)

Program Length: Full-time: 15 weeks   Part-time: 19 weeks

Admission requirements: High School diploma (or equivalence) or a minimum passing score of 9 on the TABE test.

*Students are allowed a 10-minute break for every scheduled lecture or lab hour.

Project Management Professional Online (Seminar)

PMI's Project Management Professional (PMP) designation is becoming increasingly in demand with business and industries worldwide. This course is a comprehensive and complete resource for PMP exam preparation, featuring full coverage of all exam objectives, practices, and a myriad of interactive tools. The course is designed to reflect the Project Management Institute's latest changes to the exam. This new edition includes the revised best practices in alignment with PMBOK 6th edition. This course is not only designed to equip students to pass the PMP exam but also to become more effective and influential project managers in their areas of expertise through the active application and engagement of this course principles in their respective workplaces. Course participants who take the test and become certified project management professionals will realize monetary rewards and career progression in their organizations. The 35 contact hours included in this seminar are the required amount of hours by Project Management Institute. Understanding the topics covered in this seminar is essential to passing the PMP Certification exam that students will be taking after completion of this seminar.

This seminar will be delivered exclusively through four live sessions online administered through our Learning Management System (LMS). All of the material needed to complete this seminar successfully is available online and accessible to each enrolled student. Exams and quizzes are also administered online to ensure that students have adequately grasped the material. Students will be provided a user ID and password to allow them access to view the material in the seminar and attend the live sessions. The user ID will also be used to track attendance, which is mandatory and essential for successfully completing this seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
PMP101	Introduction to PMP & Project Management Grand Frame	4	3	1
PMP102	Project Management Processes	3	2	1
PMP103	Project Integration Management	3	2	1
PMP104	Project Scope Management	3	2	1
PMP105	Project Time Management	3	2	1
PMP106	Project Cost Management	3	2	1
PMP107	Project Quality Management	3	2	1
PMP108	Project Human Resource Management	3	2	1
PMP109	Project Communication Management	3	2	1
PMP110	Project Risk Management	3	2	1
PMP111	Project Procurement Management	3	2	1
PMP112	Project Stakeholder Management	3	2	1
PMP113	PM Professional & Social Responsibility	3	2	1
	Total Hours	**40**	**27**	**13**

Tuition $975.00
Registration...$100.00
Project Management Institute Fees (Certification Exam) $595.00
Crosswinds PMP Package $215

Total Seminar Cost..**$1,865.00**

Schedules:
- ➔ Schedule 1: Monday to Friday from 9:00 AM to 5:00 PM (1 week)
- ➔ Schedule 2: Saturday and Sunday from 8:00 AM to 6:00 PM (2 weekends)
- ➔ Schedule 3: Monday to Friday (four hours per day x 2 weeks)

Admission requirements: Either: 1) Secondary degree (high school diploma, associate's degree or equivalent) with a minimum of five years/60 months unique non-overlapping professional project management experience during which at least 7,500 hours were spent leading and directing the project; or 2) Four-year degree (bachelor's degree or global equivalent) with a minimum of three years/36 months unique non-overlapping professional project management experience during which at least 4,500 hours were spent leading and directing the project.

Six Sigma Green Belt Certification Training - Seminar

Six Sigma is a methodology that helps improve business processes by using statistical analysis. It is a data-driven and highly disciplined methodology and approach that ensures elimination of defects in any type of business or organizational process. Developed in 1986, Six Sigma has become a global phenomenon with companies around the world in improving operational efficiencies. This course is a complete resource that equips students to prepare for the Six Sigma Green Belt Certification exam offered by The International Association for Six Sigma Certification (IASSC). Upon successful completion of the certification exam, the student will become an IASSC Certified Lean Six Sigma Green Belt (ICGB). In addition to the knowledge needed to acquire the certification, this course gives students the experience and leadership to help their organizations improve their business processes, sustain quality and compliance, as well as measure, quantify and illustrate the financial benefits of process improvement projects. Course participants who become ICGB, will stand out from the crowds as innovators, will have a higher chance of getting promoted or find work in any industry since Six Sigma methodologies are globally prominent and applicable in aerospace, electronics, telecom, banking and financial services, IT, HR, marketing, and many more industries. Course participants who take the test and become ICGB will realize monetary rewards and career progression in their organizations.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 101	Six Sigma – Define Phase	8	7	1
ICGB 102	Six Sigma – Measure Phase	8	7	1
ICGB 103	Six Sigma – Analyze Phase	8	7	1
ICGB 104	Six Sigma – Improve Phase	8	7	1
ICGB 105	Six Sigma – Control Phase	8	7	1
Total Hours		**40**	**35**	**5**

Tuition $2,000.00
Registration...$100.00
Books and Materials $100.00
IASSC Certification Exam $360.00

Total Seminar Cost..$2,560.00

Class Schedules and Course Length:

Classes will be conducted either over two consecutive weekends; Week 1 (20 hours): Saturday & Sunday and Week 2 (20 hours): Saturday & Sunday or over one full week Monday – Friday (8 hours per day).

Weekend # 1:
    8:00 AM - 6:00 PM...Saturday & Sunday
Weekend # 2:
    8:00 AM - 6:00 PM...Saturday & Sunday

Or

    8:00 AM - 4:00 PM... M, Tu, W, Th, & F

Admission requirements: Minimum of 1 year college education.

Six Sigma Green Belt Certification Training - Online Seminar

Six Sigma is a methodology that helps improve business processes by using statistical analysis. It is a data-driven and highly disciplined methodology and approach that ensures elimination of defects in any type of business or organizational process. Developed in 1986, Six Sigma has become a global phenomenon with companies around the world in improving operational efficiencies. This course is a complete resource that equips students to prepare for the Six Sigma Green Belt Certification exam offered by The International Association for Six Sigma Certification (IASSC). Upon successful completion of the certification exam, the student will become an IASSC Certified Lean Six Sigma Green Belt (ICGB). In addition to the knowledge needed to acquire the certification, this course gives students the experience and leadership to help their organizations improve their business processes, sustain quality and compliance, as well as measure, quantify and illustrate the financial benefits of process improvement projects. Course participants who become ICGB, will stand out from the crowds as innovators, will have a higher chance of getting promoted or find work in any industry since Six Sigma methodologies are globally prominent and applicable in aerospace, electronics, telecom, banking and financial services, IT, HR, marketing, and many more industries. Course participants who take the test and become ICGB will realize monetary rewards and career progression in their organizations.

This seminar will be delivered exclusively through four live sessions online administered through our Learning Management System (LMS). All of the material needed to complete this seminar successfully is available online and accessible to each enrolled student. Exams and quizzes are also administered online to ensure that students have adequately grasped the material. Students will be provided a user ID and password to allow them access to view the material in the seminar and attend the live sessions. The user ID will also be used to track attendance, which is mandatory and essential for successfully completing this seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 101	Six Sigma – Define Phase	8	7	1
ICGB 102	Six Sigma – Measure Phase	8	7	1
ICGB 103	Six Sigma – Analyze Phase	8	7	1
ICGB 104	Six Sigma – Improve Phase	8	7	1
ICGB 105	Six Sigma – Control Phase	8	7	1
Total Hours		**40**	**35**	**5**

Tuition $2,000.00
Registration..$100.00
Books and Materials $100.00
IASSC Certification Exam $360.00

Total Seminar Cost..$2,560.00

Class Schedules and Course Length:

Classes will be conducted either over two consecutive weekends; Week 1 (20 hours): Saturday & Sunday and Week 2 (20 hours): Saturday & Sunday or over one full week Monday – Friday (8 hours per day).

Weekend # 1:
    8:00 AM - 6:00 PM...Saturday & Sunday
Weekend # 2:
    8:00 AM - 6:00 PM...Saturday & Sunday

Or

    8:00 AM - 4:00 PM... M, Tu, W, Th, & F

Admission requirements: Minimum of 1 year college education.

SAP Certified Application Associate - Seminar

This seminar in ERP systems leads students through the official SAP TS410 (S/4HANA) training in ERP culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After successfully completing this seminar, students will become fully prepared to take the SAP Certification exam (TS410 – S/4HANA).

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ERP-205	SAP Certified Application Associate	80	60	20

Tuition...$3,200.00
Registration $100.00
Books, Material, System Access............................$200.00

Total Seminar Cost $3,500.00

Class Schedules and Course Length:

Full-time schedule: Monday through Friday – 8 hours per day x 2 weeks
Part-time schedule: Monday through Friday – 4 hours per day x 4 weeks

A 10-minute break is allowed for each 50 minutes of class time.

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field and a passing score of 70 on our SAP pre-screen exam.

SAP Certified Application Associate - Online Seminar

This online seminar in ERP systems leads students through the official SAP TS410 (S/4HANA) training in ERP culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After successfully completing this seminar, students will become fully prepared to take the SAP Certification exam (TS410 – S/4HANA).

This seminar will be delivered exclusively through live sessions online administered through our Learning Management System (LMS). All the material needed to complete this seminar successfully is available online and accessible to each enrolled student. Exams and quizzes are also administered online to ensure that students have adequately grasped the material. Students will be provided a user ID and password to allow them access to view the material in the seminar and attend the live sessions. The user ID will also be used to track attendance, which is mandatory and essential for successfully completing this seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ERP-205	SAP Certified Application Associate	80	60	20

Tuition..**$3,200.00**
Registration **$100.00**
Books, Material, System Access............................**$200.00**

Total Seminar Cost **$3,500.00**

Class Schedules and Course Length:

Full-time schedule: Monday through Friday – 8 hours per day x 2 weeks
Part-time schedule: Monday through Friday – 4 hours per day x 4 weeks

A 10-minute break is allowed for each 50 minutes of class time.

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field and a passing score of 70 on our SAP pre-screen exam.

CompTIA A+ / Core 1 and 2 - Seminar

This online seminar in A+ / Core 1 and 2 leads students through the official CompTIA A+ Certification exam guide culminating in the CompTIA A+ / Core 1 and 2 certification exams. Students will complete a rigorous curriculum that shows students how to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on personal computers, digital devices, and operating systems.

This seminar will be presented exclusively online as an on-demand course that students can complete at their own pace over a span of three months by accessing, reviewing, and completing a blend of video tutorials, labs, and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar. The user ID will also be used to track attendance, which is essential for successfully completing this seminar.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 101	CompTIA A+ / Core 1	40	30	10
ITDT 102	CompTIA A+ / Core 2	40	30	10

Tuition $2,867.00
Registration $100.00
Books, Material, and System Access $100.00
CompTIA A+ / Core 1 Certification Exam $115.00
CompTIA A+ / Core 2 Certification Exam $115.00
CompTIA Self-Paced Online Labs........................$119.00
CompTIA CertMaster Practice for Core 1 & 2 ...$149.00

Total Seminar Cost $3,565.00

Admission requirements: A minimum of 9 months of IT experience.

CompTIA Network+ - Seminar

This online seminar in CompTIA Network + leads students through the official CompTIA Network + certification exam guide culminating in the CompTIA N+ certification exam. Students will complete a rigorous curriculum in which they learn to describe the major networking technologies and be able to configure, manage, and troubleshoot modern networks.

This seminar will be presented exclusively online as an on-demand course that students can complete at their own pace over a span of two months by accessing, reviewing, and completing a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar. The user ID will also be used to track attendance, which is essential for successfully completing this seminar.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 103	CompTIA Network +	40	30	10

Tuition...$1,394.00
Registration $100.00
Books, Material, and System Access $100.00
Certification Exam..................................$178.00
CompTIA Self-Paced Online Labs.........................$129.00
CompTIA CertMaster Practice for Network+.......$74.00

Total Seminar Cost $1,975.00

Admission requirements: A minimum of 9 months of IT experience.

CompTIA Security + - Seminar

This online seminar in CompTIA Security + leads students through the official CompTIA Security + Certification exam guide culminating in the CompTIA Security+ certification exam. Students gain skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, and laws.

This seminar will be presented exclusively online as an on-demand course that students can complete at their own pace over a span of two months by accessing, reviewing, and completing a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar. The user ID will also be used to track attendance, which is essential for successfully completing this seminar.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 104	CompTIA Security+	40	30	10

Tuition $1,437.00
Registration $100.00
Books, Material, and System Access $100.00
Certification Exam...$262.00
CompTIA Self-Paced Online Labs........................$139.00
CompTIA CertMaster Practice for Security+ $74.00

Total Seminar Cost $2,112.00

Admission requirements: A minimum of 9 months of IT experience.

Certified Logistics Associate (CLA) Certification Training – Seminar (Online)

Certified Logistics Associate (CLA) is a foundational-level certificate and is a prerequisite for the Certified Logistics Technician (CLT) certification. This CLA seminar covers a wide range of skills necessary for success in the logistics industry. Through this seminar, students will cover safety, quality control, supply chain management, receiving, storage, communication, and many other valuable skills. This seminar satisfies the requirements for a student to take the national Manufacturing Skill Standards Council (MSSC) test for certification as a Certified Logistics Associate (CLA).

This seminar will be presented online and will be instructor led. Students can also access, review, and complete a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
CLA-101	Global Supply Chain Logistics	4	3	1
CLA-102	The Logistic Environment	4	3	1
CLA-103	Material Handling Equipment	4	3	1
CLA-104	Safety Principles	5	4	1
CLA-105	Safe Material Handling and Equipment Operation	5	4	1
CLA-106	Quality Control Principles	4	3	1
CLA-107	Work Communication	5	4	1
CLA-108	Teamwork & Good Workplace Conduct	5	4	1
CLA-109	Using Computers	4	3	1
	Total Hours	**40**	**31**	**9**

Tuition $1,100.00
Registration $100.00
CLA Books..Included
Certification Exam (CLA) Fee ....Included

Total Seminar Cost..$1,200.00

Class Schedules and Program Length:

1 week length: 5 days per week @ 8 hours per day (40 hours x 1 week = 40 hours)

2 weeks length: 4 days per week @ 5 hours per day (20 hours x 2 weeks = 40)

3 weeks length: 3 days per week @ 4.5 hours per day (13.5 hours x 3 weeks = 40 hours)

Admission requirements: High School diploma or equivalent.

Certified Logistics Technician (CLT) Certification Training –Seminar (Online)

CLT is a nationally portable, industry-led certification that prepares individuals for front-line material handling and supply chain logistics jobs in fulfillment centers, warehouses, distribution centers, and factories. The purpose of this seminar is to recognize through certification individuals who demonstrate mastery of the core competencies of material handling at the front-line (entry-level to front-line supervisor) through successful completion of the certification assessments. This seminar satisfies the requirements for a student to take the national Manufacturing Skill Standards Council (MSSC) test for certification as a Certified Logistics Technician (CLT).

This seminar will be presented online and will be instructor led. Students can also access, review, and complete a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
CLT-101	Product Receiving	5	4	1
CLT-102	Product Storage	4	3	1
CLT-103	Order Processing	5	4	1
CLT-104	Packaging and Shipment	5	4	1
CLT-105	Inventory Control	4	3	1
CLT-106	Safe Handling of Hazardous Materials	4	3	1
CLT-107	Evaluation of Transportation Modes	4	3	1
CLT-108	Dispatch and Tracking Operations	5	4	1
CLT-109	Measurement and Conversion	4	3	1
	Total Hours	**40**	**31**	**9**

Tuition $1,100.00
Registration $100.00
CLA Books...Included
Certification Exam (CLA) Fee ....Included

Total Seminar Cost..$1,200.00

Class Schedules and Program Length:

1 week length: 5 days per week @ 8 hours per day (40 hours x 1 week = 40 hours)

2 weeks length: 4 days per week @ 5 hours per day (20 hours x 2 weeks = 40)

3 weeks length: 3 days per week @ 4.5 hours per day (13.5 hours x 3 weeks = 40 hours)

Admission requirements: Certified Logistics Associate (CLA) certificate or a High School diploma or equivalent.

Certified Production Technician (CPT) Certification Training –Seminar (Online)

This course prepares a student to take the four individual certificate assessments needed to become a MSSC Certified Production Technician (CPT). Advanced manufacturing technologies have become a necessity for manufacturing operations that are cost-sensitive and require waste elimination. Technologies like autonomous robots, digital and additive manufacturing are revolutionizing the manufacturing industry through enhancing product quality, boosting productivity, promoting innovation, and reducing production cycle times. The MSSC - High Performance Certified Production Technician (CPT) Certification is designed for those looking to develop foundational knowledge of advanced manufacturing and production processes, industrial safety, maintenance awareness, and lean manufacturing principles. Individuals who get certified will be able to demonstrate mastery of the foundational, core competencies of advanced manufacturing processes from entry-level to front-line supervisory roles. According to the U.S. Bureau of Labor Statistics, there are about 9 million jobs in this category in the U.S. The goal of the CPT certification program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness. Upon successful completion of the certification exam, the student will become certified with the nationally recognized Manufacturing Skills Standards Council (MSSC) as a Certified Production Technician (CPT).

This seminar will be presented online and will be instructor led. Students can also access, review, and complete a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
CPT-101	Industrial Safety	40	20	20
CPT-102	Quality Practices & Measurements	40	20	20
CPT-103	Manufacturing Processes & Production	40	20	20
CPT-104	Maintenance Awareness	40	20	20
	Total Hours	**160**	**80**	**80**

*Note – MSSC CPT certification course work (not including periodic breaks or lunch) will be conducted over four consecutive/nonconsecutive weekends (20 hours each)

Tuition	$2,600.00
Registration	$100.00
MSSC Safety Test	$60.00
MSSC Quality Test	$60.00
MSSC Manufacturing Processes Test	$60.00
MSSC Maintenance Awareness Test	$60.00
Books, Material and Online Access	$50.00
Total Seminar Cost	**$2,990.00**

Class Schedules:

9:00 AM - 5:00 PM	M, Tu, W, Th, & F (4 weeks)
8:00 AM – 6:00 PM	Saturday and Sunday (8 weeks)
6:00 PM – 10:30 PM	M, Tu, W, & Th (9 weeks)

Admission requirements: MSSC does not have any specific educational requirements in order to sit for the CPT assessment, however, MSSC strongly suggests that candidates possess at least a 10th grade reading level and a 9th grade math level.

SAP Analytics Cloud (SAC) – Seminar (Online)

SAP Analytics Cloud is a software-as-a-service (SaaS) offering that provides all the analytics capabilities for all users in one product. The SAP Analytics Cloud solution helps all types of decision makers who need to make better decisions by combining business intelligence, collaborative enterprise planning, and augmented analytics. Rather than relying on standalone spreadsheets or separate, disconnected reporting and planning tools, everyone has everything they need, embedded where they work, to make confident decisions together and become a more agile, intelligent enterprise. This course will cover the business intelligence and augmented analytics capabilities of SAP Analytics Cloud. Students experience how business intelligence and augmented analytics help them make decisions with a new level of confidence – without IT intervention or data science training and explore how financial planners and analysis professionals can leverage SAP Analytics Cloud for collaborative planning. Students also focus on the Analytics Designer capabilities of SAP Analytics Cloud, exposing a powerful environment geared for professional designers of analytical applications. To supplement the learning experience, students will have access to a comprehensive set of hands-on exercises for each subject in this course.

This seminar will be presented online and will be instructor led. Students can also access, review, and complete a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided a user ID and password to allow them access to view the material in the seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
SAC-101	Business Intelligence (BI)	4	3	1
SAC-102	BI and Augmented Analytics	4	3	1
SAC-103	Augmented Analytics: Smart Predict	4	3	1
SAC-104	Collaborative Enterprise Planning	4	3	1
SAC-105	Analytics Designer	4	3	1
	Total Hours	**20**	**15**	**5**

Tuition $1,395.00
Registration $100.00
Class materials...Included
Online access...Included

Total Seminar Cost..$1,495.00

Class Schedules:

1 week: Monday, Tuesday, Wednesday, and Thursday (5 hours per day)

1 weekend: Saturday and Sunday (10 hours per day)

Admission requirements: High School diploma or equivalent.

i2 Analyst's Notebook Certification Training – Seminar (Online)

i2® Analysts Notebook (ANB) is a visual analysis tool that helps analysts turn data into intelligence. This data analysis solution provides innovative features such as connected network visualizations, social network analysis, and geospatial or temporal views to help analysts and investigators uncover hidden connections and patterns in data. This insight helps better detect, disrupt, and defeat criminal, cyber, and fraudulent threats. This hands-on certification training is instructor led and provides students with the required concepts to use i2 Analyst's Notebook as a tool in an analytical role, developing an understanding of the solution's interface and tools, methodology and techniques to conduct analysis to uncover relationships and associations. The seminar uses scenarios based on real-time events and data relative to today's investigations to ensure the students understand how to use i2 Analyst Notebook and its basic functions. Students will learn how to model data into entities, links, and properties to create a link analysis chart; how to transform large spread sheets of data into ANB charts and be able to quickly find answers using ANB's analysis tools while highlighting those findings using conditional formatting; and how to convert ANB charts into reports and presentations using the publish tab to brief findings. Students are prepared to earn the i2® Analyst's Notebook – McAfee Open Source certification at the end of the 10-day course.

This seminar will be presented online and will be instructor led. Students can also access, review, and complete a blend of video tutorials, labs and exercises. All the material needed to complete this seminar successfully is available online and made accessible to each enrolled student. Students will be provided with a user ID and password to allow them access to view the material in the seminar.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
I2-101	Introduction to Analyst's Notebook	8	3	5
I2-102	Manual Chart Construction	16	3	13
I2-103	Importing to Analyst's Notebook	16	3	13
I2-104	Introduction to Basic Analysis	12	3	9
I2-105	Advanced Analysis	16	4	12
I2-106	Publishing	4	1	3
I2-107	Customizing	4	1	3
I2-108	Preparation for i2 Certification Exam	4	2	2
	Total Hours	**80**	**20**	**60**

Tuition...	**$5,000.00**
Registration	**$100.00**
Books and Material..	**$150.00**
Certification Fee..	**$250.00**
Total Program Cost	**$5,500.00**

Program Length: Two weeks (10 days) total – 40 hours a week (80 total hours).

Class Schedule: Monday through Friday 9:00am-5:00pm.

Admission requirements: High School diploma or GED and a basic knowledge of computer use.
Applicants must pass the Birkman Assessment with a minimum score of 5 in the computer/s section.

Scholarships

St. Michael's Learning Academy offers scholarship funds for those who qualify to assist with the transition of students that are pursuing career training in High School/College/Vocational training. More specifically, these funds are intended to provide financial support during a recipient's transition into high school or vocational certificate training as it relates to their general cost of living expenses, tuition and/or fees. Recipients will be required to participate in student and career services activities designed to assist with their pursuit of full or part-time employment or until employment is obtained. Additionally, recipients are expected to meet or exceed all professional, academic and attendance policies as outlined in the school catalog. Recipients may also apply for other scholarships and financial aid programs available to students at our institution.

High School Eligibility Requirements:
1. Candidates must be currently enrolled in an accredited high school.
2. Provide details associated with submitted applications (online/in person).
3. Maintain good academic standing.

Vocational Eligibility Requirements:
1. Candidates must be currently enrolled or seeking enrollment into an accredited post-secondary institution.
2. Pass all entrance exams at highest top 5 percent during admissions process.
3. For military this scholarship is only applicable for soldiers in active duty and with 180 days of ETS.
4. Complete Employment Assistance Agreement (if applicable).
5. Schedule meetings with an employment advisor (as scheduled or until employment is obtained, if applicable).
6. Provide interview details (if applicable).
7. Refine resume, as counseled (if applicable).

Scholarship Application, Amounts And Deadlines:
1. Total amount of this scholarship program offered by St. Michael's Learning Academy may not exceed 50 PERCENT OF TOTAL TUITION within a given year.

2. Scholarship awards are credited to recipient's student account.

3. All entries must be addressed to St. Michael's Learning Academy. Offers not accepted by the recipients will be rescinded and may be awarded to another applicant. All applicants will be notified of their award eligibility by an approved representative. Any award that is not accepted by the applicant's start date will be rescinded. Applications must be completed in their entirety and may be submitted in person or mailed to the following address:

Additional Conditions:
In the event that education is terminated either by the student or Institution, the scholarship becomes null and void. The scholarship awards will be managed and disseminated by the receiving institution and are not redeemable for cash.

Applicant Notification:
Scholarship applicants will be notified of acceptance or denial as well as award.

Scholarship Application:
Completed applications must be mailed and postmarked NLT two weeks before start date of class.
Complete the entry form below and mail or deliver it to the address listed on the scholarship requirements page.

Course Descriptions

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
KB101	**Keyboarding/Data Entry**	**40**	**10**	**30**

Text/Learning Materials: Paradigm Skillbuilding: Keyboarding With Speed and Control by J.L. Mach, K.A. Mach, and William M. Mitchell. Published by EMC Publishing, 1999. Supplemental material written by Theresa Myers, typing specialist, and Mavis Typing Software for typing and data entry drills.

Course Description: Upon completion, students will be able to use all of the keyboard keys by touch, and will feel comfortable with the mechanics of the computer keyboard. Students will also be able to type at least 30 words per minute by the end of the course. Students will be able to recognize and utilize many of the business systems for which data is being entered, in addition to the development of their keying skills.

Prerequisites: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
EX101	**Microsoft Excel I**	**40**	**15**	**25**

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to utilize basic and intermediate Excel functions and utilize Excel's basic features to create various professional spreadsheets.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
EX201	**Microsoft Excel II**	**60**	**25**	**35**

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to create various business spreadsheets including databases and utilize many of Excel's advanced features such as charting, sorting, filtering and subtotaling, in addition to learning basic and intermediate excel functions.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MS101	**Microsoft Word I**	**40**	**15**	**25**

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to use beginning and intermediate Microsoft Word features such as editing, saving and recalling documents, printing, line and paragraph formatting, copying and moving, as well as changing the appearance of characters to create professional office letters, reports, memorandums, forms, and envelopes.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MS201	**Microsoft Word II**	**60**	**25**	**35**

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to use Microsoft Word's more advanced features such as mail merge, creating tables, and graphics to enhance documents.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
OE101	**Office Etiquette/ Job Preparation Skills**	**20**	**5**	**15**

Text/Learning Materials: Manuals and handouts

Course Description: Upon completion, students will be able to identify proper business attire and office ethics and will gain experience through individual and group discussions while simulating interview situations. Additionally, students will be able to browse internet sites in search of job openings and will be prepared to develop their personal resumes and conduct a successful employment interview.

Prerequisites: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
IN101	**Internet**	**40**	**15**	**25**

Text/Learning Materials: Manuals and handouts

Course Description: Upon completion, students will be able to browse the internet while searching for information, send and receive electronic mail, create and develop web pages, download and install files and programs, and become familiarized with many of the internet's advanced features and functions.

Prerequisites: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
AC101	**Accounting Skills**	**40**	**15**	**25**

Text/Learning Materials: Manuals and handouts

Course Description: Upon completion students will have the knowledge to create, prepare, and maintain invoices, expense sheets, income statements, balance sheets, financial statements, loan amortization and inventory. Additionally students will learn to monitor and review cash flow statements and know what to expect in an audit.

Prerequisites: EX101 or EX201

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
OU101	**Microsoft Outlook**	**40**	**15**	**25**

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to setup and schedule appointments, create and maintain a computerized address book, create and update daily and long term tasks, create and relay notes and messages, and receive, write, and send electronic mail.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PO101	**Microsoft PowerPoint**	40	15	25

Text/Learning Materials: Office 2013 Simplified, by Elaine marmel. Published by John Wiley and Sons, Inc., 2013.

Course Description: Upon completion, students will be able to create and present various professional presentations while using many of PowerPoint's basic, intermediate and advanced functions.

Prerequisites: KB101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ER101	**Intro to Electrical Health Records**	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: This module is designed to provide an overview of the organization of healthcare in the United States. It addresses the structure of health care organizations; accrediting and governmental bodies that provide standards for the provision of health care to include the current flow of the acute care medical record. It introduces the allied health professions and the organizational structure of the medical staff and its composite members. It focuses on an overview of payer organizations including, managed care and capitation, current structure and career potential, as well as projected future roles of health professionals with patients.

Prerequisites: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MT101	**Medical Terminology**	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: The Medical Terminology module will teach students how to use phonetic pronunciation and word building to learn the language of medicine. Students will learn to understand and communicate using the medical words and abbreviations needed in a healthcare career. This subject will also use an integrated approach that will allow students to master medical terminology in the health care industry.

Prerequisites: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
AP201	Human Anatomy &Physiology	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: Upon completion of this course, students will gain knowledge and understanding of the anatomy and physiology of the human body and the disease process.

Prerequisites: ER101 and MT101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
HD201	Health Data Content	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: Upon completion of this course, students will gain the knowledge and proper use of health content as it relates to EMR. This subject will teach students how to identify problems in the area of record management and written health information based on the audience (e.g. patient versus health care provider).

Prerequisites: ER101 and MT101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PM201	Patient Visit Management	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: Upon completion of this course, students will gain the management skills needed when visiting patients. Students will learn how to identify problems in the area of communication/verbal skills based on the audience (e.g. patient versus health care provider).

Prerequisites: ER101 and MT101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CE301	Clinical Notes and Examinations	40	15	25

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: Upon completion of this course, students will be able to learn the skills needed to take accurate clinical notes and examinations and accurately enter progress case notes in MedWare derived from clinical examinations. Students will also gain a thorough understanding of the importance of accurate documentation, data entry and retrieval of patients' medical records for treatment planning, medical case staffing, insurance and billing purposes.

Prerequisites: ER101, MT101, and PM201

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MC301	Medical Coding, Billing, Orders & Admin	80	20	60

Text/Learning Materials: Electronic Health Records - Understanding and Using Computerized Medical Records, second Edition, Richard Gartee. Published by Pearson Education, Inc., 2011.

Course Description: Upon completion of this course, students will be able to perform the international classification of medical coding techniques of CPT and ICD-9-CM with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement.

Prerequisites: ER101 and MT101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-A - Introduction to ERP		2	1	1

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This subject will introduce the students to the world of SAP as an Enterprise Resource Planning (ERP) integrated software package. The history and the system landscape of SAP is also discussed.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-B	User Experience (Navigation)	2	1	1

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce the students to the SAP screens and navigation unit. Students will also learn how to individualize the system using personal settings.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-C	ERP Enterprise Structure	4	2	2

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will provide in-depth knowledge of the SAP Organizational Structure which is the foundation of any SAP implementation. Students will understand the importance of the organizational structure like the Client, Company Code, Plant, Storage Locations, Purchasing Organizations and Purchasing Groups and will be able to define and assign each of these organizational structures. Students will obtain an understanding of the configuration that is involved and will understand how extremely important it is that the correct configuration data entered will have an impact on the overall success of not only how the system behaves, but also all the business processes in SAP MM module. The unit will also examine each of the relevant master data and will be given an opportunity to create and enter data.

In addition to the knowledge and understanding gained from this course, the students will be configuring their very own Organization Structure.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-MD	**Master Data in Materials Management**	**8**	**4**	**4**

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce the student to the Master Data elements of Material Management and demonstrate how the master data relates to the organizational structure. Students will learn the different master data that is required by Material Management in the SAP ERP Operations. There are three types of data which will be taught and they are Master, Configuration and Transitional Data. At the end of the unit, students will have an understanding of how important it is to accurately enter the master data. This ensures the overall success of how the system will behave. Additionally, students will create their own master data and will be given an opportunity to utilize it.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-LIV	**Logistics Invoice Verification**	**20**	**10**	**10**

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce students to the configuration of Logistics Invoice Verification (LIV) and how it falls as the final step in procure to pay cycle. It begins with the vendor submitting the invoice for the goods sold. The Accounts Payable group, after receiving the invoice from the vendor, enters it in SAP. Based on the purchase order details, goods receipt, invoice data and configuration settings, the system prompts the user with messages. The user then takes one of the following actions: Park / Save the invoice and/or Post the invoice.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-PROCURE	Procurement Processes (Source to Pay)	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: In this unit, students will be introduced to the science of purchasing services and supplies. The procurement process is an integral part of the Materials Management module. Students will also learn about the various elements and aspects of these processes. We will look at the Procure to Pay (P2P), Subcontracting, and Consignment processes and understand how and why they are used. Indirect and Direct Procurement concepts will be taught and an explanation of their usage by companies will also be discussed. Using business scenarios, students will be able to set up these documents and understand their importance in the procurement life cycle.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-PURCHASE	Purchasing Optimization (Direct/Indirect)	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will take a look at the direct and indirect procurement. Direct procurement is the act of acquiring raw materials and or goods for production (Stock Materials). Indirect procurement is the act of purchasing services or supplies required to keep the day to day business alive. Using business scenarios, students will learn the process steps as well as the documentation involved.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-INV	Inventory Management and Physical Inventory	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will explain to the students the Physical Inventory business process. Physical Inventory is a business process in which physical stock is matched with book (system) stock. It is legal requirement to carry out physical inventory at least once in a year. Physical inventory can be carried out both for a company's own stock (Unrestricted, Quality, Blocked Stock, etc.) and for special stocks (Customer Consignment stock, Vendor consignment stock, Returnable packaging, etc.).

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-MRP	Consumption-Based Planning (MRP)	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: In this unit, students will study Material Requirement Planning (MRP) which is a tool that helps in planning the requirement quantities and schedules of a given material. It not only ensures availability of the material for which MRP is carried out, but also ensures availability of the components (of all the BOM levels) in the BOM structure.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–CONFIG	Configuration of Purchasing	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce the student to the concept of the Subcontracting Procurement process. Using business scenarios, students will learn the process steps and distinguish how this procurement is different from all other forms of material procurement.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–OLA	Outline Agreements/Sources of Supply	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce students to the concept of the outline agreement. Using business scenarios, students will learn the process steps. We will also take an in-depth look at the contract types and see what differentiated them.

The outline purchase agreement is often referred to as a blanket purchase order (BPO) or umbrella purchase order. It is basically a long-term agreement between the purchasing department and vendor for material or services for a defined period of time. The purchasing department negotiates with the vendor a set of terms and conditions that are fixed for the period of agreement. In SAP MM Purchasing, such agreements are subdivided into "Contracts" and " Scheduling agreements."

Contract types
        When creating a contract, you can choose between the following

contract types:
1. Value contract (MK): The contract is regarded as fulfilled when release orders totaling a given value have been issued. Use this contract type when the total value of all release orders should not exceed a certain amount.
2. Quantity contract (WK): The contract is regarded as fulfilled when release orders totaling a given quantity have been issued. Use this contract type when the total quantity to order over the duration of the contract is known.

Scheduling Agreements:
- Longer-term scheduling agreements and delivery schedules
- Same scheduling agreement number is used with different release calls
- Mainly used for repetitive/predictable requirements e.g. purchasing spare parts of a large fleet
- Can be tightly integrated with MRP

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–CON	Consignment Process	20	10	10

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This unit will introduce students to the concept of the consignment procurement. Using business scenarios, students will learn the process steps as well as how consignment liabilities are settled. We will also look at the consignment info records and its importance to this process. In consignment processing, the vendor provides materials and stores them on your premises. The vendor remains the legal owner of the material until you withdraw materials from the consignment stores. Only then does the vendor require payment. The invoice is due at set periods of time, for example, monthly.

Students will understand and know how to execute the following:
- Create and understand the working of a Consignment Procurement
- Create consignment Purchasing Info Record – ME11
- Create a Consignment PO – ME21N
- Post the goods receipt – MIGO – 101K
- Post goods issue from consignment stock – MIGO 411K
- Settlement of consignment liabilities – MRKO

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–MINI	**Mini Project**	**40**	**10**	**30**

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This course allows students to work on the Mini Project, which is very helpful for students as it provides pre work experience.

The program provides pre-professional learning experience in which students apply their skills and knowledge in a professional environment. Mini project enables students to go through complete software development life cycle. In addition, this course assists students in the preparation of various project documents required to be maintained in the entire Software development life cycle. The training on these projects are conducted under the supervision of industry drawn, highly qualified IT professionals who are up to date on the latest technologies and processes.

The projects from which the students have to choose are listed below:
- Configure release procedure for contracts (outline agreement)
- Configure return to vendor process
- Configure the stock transport order process between two plants in same company code
- Configure consumption based planning based on material forecasting

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–CAREER	**Resume Critique & Mock Interviews**	**12**	**6**	**6**

Text/Learning Materials: Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.

Course Description: This subject will assist students with resume critiques and mock interviews using the instructor knowledge and experience. The mock interviews will allow students to identify their strongest skills before beginning a job search and provide helpful feedback from the instructor.

The resume critiques will assist the students in writing a professional resume with key words that make the resume stand out from the rest. This is extremely helpful because resumes are reviewed by experienced and professional resources.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–CERT	**CAPSTONE Practice Test & Review**	**21**	**10**	**11**

Text/Learning Materials: This material is provided by the Instructor

Course Description: This course is designed to assist students in preparing for their SAP Ariba certification exam (C_ARP2P). Practice exams that are similar to real SAP certification exam have been designed and reviewed. Our team of experienced and certified SAP Ariba consultants has prepared questions for this exam considering SAP Ariba certification exam syllabus and weighing all the topics. All the questions that are reviewed are similar to the actual SAP Ariba certification exam.

To get familiar with our SAP Ariba certification practice exam, we advise our students to utilize the practice questions to their advantage for a passing score on the exam. This is the main reason why we strongly recommend that students practice with SAP Ariba certification practice exam.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM–TEST	**Certification Test C_ARP2P**	**3**	**0**	**0**

Text/Learning Materials: Not Applicable

Course Description: This is the certification test that students will take as part of the SAP - Materials Management Business Analyst program.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 101	CompTIA A+ / Core 1	40	30	10

Text/Learning Materials: The Official CompTIA A+ Core 1 & Core 2 Student Guide (Exams 220-1001 and 220-1002) eBook, by James Pengelly and Pam Taylor. Published by CompTIA, 2019.

Course Description: In this course, you will install, configure, optimize, troubleshoot, repair, upgrade and perform preventive maintenance on personal computers and digital devices. Students will:
- Install and configure PC system unit components and peripheral devices.
- Install, configure, and troubleshoot display and multimedia devices.
- Install, configure, and troubleshoot internal system components.
- Install, configure, and troubleshoot storage devices.
- Explain network infrastructure concepts.
- Configure and troubleshoot network connections.
- Implement client virtualization and cloud computing.
- Support and troubleshoot laptops.
- Support and troubleshoot mobile devices.
- Install, configure, and troubleshoot print devices.

Prerequisites: A minimum of 9 months of IT experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 102	CompTIA A+ / Core 2	40	30	10

Text/Learning Materials: The Official CompTIA A+ Core 1 & Core 2 Student Guide (Exams 220-1001 and 220-1002) eBook, by James Pengelly and Pam Taylor. Published by CompTIA, 2019.

Course Description: In this course, you will install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on personal computers, digital devices, and operating systems. Students will:
- Support operating systems.
- Install, configure, and maintain operating systems.
- Maintain and troubleshoot Microsoft Windows.
- Configure and troubleshoot network connections.
- Manage users, workstations, and shared resources.
- Implement physical security.
- Secure workstations and data.
- Troubleshoot workstation security issues.
- Support and troubleshoot mobile devices.
- Implement operational procedures.

Prerequisites: ITDT 101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 103	CompTIA Network +	40	30	10

Text/Learning Materials: **The Official CompTIA Network+ Student Guide (Exam N10-007) 2019 Update eBook by James Pengelly. Published by CompTIA, 2019.**

Course Description: In this course, you will describe the major networking technologies and be able to configure, manage, and troubleshoot modern networks. Students will:
- 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.
- 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.

Prerequisites: ITDT 101 and ITDT 102

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 104	CompTIA Security +	40	30	10

Text/Learning Materials: **The Official CompTIA Security+ Student Guide (Exam SY0-501) 2019 Update eBook by James Pengelly. Published by CompTIA, 2019**.

Course Description: In this class, students gain skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, and laws.

This course provides an analysis of computer networks and infrastructure basics. It also discusses the breakdown of network topologies according to logical and physical architectures and topological protocols.

Attacks, Threats and Vulnerabilities - Focusing on more threats, attacks, and vulnerabilities on the Internet from newer custom devices that must be mitigated, such as IoT and embedded devices, newer DDoS attacks, and social engineering attacks based on current events.

Architecture and Design - Includes coverage of enterprise environments and reliance on the cloud, which is growing quickly as organizations transition to hybrid networks.

Implementation - Expanded to focus on administering identity, access management, PKI, basic cryptography, wireless, and end-to-end security.

Operations and Incident Response - Covering organizational security assessment and incident response procedures, such as basic threat detection, risk mitigation techniques, security controls, and basic digital forensics.

Governance, Risk and Compliance - Expanded to support organizational risk management and compliance to regulations, such as PCI-DSS, SOX, HIPAA, GDPR, FISMA, NIST, and CCPA.

Prerequisites: ITDT 101, ITDT 102, and ITDT 103

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-101	**Introduction to Enterprise Systems Professions**	**60**	**30**	**30**

Text/Learning Materials: Business Process Integration with SAP ERP by Simha Magal and Jeffery Word. Published by Epistemy Press, 2013.

Course Description: This course is an introduction to enterprise systems with a particular emphasis on SAP software. This includes the fundamentals of enterprise resource planning (ERP) systems concepts and the importance of how they are used within an organization. Students will have an applied curriculum that takes them through the following business processes: financial and cost accounting (FICO), production, sales, material planning, and inventory & warehouse management. Students will learn the front-end end user perspective of each of these areas on the most current SAP system, and become comfortable with creating standard business documents.

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-102	**ERP System Implementation and Configuration**	60	30	30

Text/Learning Materials: Business Process Integration with SAP ERP by Simha Magal and Jeffery Word. Published by Epistemy Press, 2013.

Course Description: This is an advance level course that will focus on the implementation phase of enterprise (ERP) systems.   Emphasis is on based on three key areas of: defining and assigning user organizational levels (company code, plant, storage location, etc..), defining master data requirements (chart of accounts, cost centers, customer master data, vendor master data, material master data), and implementation of business rules for each module of an enterprise system. Students will have a back end look of enterprise system and complete hands on exercises using the SAP IMG implementation tool where they will create the required organizational elements and master data, and then test out the configuration for each business process (FICO, production, sales, MRP, and IWM).

Prerequisite: ERP-101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-103	**Enterprise Systems Tools and Concepts and Careers**	22	14	8

Text/Learning Materials: Business Process Integration with SAP ERP by Simha Magal and Jeffery Word. Published by Epistemy Press, 2013.

Course Description: This course provides an overview discussion of ERP emerging trends and projects. This includes a look at new ERP software tools, reviewing case studies on ERP implementation issues, discussion of "big data" generated by enterprise systems and data analytics tools, and a preview of career opportunities for those with an ERP skillset.

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-104	**Business Process Integration with Gamification**	**50**	**25**	**25**

Text/Learning Materials: Business Process Integration with SAP ERP by Simha Magal and Jeffery Word. Published by Epistemy Press, 2013.

Course Description: This course emphasizes the integration of enterprise systems within an organization using a sequence of ERP simulation games. Students will compete as corporate teams to make common business decisions such as product lines, sales pricing, advertising, production levels, and distribution markets using one or more ERP simulation games (Distribution game, Manufacturing game, etc..) with the ultimate goal to see who will be the most profitable. The objective of these exercises is to show how a common ERP system is used by managers to carry out business decisions.

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-105	**CAPSTONE Certification**	**80**	**60**	**20**

Text/Learning Materials: TS410 Integrated Business Processes in SAP S/4HANA by SAP. Published by SAP SE, 2018.

Course Description: This capstone course in ERP systems leads students through the official SAP TS410 (S/4HANA) training culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After completion of this final course and exam students will be awarded an SAP Certification and will be ready for a career as an SAP implementation consultant.

Prerequisite: ERP-101 – Intro to Enterprise Systems and ERP-102 – ERP Configuration

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP101	**Introduction to PMP & Project Management Grand Frame**		4	3	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course introduces the students to the project management certification process and requirements. In addition to that, the course discusses the project management grand frame with its process groups, knowledge areas and how they all interact within a project. The course also highlights the different types of organizations and how the project manager effectively interfaces with each type. Upon completing this course, students will be able to understand and name the following: PMI requirements to qualify for the test, applying for and passing the PMP test, PMBOK Guide, the Project Management Grand Frame, Project vs. Operations, project management process groups, portfolios, the project management office, project objectives, project constraints, organizational project management maturity model, understanding organizational structures, functional organizations, matrix organizations, project phases and project life cycles, project life cycle vs. product life cycle, as well as Stakeholder influence, risk and uncertainty vs. cost of changes.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP102	**Project Management Processes**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course introduces the students to the various project management processes namely project initiation, planning, execution, monitoring and control and closure and all their sub activities. It also highlights the difference between the project lifecycle versus the process lifecycle, as well as exposes the students to other significant project management terms such as project elaboration and rolling wave planning. Upon completing this course, students will be able to understand and name the following: Project Lifecycle vs Project Management Process Lifecycle, project initiation activities, project planning activities, project planning activities, project execution activities, Project monitoring & control activities, project closure activities, project elaboration, as well as rolling wave planning.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP103	**Project Integration Management**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course introduces the students to the most critical project management process which is the integration management process where the project manager brings all elements of the project into a cohesive whole. It also introduces the students to the project selection methods, as well as the project, requirements, change, configuration and process improvement management plans. The course also highlights the roles and responsibilities of the change control board and the integrated change process using the seven step process. Upon completing this course, students will be able to understand and name the following: the integration management process, creating the project charter, project selection methods, project selection terms, the project statement of work, enterprise environmental factors, organizational process assets, the project management plan, changing and configuration of management plan, process improvement plan, project documents, plan approval and kickoff, project monitor and control, and project closure.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP104	**Project Scope Management**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course focuses on project scope management, scope verification and scope control in terms of developing the scope and requirements management plans, collecting and balancing stakeholder requirements, as well as resolving competing requirements. It also teaches students how to effectively utilize very important project management tools such as the requirements traceability matrix, and the work breakdown structure. Upon completing this course, students will be able to understand and name the following: project scope management process, product vs. project scope, scope management plan, collecting stakeholder requirements techniques, balancing stakeholder requirements, resolving competing requirements, requirements traceability matrix, work breakdown structure construction, scope verification and scope control.

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Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP105	**Project Time Management**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course teaches the students all the elements of the project time management process and schedule management planning tools such as activity sequencing and duration estimation techniques, as well as network diagram construction The course also exposes students to the scheduling network analysis methods including critical path identification, scheduling compression, resource levelling and the final schedule optimization and control to balance it with the project requirements and constraints. Upon completing this course, students will be able to understand and name the following: the time management process, schedule management plans, activity definition and attributes, rolling wave planning, milestones, activity sequencing techniques, network diagram construction, activity dependencies, leads and lags, activity resource estimation, activity duration estimation techniques, padding, developing the schedule, schedule network analysis, project schedule, schedule baseline, and schedule control.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP106	**Project Cost Management**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course explores the project cost management process with all its dimensions such as developing the cost management plan, performing life cycle costing or value analysis, identifying cost risks, as well as categorizing the various types of costs. It also teaches students the cost estimation and budget determination techniques, in addition to how to perform value earned calculations to determine the project performance with accuracy. Upon completing this course, students will be able to understand and name the following: the cost management process and plan, life cycle costing, value analysis, cost risk, types of costs, inputs to estimating costs, cost estimation techniques, project management software, resource cost rates, reserve analysis, cost of quality, cost estimate accuracy, progress reporting, budget determination, chart of accounts, and earned value measurements.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP107	**Project Quality Management**	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course teaches the students all the elements of project quality management through adhering to the quality management process and the corresponding quality management plan. The course starts by getting the students familiar with some of the great quality theorists and their respective quality management theories. The course highlights very important concepts such as gold platting, prevention over inspection, continuous improvement, just in time, total quality management and the impact of poor quality. The course also discusses the global quality standards and the differences between quality assurance, quality planning, and quality control. Students will also learn how to perform cost benefit analysis, interpret control charts, as well as gain full understanding of all probabilistic relationships and statistical analysis tools.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP108	**Project Human Resource Management**	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course teaches students the project management techniques associated with managing the most important asset for any organization which is the human resource asset. The course starts by defining the roles and responsibilities of the various types of managers. The course teaches students how to establish and adapt the human resource management plan to suit the existing company culture and systems. Students also learn how to use effective and influential human resource management tools such as the resource breakdown structure, RACI charts, responsibility assignment matrix, and resource histograms. Students are also taught the significance and value of effective team building.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP109	Project Communication Management	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: The main focus of this course is the communication project management process and planning. The course highlights the communication types, models, methods, channels, and blockers. It also teaches students effective meeting techniques and project performance reporting. Upon completing this course, students will be able to understand and name the following: the communications management process and planning, communication types, communication models, communication methods, effective meeting techniques, communication channels, communication blockers, and performance reporting.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP110	Project Risk Management	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course addresses the project risk management process. It defines key elements when dealing with project risk as a project manager such as risk probability, impact, threats, opportunities, tolerances, thresholds, categories, sources, factors, and types. The course also teaches students various risk identification, risk analysis, risk response planning, as well as risk monitoring and controlling techniques and tools that are extremely critical for the project manager to master in order to run a successful project. Upon completing this course, students will be able to understand and name the following: risk management process, risk probability and impact, threats and opportunities, uncertainty, risk factors and aversions, risk tolerance and thresholds, plan risk management outputs, risk categories, risk sources, risk types, risk identification, qualitative risk analysis, the risk register updates, post qualitative risk analysis, quantitative risk analysis, the risk register updates post quantitative risk analysis, and risk response planning.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP111	Project Procurement Management	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course teaches students the project management procurement process and highlights the project manager main roles and responsibilities for a successful procurement process. The course covers in details procurement planning, procurement conducting and procurement closure activities, as well as the contract creation process from conception to completion. Upon completing this course, students will be able to understand and name the following: procurement definitions, the PM role in Procurement, centralized vs. decentralized contracting, the procurement management process, procurement planning, non-disclosure agreements, joint ventures, contracts, terms and conditions, letter of intent, non-competitive procurement, procurement conducting, contract definition, procurement administration, procurement conflicts, contract change control system, procurement performance review, claims administration, records management system, contract interpretation, contract termination and procurement closure.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
PMP112	Project Stakeholder Management	3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course covers the project stakeholder management process and how the project manager can effectively identify and interact with stakeholders throughout the various project phases to ensure they are adequately engaged, as well as to identify, collect, manage and control their requirements. Upon completing this course, students will be able to understand and name the following: the stakeholder management process, how should the PM handle stakeholders throughout the project, stakeholder identification, planning stakeholder management, characteristics of a good stakeholder relationship, building stakeholder descriptions, managing stakeholder engagement, and controlling stakeholder engagement.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
PMP113	**PM Professional & Social Responsibility**		3	2	1

Text/Learning Materials: PMP Exam Prep, Tenth Edition, by Rita Mulcahy. Published by RMC Project, 2020.

Course Description: This course highlights the professional and social responsibility of project managers, as well as their ethical obligations towards their profession, their projects and their project teams. It also discusses the Project Management Institute Code of Ethical Conduct that all Project Management Professionals are to strictly abide by, as well as the consequences of violating any of the elements of that code. The course aims at creating situational problems and raising knowledge on best practices in these particular situations. Upon completing this course, students will be able to understand and name the following: PM professional and social responsibility, the ethical application of project management, and categories of professional and social responsibility.

Prerequisites: Basic computer knowledge and project management experience

Course	Title	Hours	Total Clock Hours	Lecture Hours	Lab
ICGB 101	**Six Sigma – Define Phase**		8	7	1

Text/Learning Materials: 1- Six Sigma Green Belt Certification Course, First Edition by Joseph George. Published by Charis-Enterprises, LLC 2019

Course Description: This course introduces the students to the basics, meaning and significance of Six Sigma for organizations. It covers methods of problem identification and definition during the define phase of Six Sigma. Upon completing this course, students will be able to understand and name the following: The Basics of Six Sigma, Meanings of Six Sigma, General History of Six Sigma & Continuous Improvement, Deliverables of a Lean Six Sigma Project, The Problem Solving Strategy Y = f(x), Voice of the Customer, Business and Employee, Six Sigma Roles & Responsibilities, The Fundamentals of Six Sigma, Defining a Process, Critical to Quality Characteristics (CTQ's), Cost of Poor Quality (COPQ), Pareto Analysis (80:20 rule), Basic Six Sigma Metrics including DPU, DPMO, FTY, RTY Cycle Time, deriving these metrics and these metrics, Selecting Lean Six Sigma Projects, Building a Business Case & Project Charter, Developing Project Metrics, Financial Evaluation & Benefits Capture, The Lean Enterprise, Understanding Lean, The History of Lean, Lean & Six Sigma, The Seven Elements of Waste (Overproduction, Correction, Inventory, Over processing, Conveyance, Motion, Waiting), 5S (Straighten, Shine, Standardize, Self-Discipline, Sort)

Prerequisites: Basic computer knowledge

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 102	**Six Sigma – Measure Phase**	8	7	1

Text/Learning Materials: 1- Six Sigma Green Belt Certification Course, First Edition by Joseph George. Published by Charis-Enterprises, LLC 2019

Course Description: This course introduces the students to the Measure phase of Six Sigma. It covers Process Definition, Cause & Effect / Fishbone Diagrams, Process Mapping, SIPOC, Value Stream Map, X-Y Diagram, Failure Modes & Effects Analysis (FMEA), Six Sigma Statistics, Basic Statistics, Descriptive Statistics, Normal Distributions & Normality, Graphical Analysis, Measurement System Analysis, Precision & Accuracy, Bias, Linearity & Stability, Gage Repeatability & Reproducibility, Variable & Attribute MSA, Process Capability, Capability Analysis, Concept of Stability, Attribute & Discrete Capability, Monitoring Techniques

Prerequisites: Basic computer knowledge

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 103	**Six Sigma – Analyze Phase**	8	7	1

Text/Learning Materials: 1- Six Sigma Green Belt Certification Course, First Edition by Joseph George. Published by Charis-Enterprises, LLC 2019

Course Description: This course introduces the students to the Analyze phase of Six Sigma. It covers, Patterns of Variation, Multi-Vari Analysis, Classes of Distributions, Inferential Statistics, Understanding Inference, Sampling Techniques & Uses, Central Limit Theorem, Hypothesis Testing, General Concepts & Goals of Hypothesis Testing, Significance; Practical vs. Statistical, Risk; Alpha & Beta, Types of Hypothesis Test, Hypothesis Testing with Normal Data, One & Two sample t-tests, One sample variance, One Way ANOVA including Tests of Equal Variance, Normality Testing and Sample Size calculation, performing tests and interpreting results, Hypothesis Testing with Non-Normal Data, Mann-Whitney, Kruskal-Wallis, Mood's Median, Friedman, Sample Sign, One Sample Wilcoxon, One and Two Sample Proportion, Chi-Squared (Contingency Tables) including Tests of Equal Variance, Normality Testing and Sample Size calculation, performing tests and interpreting results.

Prerequisites: Basic computer knowledge

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 104	**Six Sigma – Improve Phase**	8	7	1

Text/Learning Materials: 1- Six Sigma Green Belt Certification Course, First Edition by Joseph George. Published by Charis-Enterprises, LLC 2019

Course Description: This course introduces the students to the Improve phase of Six Sigma. It covers, Simple Linear Regression, Correlation, Regression Equations, Residuals Analysis, Multiple Regression Analysis, Non- Linear Regression, Multiple Linear Regression, Confidence & Prediction Intervals, Residuals Analysis, Data Transformation, Box Cox

Prerequisites: Basic computer knowledge

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 105	**Six Sigma – Control Phase**	8	7	1

Text/Learning Materials: 1- Six Sigma Green Belt Certification Course, First Edition by Joseph George. Published by Charis-Enterprises, LLC 2019

Course Description: This course introduces the students to the Control phase of Six Sigma. It covers, Lean Controls, Control Methods for 5S, Kanban, Poka-Yoke (Mistake Proofing), Statistical Process Control (SPC), Data Collection for SPC, I-MR Chart, Xbar-R Chart, U Chart, P Chart, NP Chart, Xbar-S Chart, CuSum Chart, EWMA Chart, Control Chart Anatomy, Six Sigma Control Plans, Cost Benefit Analysis, Elements of the Control Plan, Elements of the Response Plan

Prerequisites: Basic computer knowledge

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-205	**SAP Certified Application Associate**	80	60	20

Text/Learning Materials: TS410 Integrated Business Processes in SAP S/4HANA by SAP. Published by SAP SE, 2018.

Course Description: This course in ERP systems leads students through the official SAP TS410 (S/4HANNA) training in ERP culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After successfully completing this seminar, students will become fully prepared to take the SAP Certification exam (TS410 – S/4HANNA).

Prerequisite: One year of college experience or 2 years of work experience in an SAP related field and a passing score of 70 on our SAP pre-screen exam.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-101	**Global Supply Chain Logistics**	**4**	**3**	**1**

Text/Learning Materials: Instructor material and handouts.

Course Description: This course provides an introduction to the world of logistics, the global supply chain, and the role of a frontline material handling worker. Students completing this course will be able to describe the principal elements of the global supply chain logistics life cycle, describe the roles and responsibilities with the supply chain, list five models of transportation, explain how material handling affects a company's viability and profitability, and define basic principles of costing effectiveness throughout the supply chain.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-102	**The Logistics Environment**	**4**	**3**	**1**

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the logistics environment from the perspective of the front-line worker. Students completing this course will be able to identify major security requirements applicable to the logistics environment, list four main initiatives which improve international logistics security, cite examples of how logistics activities impact the environment, cite two common warehouse layout options, and describe different types of docks.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-103	**Material Handling Equipment**	**4**	**3**	**1**

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the various types of material handling equipment from the simplest hand truck to the most complex automated systems. Students completing this course will be able to list examples of manually operated equipment, list types of lift trucks, list types of loading dock equipment, and describe function and types of conveyors.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-104	Safety Principles	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course provides an overview of the most common safety features and practices used in material handling operations. Students completing this course will be able to identify the principle federal safety organizations and their fundamental requirements, identify characteristics of a safe, clean, and orderly work environment, list emergency safety procedures, list common safety markings and signs, and list types of fire extinguishers.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-105	Safe Material Handling and Equipment Operation	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains logistics safety - frontline material handling workers need to know safety principles specifically related to material handling and equipment operation. Students completing this course will be able to list basic safe material handling practices, identify types, functionality and use of personal protective equipment, list equipment safety features, and describe the two basic types of maintenance.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-106	Quality Control Principles	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the basic quality control principles and systems used in logistics. Students completing this course will be able to identify and characterize key quality control systems in the logistics environment, provide examples of how frontline workers support these systems, explain quality audits and how frontline workers support them, and explain how to present quality improvement recommendations to supervisors.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-107	Work Communication	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains effective communication within the logistics environment. Students completing this course will be able to explain methods of effective communication between shifts, explain methods of effective communication to both internal and external customers, identify ways to elicit clear statements of customer requirements and specifications, provide examples of effective written communications in the workplace, and provide examples of effective oral communications in the workplace.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-108	Teamwork & Good Workplace Conduct	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the importance of teamwork and problem solving in material handling. Students completing this course will be able to describe a high-performance team, list characteristics of an effective team member, explain way to set team goals, identify use of team environment to solve problems and resolve conflict, and describe typical requirements for good workplace conduct.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLA-109	Using Computers	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how computers and computer systems are used in logistics. Students completing this course will be able to identify commonly used computer systems and software applications in logistics, explain main uses of computer systems by frontline workers, identify commonly used software systems, explain main uses of software systems by frontline workers, and identify technologies used to capture and store logistics information.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-101	Product Receiving	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the overall process of and the role of front-line material handling workers in product receiving. Students completing this course will be able to describe activities essential to receiving, identify procedures for handling inbound trucks, describe conditions for unloading, including security requirements, list and describe documents for standard receipts of material, describe procedures for checking and reporting inbound materials during unloading, and describe procedures for identifying and reporting overages, shortages, or damages.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-102	Product Storage	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how products are stored. Students completing this course will be able to list methods for determining destination and direction of unloaded materials, identify key issues affecting how materials are stored, list forms in which materials are stored, list options for storage, and describe a system for automated storage and retrieval.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-103	Order Processing	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how the order process works from the time an order is received from a customer until the order is assembled for packaging. Students completing this course will be able to describe best practices in order cycle and procurement processes, including information flows, explain pick ticket inspection, identify processes for accurately pulling products from storage identified in pick tickets, explain how audits are conducted to ensure that pulled products are as ordered, describe staging of pulled products for shipping, and describe steps involved in developing a packing manifest.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-104	Packaging and Shipment	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how orders are packaged and prepared for shipping. Students completing this course will be able to identify the process for selecting appropriate packing materials to package products, describe selection of packaging tools best suited for handling and packaging products, explain typical steps to protect products from weather, describe the process to ensure that outbound product counts are accurate, and products are free from defects, describe the process for verifying outbound products against customer orders, describe correct product labeling in accordance with domestic and international regulations and common company policies, identify steps to verify that the right packages are securely loaded into the right trailer, and identify steps to ensure that packages are securely loaded into trailers and correctly distributed based on safe loading procedures.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-105	Inventory Control	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how inventory is managed and controlled throughout the supply chain with special emphasis on warehousing. Students completing this course will be able to describe fundamentals of inventory control, list the most common inventory control systems, explain methods for accurate inventory counting, describe methods for capturing logistics information, and describe reverse logistics.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-106	Safe Handling of Hazardous Materials	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains how hazardous materials are handled. Students completing this course will be able to list government regulations to hazmat handling, identify safe work practices for unloading and loading hazmats (Hazardous materials), list government and other safe work practices for transfer and storage of hazmats, and describe how hazmats are identified in shipping documentation.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-107	Evaluation of Transportation Modes	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains the various modes of transportation and how they are used throughout the supply chain. Students completing this course will be able to describe each mode of transportation and its advantages and disadvantages, list the main considerations in determining the best mode of transportation to use, explain how to use the information on performance and the different modes for rapid decision making, and give examples of transportation documentation.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-108	Dispatch and Tracking Operations	5	4	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains dispatch and tracking of products as they are transported throughout the supply chain. Students completing this course will be able to explain shipping documentation, describe the main factors related to vehicle routing, list ways to track cargo within the yard, list ways to track cargo enroute, describe key features of intermodal transportation, and describe basic customs terminology and documentation.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CLT-109	Measurement and Conversion	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: This course explains basic measurements and measurement conversions used in logistics. Students completing this course will be able to calculate basic weight and volume, convert U.S. measurements to metric, and convert metric to U.S. measurements.

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CPT-101	**Industrial Safety**	**40**	**20**	**20**

Text/Learning Materials: MSSC training modules that include introduction to advanced manufacturing, communications, production teams, training and leadership, safety organization, personal protective equipment, fire and electrical safety, work area safety, hazardous material safety, tool and machine safety, material handling safety.

Course Description: This course teaches the student how to work in a safe and productive manufacturing workplace, perform safety and environmental assessments, perform emergency drills and participate in emergency teams, identify unsafe conditions and take corrective action, participate in safety training, participate in equipment safety training, suggest processes and procedures that support safety of work environment, fulfill safety and health requirements for maintenance, installation, and repair, monitor safe equipment and operator performance, utilize effective, safety-enhancing workplace practices.

Prerequisite: 10th grade reading level and 9th grade math level.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CPT-102	**Quality Practices & Measurements**	**40**	**20**	**20**

Text/Learning Materials: MSSC training modules that include blueprint reading 1 (multi-view drawings), blueprint reading 2 (assembly drawings and fasteners), blueprint reading 3 (geometric dimensioning and tolerancing), basic measurement, precision measurement tools, dimensional gauging, quality systems, introduction to statistical process control (SPC), control charts, continuous improvement 1.

Course Description: This course teaches the student how to participate in periodic or statistically based internal quality audit activities, check and document calibration of gauges and other data collection equipment, suggest continuous improvements, inspect materials and product/process at all stages to ensure they meet specifications, document the results of quality tests, communicate quality problems, take corrective actions to restore or maintain quality, record process outcomes and trends, identify fundamentals of blueprint reading, and use common measurement systems and precision measurement tools.

Prerequisite: 10th grade reading level and 9th grade math level.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CPT-103	Manufacturing Processes & Production	40	20	20

Text/Learning Materials: MSSC training modules that include mechanical principles, mechanical linkages, material quality control, manufacturing materials and processes, machining processes, machine tooling, machine operations, hand tools 1, equipment procedures, production planning and workflow, manufacturing metrics, and production control.

Course Description: This course teaches the student how to identify customer needs, operate production equipment, determine resources available for the production process, set up and verify equipment for the production process, set team production goals, make job assignments, coordinate workflow with team members and other work groups, communicate production and material requirements and product specifications, perform, monitor and document the process to make the product, document product and process compliance with customer requirements, prepare final product for shipping or distribution.

Prerequisite: 10th grade reading level and 9th grade math level.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
CPT-104	Maintenance Awareness	40	20	20

Text/Learning Materials: MSSC training modules that include welding, basic electrical circuits, electrical measurement, electrical power, pneumatic power systems, hydraulic power systems, lubrication concepts, bearings and couplings, belt drives, chain drives, machine control concepts, machine automation.

Course Description: This course teaches the student how to Perform preventive maintenance and routine repair, monitor indicators to ensure correct operations, perform all housekeeping to maintain production schedule, recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems.

Prerequisite: 10th grade reading level and 9th grade math level.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SAC-101	Business Intelligence (BI)	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: Topics to be learned in this course include the following:
- Import Data, Exploration, and Creating Your First Story
- Calculations, Linked Analysis, and Input Controls
- Advanced Charts: Geo Maps, R Visualizations, and More
- Thresholds, Variances, and Conditional Formatting
- Theme and Style

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SAC-102	BI and Augmented Analytics	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: Topics to be learned in this course include the following:
- Augmented Analytics: Smart Assist Features
- Collaboration
- SAP Digital Boardroom and Mobile
- Advanced Modeling
- Live Connection to SAP HANA

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SAC-103	Augmented Analytics: Smart Predict	4	3	1

Text/Learning Materials: Instructor material and handouts.

Course Description: Topics to be learned in this course include the following:
- Using Cases and Smart Predict Predictive Scenarios
- Segmented Time Series
- Segmented Time Series – Demo
- Classification
- Classification Demo
- Using Predictions in a BI Story

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SAC-104	**Intelligent Decisions with SAP Analytics Cloud**	**4**	**3**	**1**

Text/Learning Materials: Instructor material and handouts.

Course Description: Topics to be learned in this course include the following:
- Planning Models
- Planning Functions
- Data Actions
- Collaboration

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SAC-105	**Analytics Designer**	**4**	**3**	**1**

Text/Learning Materials: Instructor material and handouts.

Course Description: Topics to be learned in this course include the following:
- Analytics Designer Demo
- Analytics Design Fundamentals
- Integration with Planning
- Integration with Story, Explorer and Predictive Capabilities
- Embedding with Business Applications
- Integration with OData

Prerequisite: High School diploma or equivalent.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-101	**i2 Introduction to Analyst's Notebook**	**8**	**3**	**5**

Text/Learning Materials: Instructor material and handouts.

Course Description: This instructor led, hands-on training introduces students to the terminology associated with Link Analysis and I2 Software. Students will learn the different ways to navigate with the interface.

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-102	**Manual Chart Construction**	16	3	13

Text/Learning Materials: Instructor material and handouts.

Course Description: This hands-on instructor led training teaches students to understand the components of manual charts by creating entities, links, and attributes in Analyst's Notebook and how to merge multiple charts in order to resolve any duplicate information to uncover relationships and associations. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-103	**Importing to Analyst Notebook**	16	3	13

Text/Learning Materials: Instructor material and handouts.

Course Description: In this hands-on training the students will learn the process of modeling the data that is contained in a structured format to plan, create, and import in Analyst's Notebook. Students will also become familiar with automating the process of creating charts and transforming the data into the Entities, Links, and Properties format. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-104	**Introduction to Basic Analysis**	12	3	9

Text/Learning Materials: Instructor material and handouts.

Course Description: This hands-on instructor-led training provides students with the understanding of how critical the Analyze tab is in being a successful Analyst's Notebook analyst. Students will understand how to conduct accurate analysis utilizing the host of tools to acquire the desired information. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-105	**Advanced Analysis**	16	4	12

Text/Learning Materials: Instructor material and handouts.

Course Description: This hands-on instructor led training provides students with the understanding of how to conduct advanced details to find the core of the network using Cluster analysis, to use the different Social Network Analysis algorithms and to interrupt the results. They will be able to conduct call chain analysis as well as finding the pathway to between two points that no direction connection is evident. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-106	**Publishing**	4	1	3

Text/Learning Materials: Instructor material and handouts.

Course Description: This hands-on instructor-led training provides students with an understanding of how to prepare products for presentation and dissemination including creating a PDF and PowerPoint. Students will be taught how to understand Analyst's Notebook report functionality, how to save charts as a slide show, PDF, JPG, and how to send an embedded chart in another file format.   **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-107	**Customizing**	4	1	3

Text/Learning Materials: Instructor material and handouts.

Course Description: This hands-on instructor-led training provides students with the understanding of how to work with Chart Properties to create and customize items in Analyst's Notebook to meet the analyst's specific requirements. Students will learn how to create and share templates. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
I2-108	**Preparation for i2 Certification Exam**	4	2	2

Text/Learning Materials: Instructor material and handouts.

Course Description: This course is a review covering all the topics covered during the previous courses in the i2 Analyst Notebook. Students will be able to ask questions and be given an assignment to demonstrate their ability to build charts both manually and by importing data into the analyst's notebook. There will be a written test that evaluates the student's knowledge of the concepts covered and about the software. The students will also have to conduct analysis inside of Analyst's Notebook to find the answers in the written portion of the test. **Prerequisite:** None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SN-101	**Introduction to ServiceNow**	4	3	1

Course Description: This course is an introduction to ServiceNow. Students explore the Next Experience and Platform navigation to become familiar using ServiceNow and engage in activities and knowledge checks throughout the course. Students will also learn about additional ServiceNow resources to see the different learning journeys and where they can take them in relation to their career and will complete a Micro-Certification.

Prerequisite: Basic computer knowledge and experience.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SN-102	**ServiceNow Fundamentals**	26	16	10

Course Description: ServiceNow Administration Fundamentals is a three-day course that provides real-world system administration scenarios and hands-on lab exercises to establish and build upon common concepts and skills. Upon completion, students will gain functional awareness of base systems applications and modules, configure applications and modules, configure self-service, enable productivity, maintain an instance, enhance an instance, and package enhancements needed to complete the Certified System Administrator (CSA) certification given at the end of the course. This class is for individuals who will be configuring the ServiceNow platform.

Prerequisite: Completion of SN-101.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SN-103	**ServiceNow Platform Implementations**	54	44	10

Course Description: ServiceNow Platform Implementation (SNPI) training enables students to successfully implement core ServiceNow Platform functionality and serves as a prerequisite before learning to implement specific ServiceNow product lines. This course covers the common technical aspects of an implementation using the Now Create methodology as well as a deep dive into understanding all of the roles and responsibilities of a successful deployment team. Additional Micro-Certifications in Flow Designer, Configure CMBD, and Service Portal are completed in this section.

Prerequisite: Passing the Certified System Administrator (CSA) certification.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
SN-104	**ServiceNow Integrated Risk Management**	36	30	6

Course Description: This course explores the primary features and roles included in GRC: Policy and Compliance, GRC: Regulatory Change Management, GRC: Risk Management, GRC: Advanced Risk, and GRC: Advanced Audit Applications. This course is a prerequisite to attending GRC: Integrated Risk Management (IRM) Implementation. GRC: Vendor Risk Management is covered in a separate GRC learning path. GRC is a company's strategy for managing corporate compliance and enterprise risk. ServiceNow GRC is a suite of applications within the ServiceNow platform that provides timely, comprehensive, and continuous information for auditing, reporting, and risk and compliance purposes. By using the GRC suite, GRC professionals create a scalable integrated risk management (IRM) program to meet their organization's internal and regulatory requirements. Students learn the domain knowledge, technical aspects, and various processes needed to effectively manage a Risk, Policy, and Compliance implementation, as part of ServiceNow's Governance, Risk, and Compliance (GRC) suite. Students build upon existing implementation knowledge and skills through recorded lectures and demonstrations. Practice various tactical skills and strategies through hands-on labs. Following the completion of this course, students will take the ServiceNow Certified Implementation Specialist certification exam. **Prerequisite**: Successful completion of SN-103 Micro-Certifications.

SECTION V: COMPLETION OF DIPLOMA

Certificate of Completion/Transcript Requirements

In order to receive a Certificate of Completion, students must meet all school requirements and requirements in the course or program in which they have enrolled. Students must achieve a minimum cumulative grade average of 70% and 80% attendance.

No report of grades is sent to a student unless all financial accounts with the school are paid in full. Likewise, no Diploma, transcript of credit, or other information concerning academic records is given until the student's account has been cleared.

A transcript is an authentic copy of the student's academic record. No partial transcripts will be issued. Transcripts are released only on written request of the individual concerned. This order must be placed in person or by mail to the school office. No telephone orders will be accepted. There is no charge for issuing transcripts.
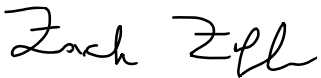
SECTION VI: JOB PLACEMENT ASSISTANCE

Job Placement Requirements

All Students are offered job placement assistance upon completion of their program and fulfillment of their financial obligation to the school. The school assists its graduates in developing a resume and provides them with job preparation skills. The school also arranges job interviews for its graduates. St. Michael's Learning Academy does not guarantee a job or a starting salary upon graduation.

True and Correct Statement

THE INFORMATION CONTAINED IN THIS CATALOG IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

_____
Zack Zakhem
Owner

ADULT BASIC EDUCATION – HIGH SCHOOL EQUIVALENCY

This program is designed for individuals who have scored unsatisfactorily on their Test of Adult Basic Education (TABE) Level D test or have not completed High School. The program stresses a high degree of proficiency in Math, Social Studies, Science, Language Arts Reading and Language Arts Writing. This program will provide graduates the knowledge to assist them in earning and passing their high school equivalency exams or GED and to complete any remaining credits that are required for obtaining their High School Diploma.

CRS	SUBJECT	CLOCK HOURS	LECTURE HOURS	LAB HOURS
WR101	Language Arts - Writing	25	20	5
RD101	Language Arts - Reading	25	20	5
SS101	Social Studies	25	20	5
SC101	Science	25	20	5
MT101	Mathematics - Basic	25	20	5
TT102	Mathematics - Advanced	25	20	5
TOTAL HOURS		**150**	**120**	**30**

Registration $100.00
Tuition...$1,300.00
Materials/Supplies $45.00
Shmoop (Online courses access) $50.00

TOTAL COST............................$1,495.00

Student classes are scheduled Monday through Friday from 9:00 am to 3:30 pm as follows:

9:00 AM – 10:30 AM .... Period 1
10:30 AM - 12:00 PM.. Period 2
12:30 PM - 2:00 PM .... Period 3
2:00 PM – 3:30 PM.. Period 4

BASIC COMPUTER SKILLS – MICROSOFT OFFICE 365

This program is intended for individuals who want to gain basic, intermediate, and advanced hands-on experience and knowledge in Microsoft Office 365 applications. The curriculum is designed to meet the knowledge requirements for the MOS Certification exams on Microsoft Word, Excel, PowerPoint, and Outlook. Students who successfully complete this course will have ample knowledge and proficiency to attain their MOS Certifications and become more marketable in jobs requiring such certifications.

CRS	SUBJECT	CLOCK HOURS	LECTURE HOURS	LAB HOURS
MW101	Microsoft Word	32	16	16
ME101	Microsoft Excel	32	16	16
MP101	Microsoft PowerPoint	32	16	16
MO101	Microsoft Outlook	32	16	16
TOTAL HOURS		**128**	**64**	**64**

Registration $100.00
Tuition..$2,200.00
Books and Materials $200.00

TOTAL COST..$2,500.00

Student classes are scheduled Monday through Friday:

9:00 AM - 5:00 PM (M, Tu, W, Th)...Full-time
10:00 – 2:00 PM (M, Tu, W, Th)...Part-time

Prerequisites:

Basic computer literacy: Students should be familiar with the use of personal computers. They will be expected to turn the devices on and off as necessary and utilize human input devices like the keyboard and mouse to an adequate level of proficiency.

FORT BLISS EXEMPT COURSES

SAP ERP – Enterprise Systems Business Analyst

Enterprise Resource Planning (ERP) is the concept of planning, executing and reporting across multiple business functions or business units. SAP (Systems, Applications and Products in Data Processing) is one of the most robust ERP packages. Students will obtain a well-rounded understanding of ERP systems. This program prepares students by providing them with the foundations of the fundamental business and how they interact with ERP in the areas of Sales and Distribution (Sell), Materials Management (Buy), Production Planning (Make), Financial/Management Accounting (Reporting), Human Resources (Hire) and Project Management. These fundamental areas are important in creating a smooth and efficient business process. Students will be trained on the industry standard On Premise and latest Cloud ERP software in a work environment by providing process steps, data, and, where applicable, configuration for the essential business process. Students will be exposed to the newest and relevant software on the market from the industry leader in this area. Students will be required to display their knowledge of a analytical reporting and advanced apps that consume backend data. Students are also prepared in the CAPSTONE weeks to earn certification within the latest Implementation consultant certification. Graduates will gain key knowledge to make them successful in the following roles as SAP ERP Business Analysts, and End Users. Students will also be given an educational road map to earn additional professional certificates and modules certifications in the for more advanced specialties as Business Consultants, Process Integration Specialists, Subject Matter Experts, Documentation Specialists and Trainers.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
ERP -101	Introduction to Enterprise Systems Professions	44	22	22
ERP -102	ERP System Implementation and Configuration	100	50	50
ERP -103	Enterprise Systems Tools and Concepts and Careers	112	54	58
ERP -104	Business Process Integration with Gamification	64	22	42
ERP -105*	CAPSTONE Certification	80	40	40
	Total Hours	**400**	**188**	**212**

Tuition $10,700.00
Registration $100.00
Books and Material .... Included

Total Program Cost $10,800.00

Class Schedules and Program Length
Twelve total weeks:
First 10 weeks are Tuesday through Friday – 8 hours per day
Last 2 weeks are Monday through Friday – 8 hours per day

*Note – **CAPSTONE certification must be offered in a two-week, Monday to Friday block per SAP requirements**.
Admission requirements: One year of college experience or 2 years of work experience in an SAP related field or select Military ASVAB scores.

SAP ERP – Enterprise Systems Business Analyst (TS410 S/4 HANA)

Enterprise Resource Planning (ERP) is the concept of planning, executing and reporting across multiple business functions or business units. SAP (Systems, Applications and Products in Data Processing) is one of the most robust ERP packages. Students will obtain a well-rounded understanding of ERP systems. This program prepares students by providing them with the foundations of the fundamental business and how they interact with ERP in the areas of Sales and Distribution (Sell), Materials Management (Buy), Production Planning (Make), Financial/Management Accounting (Reporting), Human Resources (Hire) and Project Management. These fundamental areas are important in creating a smooth and efficient business process. Students will be trained on the industry standard On Premise and latest Cloud ERP software in a work environment by providing process steps, data, and, where applicable, configuration for the essential business process. Students will be exposed to the newest and relevant software on the market from the industry leader in this area. Students are also prepared in the CAPSTONE weeks to earn a certification within the latest Business Process Certification. Graduates will gain key knowledge to make them successful in the following roles as SAP ERP Business Analysts, and End Users. Students will also be given an educational road map to earn additional professional certificates and modules certifications in the for more advanced specialties as Business Consultants, Process Integration Specialists, Subject Matter Experts, Documentation Specialists and Trainers.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
ERP -101	Introduction to Enterprise Systems Professions	44	22	22
ERP -102	ERP System Implementation and Configuration	100	50	50
ERP -103	Enterprise Systems Tools and Concepts and Careers	48	20	28
ERP -104	Business Process Integration with Gamification	64	22	42
ERP -105*	CAPSTONE Certification	80	40	40
	Total Hours	**336**	**154**	**182**

Tuition $10,700.00
Registration $100.00
Books and Material .... Included

Total Program Cost $10,800.00

Class Schedules and Program Length
Ten total weeks:
First 8 weeks are Tuesday through Friday – 8 hours per day
Last 2 weeks are Monday through Friday – 8 hours per day
A 10-minute break is allowed for every 50 minutes of class time.

*Note – **CAPSTONE certification must be offered in a two-week, Monday to Friday condensed block per SAP requirements**.

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field or select Military ASVAB scores.

SAP - Materials Management Business Analyst

This 14-week program will afford the graduate employment opportunities in the high demand and paying industries of Supply Chain Management and Logistics. SAP Materials Management (MM) is a core functionality in SAP S/4HANA that drives logistics and supply chain operations. Its purpose is to manage processes such as purchasing, goods receiving, material storage, consumption-based planning, and inventory. The SAP Materials Management training curriculum prepares students for the C_ARP2P capstone certification (SAP Certified Associate SAP Ariba Procurement) by providing them with a view of the concept of materials management as well as the whole Source-to-Pay business process. Students will be trained using SAP Ariba procurement solutions in a work environment by providing process steps where applicable, some configuration details for the essential business processes. Graduates will be able to work as SAP ERP Business Process Integration End-Users/Analyst, Consultants, Subject Matter Experts, Documentation Specialists, and Trainers.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-A	Introduction to ERP	2	1	1
MM-INTRO-B	User Experience (Navigation)	2	1	1
MM-INTRO-C	ERP Enterprise Structure	4	2	2
MM-MD	Master Data in Materials Management	8	4	4
MM-LIV	Logistics Invoice Verification	20	10	10
MM-PROCURE	Procurement Processes (Source to Pay)	20	10	10
MM-PURCH	Purchasing Optimization (Direct/Indirect)	20	10	10
MM-INV	Inventory Management and Physical Inventory	20	10	10
MM-MRP	Consumption-Based Planning (MRP)	20	10	10
MM-CONFIG	Configuration of Purchasing	20	10	10
MM-OLA	Outline Agreements/ Sources of Supply	20	10	10
MM-CON	Consignment Process	20	10	10
MM-MINI	Mini Project	40	10	30
MM-CAREER	Resume Critique & Mock Interviews	12	6	6
MM-CERT	CAPSTONE* Practice Test & Review	21	10	11
MM-TEST	Certification Test C_ARP2P	3	0	0
Total Hours		**249**	**114**	**135**

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Registration ...................................................$100.00
Tuition .........................................................$8,100.00
Books/Materials.............................................$150.00
Software License ...........................................$200.00
Certification..................................................$250.00

Total Program Cost...................................$8,800.00
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Full-Time Class Schedules:

9:00 AM – 2:00 PM .... M and Tu (Morning Session) = 10 hours
9:00 AM – 1:00 PM ....W and Th (Morning Session) = 8 hours
6:00 -10:30 PM .... M, Tu, W, and Th (Evening Session) = 18 hours

Program Length - Morning: **14 weeks**
Program Length - Evening: **14 weeks**

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field. **One year of college experience or 2 years of work experience in an SAP related field or select Military ASVAB scores.**

SAP S4 HANA Extended Warehouse Management Analyst

Extended Warehouse Management (EWM) offers flexible, automated support for processing various goods movements and for managing stocks in a warehouse complex. The system supports planned and efficient processing of all logistics processes in a warehouse. This program prepares students by providing them with an understanding of integrated Inventory Management and Delivery Processing and Goods Movements. Students learn how to implement and configure SAP Extended Warehouse Management in an SAP S/4HANA on-premises or SAP S/4HANA Cloud, private edition solution. Students develop an understanding of how the SAP Extended Warehouse Management can be embedded in SAP S/4HANA by deploying basic or advanced warehouse management functionality. Students are also exposed to business processes that lead to physical goods movements in a warehouse. Additionally, Students will be introduced to the newest and relevant software on the market from the industry leader in this area. Students are also prepared in the CAPSTONE weeks to earn a certification with SAP in the latest Extended Warehouse Management Certification. Graduates will gain key knowledge in the following subject areas: EWM Process, Customization, Resource and Labor Management, Production and Quality management integration, Managing Clean Core concepts. This knowledge provides the foundation to make them successful in the following roles as SAP EWM Consultant and Analysts. consultants, Process Integration Specialists, Subject Matter Experts, Documentation Specialists and Trainers.

Course	Subject	Total Clock Hours/Online	Lecture Hours/Online	Lab Hours/Online
EWM -101	Introduction to Process in EWM	33	20	13
EWM -102	EWM Basic Customization	68	48	20
EWM -103	Understanding Resource Management in EWM	26	14	12
EWM -104	EWM Labor Management	23	15	8
EWM -105	EWM Production & Quality Management Integration	40	24	16
EWM -106	Managing Clean Core Concepts	8	4	4
EWM -107	CAPSTONE Certification*	80	40	40
	Total Hours	**278**	**165**	**113**

*Note – CAPSTONE certification is offered in a two-week, Monday to Friday condensed block per SAP requirements from 9:00 AM - 5:00 PM

Tuition...$10,340.00
Registration...$100.00
Total Program Cost...$10,440.00

Class Schedules and Program Length: 8 total weeks
First 6 weeks are Tuesday through Friday – 8 hours per day
Last 2 weeks are Monday through Friday – 8 hours per day

Admission Requirement: An applicant must meet at least one of the following: 1) Completion of TS410 certification, 2) successful completion of Assessment exam, 3) three years of work experience in a Warehouse Management career field, or 4) a Degree in Supply Chain Management or related field.