CATALOG

2017/2018

Authorized Prometric Testing Center
LaserGrade Computer Testing Center
DRAKE Testing Center
MOUS Testing Center
CompTIA Member

FOUNDED IN 2004
By
HANI M.N. ALAOUIE

BUSINESS CLASSES TO HELP COMMUNITIES
Honesty, Respect, Integrity, and Responsibility

(1)

Alpha Technical Institute
6050 Greenfield Rd, Suite 202
Dearborn, MI 48126
TEL. (313) 846-0070 FAX (313) 846-0066
www.alphatechschool.com

(2) Published January 2017, vol. 17

(3) ATI has no other branches.

(4) MISSION

We are proud to present for you our Alpha Technical Institute in the City of Dearborn. We are State Licensed Vocational training center for educational programs that include high tech certifications and classes that provide individuals many choices.

ATI value vocational training and learning, and dedicated to the students and community education and enrichment. We provide knowledge, communication skills, cultural opportunities, foster critical thinking, creativity, integrity, and self-esteem.

With the vocational training, **ATI** prepares students for jobs starting with basic computer teaching and ending with high technology certification classes for individuals and groups. Whether they are new to the computer's world or experienced Information Technology professionals.

PURPOSE:

ATI is a tradition of building futures. We measure our success by the success of our students in a democratic, diverse, and increasingly technological nation. Regardless of your training needs, we encourage you to take advantage of the unique opportunity to become a lifelong learner. **ATI** can help, serve, and teach adults in the community who wish to continue their education. It is a lifelong learning, and we are ready to provide it for you. We meet the diversified post-secondary educational needs of the community by:

- Providing the classes with certifications for students who wish to transfer to other educational institutions.
- Providing courses and programs for those individuals who need desire additional technical knowledge and skills, job upgrading, or training in the IT industry and others.
- Providing opportunities both for students needing or desiring more advanced intellectual challenges commensurate with their abilities and for students needing or desiring to improved basic skills.
- Providing ongoing research, development, and evaluation to improve curriculum and teaching methods.
- Providing the above without regard to age, sex, race, national origin, religion, marital status, or handicap while stressing the importance of students becoming effective members of society and active participants in the democratic way of life.

(5) SCHOOL HISTORY

Alpha Technical Institute was established in April 1998. Since establishment, the school has grown in enrollment and in the services offered. ATI started as a school and computer sales. At present ATI is an Authorized Testing Center, LaserGrade Computer Testing Center – FAA exams, MOUS Testing Center, and CompTIA membership for A+ and network certifications.

(6) Alpha Technical Institute found by Mr. Hussein Alaouie in April 2007 with 100% ownership.

BOARD OF DIRECTORS:
Mahmoud Serhan
Sami Alaouie
Jamal Beydoun
Dr. Abbas Berro
Akram Mobadder
Mohammad Hammoud

(7) Alpha Technical Institute not accredited.

(8) ATI BUILDING:

Plenty of Parking lots are available at the front of the building and in rear.

The building is about 2500 square feet, consisted of a classroom, testing center, lounge room.

Classroom:
The maximum number in the classrooms does not exceed 10 students, lectures classroom and laboratory setting of instructions classroom. The classroom are equipped with set of updated computers and networked to servers with a DSL line for all of the stations. . There is a lab that is used only for certifications testing.

(9) ADMISSION REQUIREMENTS

Admission Policy

All students who are graduates of a high school accredited by one of the six regional accrediting associations in the United States are eligible for admission to Alpha Technical Institute. Regular admission is granted to all students graduating an accredited high school who present high school transcript with 2.0 C or above grade-point average. Applicants who have successfully completed the General Education Development (GED) certificate are also eligible for admission.

(10) ADMISSION PROCEDURES

ATI welcomes applications from students with a wide variety of backgrounds, such as recent high school graduates, recipients of General Education Development (GED) certificates, and adults with college credits and/or degrees who are seeking to enhance their educational backgrounds. Student attending ATI range in age from sixteen to eighty and represent many educational backgrounds and career goals. These students are enrolled in a variety of educational experiences, which may include one course, a series of courses, or a program leading to certificate. Whatever the motivation, it is important that the student have a successful experience. The beginning of this experience is important. The following information will be helpful in completing the application procedure. ATI may accept the previous credits that student already had from another institute.

APPLICATION PROCESS:

All students who are attending ATI for the first time should obtain and complete an application for admission and pay the application fee, which is non-refundable. Applications are available at the admission office or by calling (248) 569-9855.

High school graduates or recipients of the General Education Development (GED) certificate should submit their educational records. These records will help in advising process**.**

(11) ATI is working on preparing one classroom for special accommodations offered to facilitate enrollment and training

(12) NON-DISCREMINATION:

ATI does not provide the above without regard to age, sex, race, national origin, religion, marital status, or handicap while stressing the importance of students becoming effective members of society and active participants in the democratic way of life.

(13) Accreditation:

ATI is not accredited yet to provide credit for its courses.

(14) TUITIONS/FEES PAYMENT:

Tuition and fees must be paid and due in full before the end of the term.

TUITION CHANGES DURING THE TERM:

If the school intending to increase the program tuition or period; a thirty day notice prior the effective date of the changes will be send to the student

FINANCIAL ASSISTANCE PROGRAM: The institute, in cooperation with some private resources, makes various combinations of students' loans.

(15) PROGRAMS DESCRIPTION:

OFFICE INFORMATION SYSTEM 680 clock hours
18 hours/week – 38 weeks

OBJECTIVES: The office information system is designed for the mature student whose aspirations extend beyond secretarial proficiency to the opportunities available in office administrative management. This program provides the opportunity for students to improve their MS Windows and Microsoft Office software applications literacy and job skills. Software application courses help students through hands-on experience to advance their professional careers. Manage their personal affairs, and improve performance in other business courses. **Prerequisite: High School**

CAREER OPPORTUNITIES: Graduates who have completed office information system program already hold excellent positions in industry and in the professions but acknowledge the need for further education and professional growth. Students who complete the program will be prepared to obtain employment as an entry level administrative assistant, administrative or executive secretaries; software specialists, word processing supervisors and trainers; and data entry clerks in various businesses, industrial, governmental, and professional offices.

Keyboarding/Typing:
OIS 101 Lab 40 clock hours
This course is designed to instruct the beginning student in the use of proper techniques to master the microcomputer keyboard. Students learn the proper techniques of alphanumeric keyboarding and the ten-key numeric keypad. Minimum speed requirement is 20 net words per minute on three timed writings with a three errors limit.

COMPUTER FUNDAMENTALS
CIS 102 Lec 40 clock hours
This course develops a student's understanding of information systems. Students learn the basic principles, concepts and terminology of computers and computer information systems. Students develop knowledge regarding computer systems and related equipment. Information about computer careers such as operations, programming and system design is discussed along with future trends in the computer industry. Students will also introduced to Microsoft Windows and Internet access. **Prerequisite: None**

Windows Family CIS 103 40 clock hours
This class is designed to provide the updated development of Windows family. It includes using explorer, hardware, software, peripherals, customizing the desktop, and customizing taskbar. Student will be able to work with file and storage management, creating and using shortcuts, and design computer display. Student will be able also to view all the functions of Windows family, such as transferring

data between applications and mouse tips. **Prerequisites: Computer Fundamentals**

INTRO/INTER. DOS

CIS 106 Lec 30 clock hours

This class is designed for the student to start knowing the Microsoft's command-line operating system. Student will learn about DOS objectives, directing data, translating information, carrying out commands, booting from the hard and floppy disks, DOS prompt, screen commands and more. In this class student will continue how to use DOS, and to work with files and the directory command, working with files using DOS. **Prerequisites: None**

INTRODUCTION TO MS WORD

OIS 107 Lec 30 clock hours

This class is an introduction to Microsoft Word 2000 to learn the essentials of this popular word processing program that is part of Microsoft Office 2000. The student will learn about the techniques of windows, keyboarding and mouse commands, toolbar capabilities, editing and moving text, formatting, saving, and other skills. **Prerequisites: Windows Family & Computer Fundamentals**

INTERMEDIATE MS WORD

OIS 108 Lec 30 clock hours

This class is a comprehensive approach to master Microsoft Word for windows. Students will follow step-by-step through the features in Word such as the ability to create impressive documents, and graphics.
Prerequisite: Introduction MS Word

ADVANCED MS WORD

OIS 109 Lec 30 clock hours

This class is designed to enable the student to work with styles, macros, auto text, forms, tables, multiple column formats, mail merge, envelopes and labels.
Prerequisite: Intermediate MS Word

INTRODUCTION TO MS EXCEL

OIS 110 Lec 30 clock hours

This class is designed to put hands-on introduction to Microsoft Excel 2000 from worksheet creation to final printout focusing on the basic spreadsheet techniques. The student will be able to know how to use the mouse; creating, revising and formatting a workbook; formula and function basics; linking of worksheets; and printer setup options.
Prerequisite: Windows Family & Computer Fundamentals

INTERMEDIATE MS EXCEL

OIS 111 Lec 30 clock hours

This class is designed for the students who are familiar with the topics covered in the MS Excel intermediate class and would like to enhance their skills. The concepts covered in this class will be the creating, modifying and summarizing scenarios; Pivot Tables, cell auditing, table filtering, data validation and consolidation. **Prerequisite: Introduction MS Excel**

ADVANCED MS EXCEL

OIS 112 Lec 30 clock hours

This class is designed to enable the students to be work with the worksheet and cross-workbook calculations, workspace, named ranges, subtotals, charts, macro overview, built-in functions, graphic and objects.

Prerequisite: Intermediate MS Excel

INTROTO MS ACCESS

OIS 113 Lec 40 clock hours

This class is an introduction to and basic understanding of data base concepts using Microsoft Access. It helps students to learn about objects, data base tables and how to use it. **Prerequisite: Windows Family & Computer Fundamentals**

INTERMEDIATE MS ACCESS

OIS 114 Lec 40 clock hours

This class was designed for the students who are familiar with the introduction of MS Access. Student in this course will be able to work with data entry and editing, sorting and indexing, quick find and replacement of data, selection query design capabilities, using operators and multimedia criteria, and begin basic reporting. **Prerequisite: Introduction MS ACCESS**

ADVANCED MS ACCESS

OIS 115 Lec 40 clock hours

This class was designed to enhance MS Access skills and cover topics including customizing and controlling, wizards, designing report, working with external tables, merging using external tables with graphics, troubleshooting, and designing advance queries including calculations. In addition, will be covered designing custom forms, and creating macros.

Prerequisite: Intermediate MS ACCESS

INTRO/ INTER POWERPOINT

OIS 116 Lec 30 clock hours

This class is designed to prepare the student for a powerful presentation system that is part of the MS Office 2000. Students will able to know the techniques for working with handouts, drawing tools, as well as creating graphs and organization charts. **Prerequisite: Windows Family & Computer Fundamentals**

ADVANCED MS POWERPOINT

OIS 117 Lec 30 clock hours

This class is a continuation for the introduction MS PowerPoint. Additional techniques are covered to make the more proficient with this software.

Prerequisite: Introduction MS PowerPoint

Introduction to MS Outlook

OIS 119 Lec 30 Clock hours

This class is designed to introduce students to Course objectives, moving around software, using mouse, keyboard, using office assistant, choosing and customizing the assistant, new features, screen components, working with email, using the Inbox, composing messages, flagging messages, using send options, reading and viewing messages, using additional mail features, and advanced email features. **Prerequisites: Windows Family & Computer Fundamentals**

Intermediate MS Outlook

OIS 120 Lec 30 Clock hours

This class is designed to able students working with using the calendar, customizing calendar, scheduling appointments and events, planning meetings, managing items, printing, working with contacts, finding contacts, printing, working with activities, and using tasks and notes. **Prerequisites: Intro to MS Outlook**

Advanced MS Outlook

OIS 120 Lec 30 Clock hours

This class is the continuation to manage tasks, sending status report printing tasks, looking at notes, organizing and viewing notes, customizing notes, printing notes, bringing it all together, navigating with Outlook, customizing Outlook, organizing information, integrating Outlook items, using office documents and using the office clipboard. **Prerequisites: Interm MS Outlook**

MS Front Page

OIS 124 Lec 40 Clock hours

This course was designed to enable students working with Front Page functions and techniques. Exploring Front Page Windows, open web page, using view, navigation, sorting, creating new tasks, creating web pages from templates, using page elements, transition effects, understanding hyperlinks, applying themes, format painter, spell checking, building webs with pages, adding multimedia elements and more.

Prerequisites: Windows Family & Computer Fundamentals

QuickBooks Pro

OIS 125 Lec 40 Clock hours

This class was designed to enable students working with accounting software in the office. Students will be able to work opening files, balance sheet, comparative balance sheet, creating and modifying income statement, cash flow, inventory, and some other major functions in office accounting. **Prerequisites: Computer Fundamentals & Windows Family**

Medical Billing Information

700 clock hours
18 hours/ week – 39 weeks

OBJECTIVES: The Medical Billing Information program is designed to provide entry-level skills medical administrative/clinical for medical insurance billing specialists in physician's offices and clinics. It is also designed for the health care worker who handles the information necessary for reimbursement of services from the insurance carriers.
Training is provided in verification of insurance coverage, assignment of diagnostic and procedural codes, and both manual and computerized claim preparation. Review and follow-up procedures for the major carriers are included in addition to posting and balancing of accounts. Graduates are prepared with the knowledge and skills necessary to manage health-care data to support patient care and business and clinical decision-making, and contribute to the development of a computer-based patient record system. **Prerequisite: High School**

CAREER OPPORTUNITIES:

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2014 as the health services industry expands because of technological advances in medicine, and a growing and aging population. Employment growth will be driven by the increase in the number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical duties.

Students who complete the Computerized Medical Billing are qualified for an entry-level employment as Medical Receptionist-Biller in a medical office. However, opportunities for practice are found in numerous settings, including acute care hospitals, physicians; office practice, long-term care facilities, home health agencies, ambulatory settings, and insurance companies.

Keyboarding/Typing:

OIS 101 Lab 40 clock hours

This course is designed to instruct the beginning student in the use of proper techniques to master the microcomputer keyboard. Students learn the proper techniques of alphanumeric keyboarding and the ten-key numeric keypad. Minimum speed requirement is 20 net words per minute on three timed writings with a three errors limit.

COMPUTER FUNDAMENTALS

CIS 102 Lec 40 clock hours

This course develops a student's understanding of information systems. Students learn the basic principles, concepts and terminology of computers and computer information systems. Students develop knowledge regarding computer systems and related equipment. Information about computer careers such as operations, programming and system design is discussed along with future trends in the

computer industry. Students will also be introduced to Microsoft Windows and Internet access. **Prerequisite: None**

INTRODUCTION TO MS WORD

OIS 107 Lec 30 clock hours

This class is an introduction to Microsoft Word 2000 to learn the essentials of this popular word processing program that is part of Microsoft Office 2000. The student will learn about the techniques of windows, keyboarding and mouse commands, toolbar capabilities, editing and moving text, formatting, saving, and other skills. **Prerequisites: Windows Family & Computer Fundamentals**

INTRODUCTION TO MS EXCEL

OIS 110 Lec 30 clock hours

This class is designed to put hands-on introduction to Microsoft Excel 2000 from worksheet creation to final printout focusing on the basic spreadsheet techniques. The student will be able to know how to use the mouse; creating, revising and formatting a workbook; formula and function basics; linking of worksheets; and printer setup options.

Prerequisite: Windows Family & Computer Fundamentals

PRINCIPLES OF ACCOUNTING I:

ACC 352 Lec 40 clock hours

This class introduces the principles of accounting, emphasizing the operation of a business as a sole proprietorship and covering the complete accounting cycle for merchandising and service entities. Students learn accounting system design and methods as well as computerized accounting procedures for cash, receivables, payables, deferrals, inventory and accrual accounting. Students also learn to journalize and post business transactions and prepare financial statements.
Prerequisite: Computer and Math knowledge

MEDICAL CORRESPONDENCE

MCI 101 30 Clock hours

Emphasizes spelling, grammar, punctuation, as well as specific writing styles for medical assistants and medical receptionists. This course focuses upon the variety of correspondence encountered in an ambulatory health care facility. Lecture and laboratory activities lead to an exit performance of speed, accuracy and clarity in the preparation of printed documents.

MEDICAL OFFICE ASSISTANT PROCEDUCRES:
MCI 110 30 clock hours

Clinical:

An advanced course designed for students admitted to the program, includes the medical assisting principles and procedures specifically related to the clinical area, such as vital signs, administration of medications, venipuncture, medical and surgical asepsis, assisting with examinations and treatments,

lectrocardiography, routine diagnostic laboratory tests, and medical emergencies.

MEDICAL OFFICE ASSISTANT PROCEDURES:
MCI 120 **30 Clock hours**

Administrative:
Serves as the foundation course for the Medical Assistant and Medical Receptionist and Medical Insurance Specialist programs. This course presents the administrative and office skills needed for understanding the significance of membership in a service profession. Topics included are personal qualifications, employability skills, ethical/legal responsibilities, receptionist duties, scheduling appointments, telephone techniques, filing, maintaining patient records, billing and collecting fees, bookkeeping, and computer applications.

MEDICAL OFFICE COMPUTER APPLICATIONS:
MCI 140 **30 clock hours**

Lecture and laboratory experiences will introduce the learner to microcomputer applications unique to the medical office. Applications will include the following computerized tasks: establishing information files, appointments, patient account information, accounts receivable, aging accounts, insurance billing, recall notice, and production reports.

BASIC X-RAY TECHNICQUES:
MCI 145 **30 clock hours**
Designed for medical assistants and other health care workers who assist with radiographic procedures in ambulatory care facilities. This lecture/lab course focuses upon the basic components of radiation protection, radiation safety, basic radiologic positioning, fundamental procedures, equipment, special studies, darkroom procedure as well as film processing.

MEDICAL TERMINOLOGY I
MCI 201 Lec **40 clock hours**
This course will introduce students to basic medical terminology through an orientation to root words, prefixes and suffixes on a system-by system basis. Students will develop the ability to identify and analyze terminology used in health care literature.
Prerequisite: None

Medical Terminology II

MCI 202 Lec 40 clock hours

In this class students will learn the importance of correct spelling and pronunciation of medical terms. Students will acquire entry-level skills in the interpretation of medical terminology. **Prerequisites: Medical Terminology I**

MEDICAL FINANCES & INSURANCE

MCI 203 Lec 40 clock hours

This course is an overview of the billing practices found in medical offices and students will use these practices as a focus for learning. Students will be introduced to appropriate insurance and billing terminology and tasks that are the responsibility of the medical insurance specialist. Students will also demonstrate an understanding of the various private and public medical and disability insurance as well as the various reference materials available. Emphasis will be on professional responsibility and accuracy. **Prerequisite: MBI 202**

PHYSICIAN BILLING:

MCI 204 Lec 40 clock hours

This course provides an introduction to the application of the computer in physician billing for health care carriers such as: Blue Cross/Blue Shield, HMO's, Medicare, Commercial, Worker's Compensation, Disability, and the Federal Employees' Program. Students will use a current physician software package designed to promote proficiency in the creation of test cases in billing. The course provides a unique hands-on approach in which students will learn all formats and techniques in claims processing and generating patient billing statements. **Prerequisite: MBI 202**

HOSPITAL BILLING:

MCI 205 Lec 40 clock hours

This course provides an introduction to the application of the computer in facility claims processing. Students will use a current hospital software package designed to promote proficiency in the creation of test cases in billing. The course provides unique hands-on approach in which students will learn all formats and techniques necessary in claims processing for hospitals, nursing homes, free standing facilities, and rehabilitation centers. **Prerequisite: MBI 202**

Medical Diagnostic & Procedural Coding

MCI 206 Lec 40 Clock hours

This course provides an overview of medical coding for diagnoses and procedural service. Students will be introduced to the various resources and references utilized for coding issues, including the International Classification of Diseases, 9th Revision, Clinical Modification (ICD-9, CM), and Physicians Current Procedural Terminology (CPT) and Health Care Financing Administration Common Procedure Coding System (HCPCS). Students will also learn the

importance of appropriate linkage of diagnostic codes to procedure codes, supporting medical documentation, use of modifiers and global packages**.**
Prerequisites: MBI 204

Claim Review Management

MCI 207 Lec 40 Clock hours

This course provides an in-depth study of health claims examining/review, procedural coding (appropriate use of bundling) and reimbursement. Students will be introduced to medical billing concepts pertaining to various physician medical specialties and allied health professions including anesthesia, radiology, laboratory, and durable medical equipment. **Prerequisites: MBI 204**

Uniform billing

MCI 210 Lec 30 clock hours

This course was designed to enable students working with form locators, acute care facility, internal network of a hospital, exploring covered services and rates, coding and reimbursement system. **Prerequisites: MBI 206**

Patient Accounting Medisoft Software

MCI 212 Lec 40 Clock hours

This course was designed to acknowledge students with Medisoft software as a patient accounting medical billing software. Students will be able to install and working with the program and its components. Student will learn the understanding the program, setting up the practice, patient setup, transaction entry, claim management, statement and reports, Medisoft report designer, and office hours patient appointment schedule.
Prerequisites: Claim Review Management

ICD-10 Course 50 Clock Hours

$1,299.00

The ICD-10 course syllabus contains important information regarding the course content and resources. This is a self-directed course in which you work at your own pace. Please review this course syllabus carefully and direct any questions to your instructor.

Course Description

This course provides an overview of the ICD-10 for both diagnosis and procedure coding. It covers the transition from ICD-9 to ICD-10 and reviews the changes and updates. It includes the new codes, the structure, and nature of the characters. You will also learn how to use the appropriate reference manuals and guides to create diagnosis codes from the ICD-10-CM and procedure codes from the ICD-10-PCS.

Course Objectives

Upon completing this course, you will be able to:
• Describe the purpose of ICD-10

• Compare ICD-10 to ICD-9
• Explain the functions, processes, and procedures of diagnostic coding
• Describe procedural coding
• Analyze electronic coding tools
• Practice coding for a variety of purposes and settings
• Discuss the future of coding

Lesson Checklist

Each lesson includes a prescribed checklist of activities for successful completion of the lesson. This includes lesson objectives and recommended assignments. Although assignments are optional, the instructor will grade and provide feedback on submitted assignments.

Module/Lesson Structure

The ICD-10 course includes 4 lessons. Each lesson contains a presentation to view. These lesson presentations are the "lectures" that will help you learn the material. The lesson presentations aim to address a variety of learning styles and preferences using text, audio, video, etc. Each lesson contains *Check Your Understanding* interactive self-assessments that will help you gauge your comprehension of that lesson's content. Each lesson also includes a discussion, assignment, and quiz. Using these additional materials will deepen your understanding of the content.

ICD-10 Course

Course Overview

Lesson 1 – From ICD-9 to ICD-10
Lesson 2 – Diagnosis Coding
Lesson 3 – Procedure Coding
Lesson 4 – Putting it all together

Course Evaluation

The following table details how your course performance will be evaluated. This is a pass/fail course. Submitted assignments will be graded and tracked by the instructor although these assignment grades will not be included in the pass/fail calculation. The lesson quizzes and final exam will be graded automatically and your grade will be stored in the online Gradebook. A grade of 70% is required to pass.

Performance Measures Weights (%)

Optional Assignments Graded by instructor, not weighted
Lesson Quizzes 50%
Final Exam 50%
Total: 100%

ACCOUNTING:

695 clock hours
18 hours/week - 39 weeks

OBJECTIVES: The function of the accountant is to develop and analyze data, test their validity and relevance, interpret the resulting information, and communicate it to intended users. The objective of accounting curriculum is to provide an accounting education along with the general body of knowledge that should be possessed by all educated individuals; to develop in students a professional attitude, including disciplined judgment, perception, and objectivity based on established ethical and technical standards. A logical next step is to build on these understanding by applying them to real world technology. **Prerequisite: High School**

Career Opportunities: After completing the program students recognize the interdependence of modern accounting and computerized accounting techniques. Students are qualified to apply for an entry level in **bookkeeping associate, accountant assistant, Tax Agent, CPA assistan**t, and jobs that need knowledge of techniques for gathering, analyzing, testing for validity, and interpreting business financial information.

Keyboarding/Typing:
OIS 101 Lab 40 clock hours
This course is designed to instruct the beginning student in the use of proper techniques to master the microcomputer keyboard. Students learn the proper techniques of alphanumeric keyboarding and the ten-key numeric keypad. Minimum speed requirement is 20 net words per minute on three timed writings with a three errors limit.

COMPUTER FUNDAMENTALS
CIS 102 Lec 40 clock hours
This course develops a student's understanding of information systems. Students learn the basic principles, concepts and terminology of computers and computer information systems. Students develop knowledge regarding computer systems and related equipment. Information about computer careers such as operations, programming and system design is discussed along with future trends in the computer industry. Students will also introduced to Microsoft Windows and Internet access. **Prerequisite: None**

Windows Family CIS 103 40 clock hours
This class is designed to provide the updated development of Windows family. It includes using explorer, hardware, software, peripherals, customizing the desktop, and customizing taskbar. Student will be able to work with file and storage management, creating and using shortcuts, and design computer display. Student will be able also to view all the functions of Windows family, such as transferring data between applications and mouse tips. **Prerequisites: Computer Fundamentals**

INTRODUCTION TO MS WORD

OIS 107 Lec 30 clock hours

This class is an introduction to Microsoft Word 2000 to learn the essentials of this popular word processing program that is part of Microsoft Office 2000. The student will learn about the techniques of windows, keyboarding and mouse commands, toolbar capabilities, editing and moving text, formatting, saving, and other skills. **Prerequisites: Windows Family & Computer Fundamentals**

INTERMEDIATE MS WORD

OIS 108 Lec 30 clock hours

This class is a comprehensive approach to master Microsoft Word for windows. Students will follow step-by-step through the features in Word such as the ability to create impressive documents, and graphics.

Prerequisite: Introduction MS Word

INTRODUCTION TO MS EXCEL

OIS 110 Lec 30 clock hours

This class is designed to put hands-on introduction to Microsoft Excel 2000 from worksheet creation to final printout focusing on the basic spreadsheet techniques. The student will be able to know how to use the mouse; creating, revising and formatting a workbook; formula and function basics; linking of worksheets; and printer setup options.

Prerequisite: Windows Family & Computer Fundamentals

INTERMEDIATE MS EXCEL

OIS 111 Lec 30 clock hours

This class is designed for the students who are familiar with the topics covered in the MS Excel intermediate class and would like to enhance their skills. The concepts covered in this class will be the creating, modifying and summarizing scenarios; Pivot Tables, cell auditing, table filtering, data validation and consolidation. **Prerequisite: Introduction MS Excel**

ADVANCED MS EXCEL

OIS 112 Lec 30 clock hours

This class is designed to enable the students to be work with the worksheet and cross-workbook calculations, workspace, named ranges, subtotals, charts, macro overview, built-in functions, graphic and objects.

Prerequisite: Intermediate MS Excel

INTRO/ INTER POWERPOINT

OIS 116 Lec 25 clock hours

This class is designed to prepare the student for a powerful presentation system that is part of the MS Office 2000. Students will able to know the techniques for working with handouts, drawing tools, as well as creating graphs and organization charts. **Prerequisite: Windows Family & Computer Fundamentals**

INTRO. T0 ACCOUNTING I:

ACC 351 Lec 40 clock hours

This class focuses on the financial statements applicable to service businesses and provides a detailed study of the accounting cycle with special attention given to accounting procedures for sales, purchases, cash and payroll-including special journals and related subsidiary ledgers. Students learn the accounting cycle, accounting terminology and procedures and accounting for cash flows. They also develop the ability to analyze transactions through journalizing.

Prerequisite: None

INTRODUCTION TO ACCOUNTING II:

ACC 352 Lec 40 clock hours

This course completes the study of the accounting cycle for the preparation of a simple set of financial statements that apply to service and merchandizing businesses. Students learn accounting for note receivables and payables, inventories, receivable and capital asset. Students also prepare cash flow statements and analyze financial statements for partnerships and corporations. Students apply computerized accounting procedures covered in ACC 210.

Prerequisite: ACC 351

PRINCIPLES OF ACCOUNTING I:

ACC 354 Lec 40 clock hours

This class introduces the principles of accounting, emphasizing the operation of a business as a sole proprietorship and covering the complete accounting cycle for merchandising and service entities. Students learn accounting system design and methods as well as computerized accounting procedures for cash, receivables, payables, deferrals, inventory and accrual accounting. Students also learn to journalize and post business transactions and prepare financial statements.

Prerequisite: Computer and Math knowledge

PRINCIPLES OF ACCOUNTING II:

ACC 356 Lec 40 clock hours

This class continues the study of accounting principles with special emphasis on partnerships and corporations. Students apply basic accounting theory and procedures to partnership, corporation, long-term asset, and liability accounting. Students also learn computerized accounting procedures for operational assets, payroll and related liabilities, equity investments, and financial statement analysis.

Prerequisite: ACC 354

PRINCIPLES OF ACCOUNTING III:

ACC 358 Lec 40 clock hours

This class continues the study of accounting principles with special emphasis on computerized accounting procedures for managerial accounting. Students learn process costs, job cost, budgetary and standard costs, cost relationships for management decisions, and responsibility accounting procedures.

Prerequisite: ACC 356

FEDERAL TAXATION I

ACC 390 Lec 40 clock hours

This course provides a comprehensive explanation of the federal tax structure and provides training in the application of the tax principles to specific tax issues concerning individuals. Students learn the federal tax structure, federal income tax laws pertaining to the individuals, tax research and planning, preparation of individual tax return and other related topics. **Prerequisite: Accounting Knowledge**

FEDERAL TAXATION II

ACC 391 Lec 40 clock hours

This course continues the study of federal taxation, focusing primarily on income taxes for partnerships and corporations but also reviewing social security, estate and gift taxes. Students learn federal income tax laws pertaining to partnerships and corporations, federal tax laws applying to estates, trusts, and gifts. Students also learn to perform research and to prepare appropriate tax returns, including computerized returns. **Prerequisite: ACC 390**

Intermediate Accounting I

ACC 393 Lec 40 clock hours

This course briefly reviews fundamental accounting processes and provides a detailed study of the major categories of current assets. Students learn the accounting cycle; cash and receivables; future and present value concepts; the balance sheet; cash flow and income statements; and short-term investments. Students also study inventory, applicable APB and FASB pronouncements and related topics. **Prerequisites: Principles of Accounting III**

Intermediate Accounting II

ACC 395 Lec 40 Clock hours

This course is a detailed study of corporate accounting with special attention given to APB and FASB pronouncements. Students build upon the accounting taught previously. They learn operational and tangible assets, income recognition practice and theory, current and long-term liabilities, long-term investment, stockholders equity and related accounts, income taxes and related accounts and other related topics. **Prerequisites: Intermediate Accounting I**

Intermediate Accounting III

ACC 397 Lec 40 Clock hours

This course covers accounting for employee pension plans, accounting for income taxes, lease accounting, and inflation accounting with special attention given to related APB and FASB pronouncements. Students learn how to invest in securities and consolidate financial statements, how to analyze earnings per share and financial statements, how to prepare cash flow statements, and how to recognize and report revenue. Students will also review related topics. **Prerequisites: Intermediate Accounting III**

INDUSTRIAL DRAFTING & CAD TECHNOLOGY

700 clock hours
18 hours/ week - 39 weeks

OBJECTIVES: Applying AutoCAD is not restricted to one discipline. Rather, it serves all areas that require methods of drafting, design, and engineering. These areas include architecture, civil engineering, mapping, landscaping, electricity/electronics, mechanical, product design, tooling design, structural engineering, facilities planning, and interior design. Less common but potentially productive areas include theater set and lighting design, museum display design, and even archaeology**. Prerequisite: High School**

CAREER OPPORTUNITIES: The curriculum is designed to give students experience in a wide variety of drafting specialties. Included in the program are layout and detailing in product design, machine element drafting, fixture design, and dire design. Upon completion of the program, students are ready for an entry level in areas that offer the broadest career opportunities, such as Detailer, CAD Operator, Mechanical Drafter, Cost Estimator, Expeditor, Plant Layout Specialist, Electronic Drafter, and Technical Salesperson.

Keyboarding/Typing:
OIS 101 Lab 40 clock hours
This course is designed to instruct the beginning student in the use of proper techniques to master the microcomputer keyboard. Students learn the proper techniques of alphanumeric keyboarding and the ten-key numeric keypad. Minimum speed requirement is 20 net words per minute on three timed writings with a three errors limit.

COMPUTER FUNDAMENTALS
CIS 102 Lec 40 clock hours
This course develops a student's understanding of information systems. Students learn the basic principles, concepts and terminology of computers and computer information systems. Students develop knowledge regarding computer systems and related equipment. Information about computer careers such as operations, programming and system design is discussed along with future trends in the computer industry. Students will also introduced to Microsoft Windows and Internet access. **Prerequisite: None**

Windows Family CIS 103 40 clock hours
This class is designed to provide the updated development of Windows family. It includes using explorer, hardware, software, peripherals, customizing the desktop, and customizing taskbar. Student will be able to work with file and storage management, creating and using shortcuts, and design computer display. Student will be able also to view all the functions of Windows family, such as transferring data between applications and mouse tips.
Prerequisites: Computer Fundamentals

Fundamentals of Arithmetic

MATH 070 Lec 40 Clock hours

A developmental course for students who need instruction in the basic concepts of arithmetic. Topics covered include operations with whole number, fractions and decimals, percentage, ratio and proportion, and measurement. Techniques of problem-solving and applications are included through the course. **Prerequisites: No computer experience is required.**

Basic Technical Mathematics

MATH 100 Lec 40 Clock hours

This course was designed to acknowledge the students with the topics that include a review of arithmetic, an introduction to the scientific calculator, approximate numbers, dimensional analysis, beginning algebra, geometry, and statistics. This course emphasizes practical technical applications. **Prerequisites: MATH 070**

Introduction to Graphical Interpretation

CAD 100 Lec 40 Clock hours

This course is print reading and interpretation for the non-drafting student of the student wishing to explore technical drafting. This course introduces the student to basic projection, dimensioning, and conventions that compromise an industrial drawing. Students develop the ability to interpret blueprints of manufacturing equipment and customer products. **Prerequisites: Computer Fundamentals**.

Introduction to Industrial Drafting

CAD 110 Lec 40 Clock hours

This course is a drafting course for the student who plas to pursue the program. Units of instructions include the use of drafting instruments, lettering technique, geometric construction, orthographic project, pictorial drawing, basic dimensioning, sectioning, and auxiliary. **Prerequisites: CAD 100**

Introduction to CAD

CAD 120 Lec 40 Clock hours

This course is a basic computer-aided drafting class for the student planning to pursue the CAD program. Topics considered are general computer operations, geometric construction, construction of two –dimensional orthographic drawings including auxiliaries and sections, and dimensioning. **Prerequisites: CAD 110**

Introduction to CATIA

CAD 123 Lec 30 Clock hours

The students will be introduced to CATIA and its functionality. Students will use the Part Design, Drafting, Assembly Design, and Generative Shape Design Work Benches to make models that are properly constructed and constrained. CATIA's tools and tool bars will be demonstrated and used in the various Work Benches. **Prerequisites: Introduction to CAD**

Technical Descriptive Geometry

CAD 125 Lec 30 Clock hours

An intermediate-level drafting course in advanced projection techniques. Auxiliary views are used to manipulate geometry to define the relationship between points, lines, planes, and solids. This course also includes topics on revolution, intersections, solids and developments. **Prerequisites: CAD 110**

Industrial Detailing

CAD 130 Lec 40 Clock hours

This course includes the drawing of necessary view, placement of dimensions, dimensioning styles, and calculation of tolerances. The function and relationship of mating parts of an assembly are considered when dimensioning to insure proper fit. Threads, fasteners, and common manufacturing operations are applied and dimensioned. Standard and commercial parts are selected through catalogs. Setup and application of CAD dimensioning styles and tolerances are utilized. **Prerequisites: CAD 110**

Die Design

CAD 140 Lec 40 Clock hours

An advanced drawing and process-oriented course in the layout and design of production press work dies. Typical dies covered are lank, cam pierce, form cutoff, draw, and progressive. Press computations and accessories are put in perspectives and they relate to design problems. Drawing assignments are done manually and on CAD . **Prerequisites: CAD 125**

Machine Element Drafting

CAD 145 Lec 40 Clock hours

This course is an advanced course providing and insight into the study of mechanisms, their motion, and related skeletal construction. Calculations are made to determine size and capacity requirements of machine elements and started parts. Industrial techniques are applied to detail drawing of various machine parts. Drawing assignment are done manually and on CAD. **Prerequisites: CAD 130**

Jigs, Fixtures, Tools

CAD 150 Lec 40 Clock hours

This course is an advanced process-oriented drafting course in design, layout, and detail of production tooling. Consideration is given to locating, clamping, and tolerance a jig and fixture for the manufacture of an industrial part. Standard parts catalogs and library reference material provide guidance in solving design problems. Drawing assignments are done manually and on CAD. **Prerequisites: CAD 125, CAD 130**

Product Drawing

CAD 160 Lec 40 Clock hours

This course is an advanced drawing course that examines the demands of product drafting. The design process is applied to develop a product with consideration of its function and ability to be economically manufacturer. Drawing assignments are done manually and on CAD. **Prerequisites: CAD 125, CAD 130**

CAD-Advanced Techniques

CAD 165 Lec 40 Clock hours

This course is a CAD course developing skill in the advanced operations of making two-and three-dimensional models. Solids analysis and the manipulation of geometry using auxiliary views are practiced. Concepts of descriptive geometry and detailing are reviewed and developed as they relate to model geometry. **Prerequisites: CAD 110, CAD 120 or concurrent enrollment in CAD 125 and CAD 130**

Advanced CAD Applications – Solid Modeling

CAD 170 Lec 40 Clock hours

A course designed to incorporate three-dimensional, feature-based parametric solid concepts. This course allows the student to create complex three-dimensional parametric models and then general two-dimensional views from those CAD models. Single part and assembly modeling concepts are developed and applied to a variety of simple and complex CAD models. **Prerequisites: CAD 110, CAD 120 or concurrent enrollment in CAD 125 and CAD 130**

Architecture Drafting & Design

CAD 180 Lec 40 Clock hours

This course provides students with cutting-edge information on computer aide-design, energy-efficient design, structural calculations, solar planning, and site development. Its logical organizational structure permits flexibility to present instructions in variety of sequences. **Prerequisites: Computer Fundamentals**

COMPUTER INFORMATION SYSTEM: 690 clock hours

18 clock hour/week - 39 weeks

OBJECTIVES: This program is designed to fill the basic needs of those students who are entering the computer field. The students will be introduced to a board range of computer programming skills starting with computer QBASIC, Visual Basics, and C++, database, & Networking Certifications. **Prerequisite: High School**

Career Opportunities: Students will be able to meet the demands of programming industry in the real world. The entry-level opportunities are computer operator, computer programmer, network administration, PC help desk, and PC software installation.

Windows 7

CIS 130 **40 Clock Hours**

This course is designed for students and business professionals, or private individual who needs knowledge in operating systems and file management skills. Upon successful completion of this course, students will be able to log on to Windows 7, explore its interface, and identify the different components present in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, browse the Internet. Also, students will be able to customize the Windows 7 environment, configure user accounts, work with applications in Windows 7, work with devices, manage networks, secure system data, enhance system performance and work with Internet Explorer 8. **Prerequisites: Computer Fundamentals CIS 112**

Querying and Processing SQL Server Data with SQL Statements

CIS 140 **32 Clock Hours**

This course concentrates on providing students with the knowledge and skills necessary to exploit the features and functions available in SQL Server. Student will learn how to write queries for use with Microsoft SQL Server. Non-technical "power users" will also benefit from the course if they are comfortable using sophisticated software tools like SQL Server Management Studio. Students will be able to write queries for use with Microsoft SQL Server. **Prerequisites: CIS 120 or 130**

Implementing a Microsoft SQL Server 2005 Database

CIS 142 **40 Clock Hours**

Students will be able to: - Create databases and database files. - Create data types and tables. - Use XML-related features in Microsoft SQL Server 2005. - Plan, create, and optimize indexes. - Implement data integrity in Microsoft SQL Server 2005 databases by using constraints. - Implement data integrity in Microsoft SQL Server 2005 by using triggers. - Implement views. - Implement stored procedures. - Implement functions. - Implement managed code in the database. - Manage transactions and locks. - Use Service Broker to build a messaging-based solution. - Use Notification Services to generate and send notifications**. Prerequisites: CIS 140**

Maintaining a Microsoft SQL Server 2005 Database

CIS 144 **32 Clock Hours**

After completing this course, students will be able to: - Install and configure SQL Server 2005 - Manage database files. - Manage security. - Perform administrative tasks. - Backup databases. - Restore databases. - Monitor SQL Server. - Troubleshoot SQL Server. - Transfer data. - Maintain high availability. **Prerequisites: CIS 140 and CIS 142**

Designing Microsoft SQL Server 2005 Server-Side Solutions
CIS 146 **40 Clock Hours**
After attending this course, students will be able to: - Select SQL Server services to support an organization's business needs. - Design a security strategy for a SQL Server 2005 solution. - Design a data modeling strategy. - Design a transaction strategy for a SQL Server solution. - Design a Notification Services solution. - Design a Service Broker solution. - Plan for source control, unit testing, and deployment to meet an organization's needs. - Evaluate advanced query techniques. - Evaluate advanced XML techniques. **Prerequisites: CIS 140, CIS 142 and CIS 144**

Designing the Data Tier for Microsoft SQL Server 2005
CIS 148 **20 Clock Hours**
After attending this clinic, students will be able to: - Choose data access technologies and an object model to support an organization's business needs. - Design an exception handling strategy. - Choose a cursor strategy. - Design query strategies using Multiple Active Result sets (MARS). - Design caching strategies for database applications. - Design a scalable data tier for database applications. **Prerequisites: CIS 140, CIS 142, CIS 144**

Designing Microsoft SQL Server 2005 Infrastructure and Services
CIS 149 **20 Clock Hours**
After completing this course, students will be able to: - Analyze storage, CPU, memory, and network capacity needs. - Design a strategy for data archiving. - Design a strategy for database server consolidation. - Design a strategy for data distribution. - Design a database server infrastructure. - Design a strategy for data recovery. - Establish database conventions and standards. **Prerequisites: CIS 140, CIS 142, CIS 144**

Designing Security for Microsoft SQL Server 2005
CIS 150 **20 Clock Hours**
This course enables database administrator students in enterprise environments to design security for database systems using Microsoft SQL ServerT 2005. It covers business needs, regulatory requirements and network systems, and database design considerations.
Prerequisites: CIS 140, CIS 142, CIS 144

Designing a High Availability Database Solutions Using Microsoft SQL Server 2005
CIS 152 **20 Clock Hours**
The course focuses on teaching experienced database administrators working in enterprise environments to design database solutions that meet the availability needs of their organization. This course is intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment.
Prerequisites: CIS 140, CIS 142, CIS 144

Administering and Automating Microsoft SQL Server 2005 Databases and Servers

CIS 154 20 Clock Hours

This course provides students with the knowledge and skills to administer and automate Microsoft® SQL ServerT 2005 databases and servers. Elements of this syllabus are subject to change. This course is intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment. **Prerequisites: CIS 140, CIS 142, CIS 144**

Troubleshooting and Optimizing Database Servers using Microsoft SQL Server 2005

CIS 156 20 Clock Hours

This workshop teaches database administrators working in enterprise environments how to determine and troubleshoot performance issues using Microsoft SQL ServerT 2005. The primary focus of this workshop is to teach the overall process of troubleshooting.
This course is intended for current professional database administrators who have three or more years of on-the-job experience administering SQL Server database solutions in an enterprise environment. **Prerequisites: CIS 140, CIS 142, CIS 144**

Tuning and Optimizing Queries Using Microsoft SQL Server 2005

CIS 160 32 Clock Hours

After completing this course, students will be able to: - Normalize databases. - Design a normalized database. - Optimize a database design by denormalizing. - Optimize data storage. - Manage concurrency - Manage concurrency by selecting the appropriate transaction isolation level. - Select a locking granularity level. - Optimize and tune queries for performance. - Optimize an indexing strategy. - Decide when cursors are appropriate. - Identify and resolve performance-limiting problems. **Prerequisites: CIS 140, CIS 142, CIS 144**

Implementing and Maintaining Microsoft SQL Server 2005 Integration Services

CIS 166 32 Clock Hours

After completing this course, students will be able to: - Describe SQL Server Integration Services and its tools. - Create an Integration Services package. - Implement control flow in an Integration Services package. - Implement data flow in an Integration Services package. - Implement logging in an Integration Services package. - Debug and implement error handling in an Integration Services package. - Implement checkpoints and transactions in an Integration Services package. - Deploy an Integration Services package. - Manage and secure an Integration Services package. **Prerequisites: CIS 140, CIS 142, CIS 144**

Introduction to Oracle/SQL – Oracle Fundamentals I & II
CIS 200 40 Clock hours

Understanding the basic concepts of relational databases ensure refined code by developers. This course helps the participants to write subqueries, combine multiple queries into a single query using SET operators and report aggregated data using group functions. Controlling privileges at the object and system level are also dealt with in detail. This course covers creating indexes and constraints, and altering existing schema objects. Additionally, participants learn how to create and query external tables. In order to query and manipulate data within the database, to use the dictionary views to retrieve metadata and create reports about their schema objects, participants get to understand the advanced features of SQL. Some of the date-time functions available in the Oracle Database are also covered. This course also discusses how to use the regular expression support in SQL. This course is a combination of Oracle Database: SQL Fundamentals I and Oracle Database: SQL Fundamentals II courses. For this course, the main development tool used is Oracle SQL Developer. SQL*Plus is available as an optional development tool. This is appropriate for a 10g and 11g audience. There are minor changes between 10g and 11g features in SQL. **Prerequisites: Familiarity with data processing concepts and techniques.**

Oracle Database 11*g*: Administration Workshop I DBA Release 2
CIS 202 40 Clock Hours

This course is your first step towards success as an Oracle professional, designed to give you a firm foundation in basic database administration. In this class, you'll learn how to install and maintain an Oracle database. You will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. You will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices. This course is designed to prepare you for the corresponding Oracle Certified Associate exam. Prerequisites: **Oracle Database: Introduction to SQL**

Oracle Database 11*g*: Administration Workshop II DBA Release 2
CIS 206 40 Clock Hours

This course takes the database administrator beyond the basic tasks covered in the first workshop. The student begins by gaining a much deeper understanding of possibly the most important job of a DBA – backup and recovery. The concepts and architecture that support backup and recovery, along with the steps of how to carry it out in various ways and situations, are covered in detail. This includes how to define and test your own backup and recovery scenarios. Also, the DBA learns how to manage memory effectively and how to perform some performance evaluation and tuning tasks, including using some of the advisors. All types of flashback technologies, scheduling jobs inside and outside of the database, and controlling system resource usage are also covered. **Prerequisites: Administration Workshop I**

Oracle Database 11*g*: Performance Tuning DBA Release 2
CIS 208 40 Clock Hours

The course starts with an unknown database that requires tuning. The lessons will proceed through the steps a DBA will perform to acquire the information needed to identify problem areas, to diagnose common problems, and remedy those problems. The methodology used in the practices is primarily reactive. After configuring monitoring tools, and reviewing the available reports, the student will be presented with the Oracle architecture based on the SQL statement processing of SELECT and DML. The SQL tuning section assumes that the DBA has little or no ability to change the code. The DBA will influence the SQL performance with available tools. The DBA will be introduced to various methods of identifying the SQL statements that require tuning, and the diagnostic tools needed to find ways to change the performance. This will include the use of statistics, outlines, and profiles to influence the optimizer, adding and rebuilding indexes, and using the SQL Advisors. A major task of DBA's is to maintain SQL performance across changes. This course introduces the DB Replay, and SQL Performance Analyzer tools to help the DBA test and minimize the impact of change. **Prerequisites: Administration Workshop I & II**

Oracle Database 11*g*: SQL Tuning Workshop Release 2
CIS 210 40 Clock Hours

This course assists database developers, DBAs, and SQL developers to identify and tune inefficient SQL statement. It covers investigative methods to reveal varying levels of detail about how the Oracle database executes the SQL statement. This allows the student to determine the root causes of the inefficient SQL statements. Students learn to interpret execution plans, and the different ways in which data can be accessed. They will learn how the optimizer chooses the path and how to influence the optimizer to ensure that the best method is used. This course covers Automatic SQL Tuning tools, and resources available in the Automatic Workload Repository, in addition to taking advantage of bind variables, trace files, and different types of indexes. **Prerequisites: Introduction to SQL**

Oracle 11*g*: RAC and Grid Infrastructure Administration Accelerated Release 2
CIS 212 40 Clock Hours

In this intensive course, students will learn about the Oracle Grid Infrastructure products. This includes Oracle Automatic Storage Manager (ASM), ASM Cluster File System and Oracle Clusterware. Students will also learn to administer the Oracle Clusterware and storage products using both command line utilities and graphical tools. Administration of ASM and ACFS will be done using both command line and graphical user interface clients. Students will learn how to leverage the Oracle Clusterware to make applications highly available, supporting monitoring and failover to other nodes. Students will learn to troubleshoot the Oracle Clusterware by examining log files, enabling debugging, and enabling tracing for various utilities. Students will learn about RAC database administration in the Oracle Grid Infrastructure environment. Students will learn to administer cluster databases using Enterprise Manager and command-line utilities like

SRVCTL, CRSCTL, and SQL*Plus. Students will study the new connection architecture and how to make those connections highly available. Backup and recovery issues relative to cluster database environments will also be studied. This is an accelerated course, covering seven days' worth of content in only five days.
Prerequisites: Administration Workshop I, CIS 202

Oracle Database 11*g*: Data Guard Administration Release 2
CIS 214 32 Clock Hours
In this course, students learn how to use Oracle Data Guard to help protect their Oracle database against planned and unplanned downtimes. They also learn how Data Guard standby databases can be used to support production functions such as reporting, querying, and testing, while in a standby role. The course includes Data Guard architecture, the configuration of physical and logical standby databases, and role transitions. Oracle Data Guard 11g features, including Oracle Active Data Guard and snapshot standby databases are outlined. In addition, management of a Data Guard configuration and troubleshooting are discussed.
Prerequisites: Administration Workshops I & II, CIS 202, and CIS 206

Oracle Database 11*g*: Backup and Recovery Workshop
CIS 216 24 Clock Hours
After completing this course, students should be able to evaluate their own recovery requirements and develop an appropriate strategy for backup and recovery procedures. This course reviews the backup and recovery techniques that are discussed in the Oracle Database 11g: Administration Workshop I and II courses, and examines various backup, failure, restore, and recovery scenarios. Students are expected to have some knowledge of Recovery Manager (RMAN) and Enterprise Manager, as they will use RMAN and Enterprise Manager to perform backup and recovery operations. Flashback features are also described as an additional way to recover from various errors. Extensive hands-on practices and workshops provide the student with experience in a realistic technical environment. This course includes interactive workshops that provide participants with the opportunity to diagnose and recover from numerous failure scenarios, based on backup and recovery case studies. **Prerequisites: Administration Workshops I & II, CIS 202, and CIS 206**

Oracle Database 11*g*: Oracle Secure Backup
CIS 218 16 Clock Hours
In this course, students learn how to use Oracle Secure Backup, which supplies reliable tape backup of the database through direct integration with RMAN and it also provides general file system backup to tape. Students install Oracle Secure Backup and use it to back up and restore Oracle Database files, as well as file-system data. Students also learn how to perform advanced management tasks, such as, tape vaulting. **Prerequisites: Administration Workshop I**

Oracle Database 11*g*: Implement Streams
CIS 220 40 Clock Hours

Oracle Streams allows students to share data, messages, and events between schemas, applications, and databases. This course includes lessons on the fundamental components of Oracle Streams and how to administer each of these components. The lessons are designed to give students practical experience in configuring and managing a Streams environment. The course covers enqueue and dequeue messages using Oracle Streams. Also included are best practice guidelines and troubleshooting practices. This course counts towards the Hands-on course requirement for the Oracle Database 11g Administrator Certification. Only instructor-led inclass or instructor-led online formats of this course will meet the Certification Hands-on Requirement. Self Study CD-Rom and Knowledge Center courses DO NOT meet the Hands-on Requirements.

COMPUTER NETWORK System:

740 clock hours
18 hours/week - 42 weeks

OBJECTIVES: The networking program is consisted of some high technology certifications that lead the students to be obtain Microsoft Certified Certifications, such as MCSE, MCSA, MCTS, MCTIP, CompTIA certifications such as Certified Computer Technician (A+), and Network+, and Certified Cisco Network Associate (CCNA). These certifications qualify students to implement, maintain and support information systems with upgraded Microsoft, and CompTIA technology**. Prerequisite: High School**

Career Opportunities: After passing the certification examinations, students will be able to work with the advanced systems of Microsoft, Cisco, and CompTIA certification and their workgroup products. The opportunities are Network help desk, system administrator, network engineer, and network technical support help desk.

Updating your Technology Skills from Windows XP to Vista/Windows 7
CNS 100 25 Clock Hours

After completing this course, students will be able to: - Manage the desktop settings that personalize the computing experience. - Describe how Windows 7 Beta Search enhancements improve productivity. - Implement Search Federation to search remote data sources within the enterprise infrastructure. - Describe the new Group Policy Preferences and Administrative Templates that are available to IT professionals who manage Group Policy Objects. - Describe how IT professionals use the Group Policy Management Console to create scripts that manage Group Policy Objects. - Identify and use the improvements made to the latest version of PowerShell. - Describe how DirectAccess enables IT professionals to remotely manage and update user PCs. - Describe the platform and network requirements necessary to implement DirectAccess. - Describe the VPN reconnection features and the platform and network requirements. - Illustrate how to use Group Policy to prevent specific types of files from being synchronized to the server. - Describe how BranchCache improves user

productivity in branch offices by caching content from remote file and Web servers in branch locations. - Administer new User Account Control security settings to improve the end-user computing experience. **Prerequisites: Computer Knowledge**

Installing and Configuring Windows 7 Client

CNS 102 40 Clock Hours

This course is intended for IT professionals who are interested in: - Expanding their knowledge base and technical skills about Windows 7 Client. - Acquiring deep technical knowledge of Windows 7. - Learning the details of Windows 7 technologies. - Focusing on the "how to" associated with Windows 7 technologies. Most of these professionals use some version of Windows client at their work place and are looking at new and better ways to perform some of the current functions. After completing this course, students will be able to: - Perform a clean installation of Windows 7, upgrade to Windows 7, and migrate user-related data and settings from an earlier version of Windows. - Configure disks, partitions, volumes, and device drivers to enable a Windows 7 client computer. - Configure file access and printers on a Windows 7 client computer. - Configure network connectivity on a Windows 7 client computer. - Configure wireless network connectivity on a Windows 7 client computer. - Secure Windows 7 client desktop computers. - Optimize and maintain the performance and reliability of a Windows 7 client computer. - Configure mobile computing and remote access settings for a Windows 7 client computer. . **Prerequisites: CNS 100**

Fundamentals of Windows Server 2008 Active Directory

CNS 104 24 Clock hours

This course provides Active Directory Technology Specialists an introduction to Active Directory server roles in Windows Server 2008. After completing this course, students will understand how Active Directory server roles are used and learn about the purpose and components of Active Directory Domain Services (AD DS). Students will learn how to configure organizational units and user, computer and group accounts. Lastly, students will learn how to manage access to shared resources. **Prerequisite: A+ Certification or N+ Certification.**

Configuring Windows Server 2008 Active Directory Domain Services

CNS 108 40 clock hours

In this course, students will learn how to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues. After completing this course, students will be able to implement and configure Active Directory domain services in their enterprise environment. **Prerequisite: CNS 104**

Updating Network Infrastructure and Active Directory Technology Skills to Windows Server 2008

CIS 110 40 Clock Hours

This course provides students with the knowledge and skills to work with Network Infrastructure and Active Directory technologies in Windows Server 2008. This course is intended for IT Professionals experienced on the technologies included in Windows Server 2000 or Windows Server 2003, and who hold an MCSE or MCSA certification and/or equivalent knowledge. After completing this course, students will be able to: - Install and configure Windows Server 2008. - Add and configure Windows Server Core roles. - Explain the new backup infrastructure, including Volume Shadow Copy Service. - Identify new and improved networking features with Windows Server 2008. - Configure Hyper-V virtual machines. - Identify considerations when upgrading from a Windows Server 2003 to a Windows Server 2008 Active Directory infrastructure. - Install and configure Active Directory Federation Services, Active Directory Lightweight Directory Services, and Active Directory Rights Management Services. - Use Read-Only Domain Controllers. - Identify new features in AD DS auditing. **MCSA Certification 2003**

Planning for Windows Server 2008 Servers

CIS 114 24 Clock Hours

The course content and exercises direct you toward making decisions and providing guidance to others. This course reflects the decision-making tasks that a server administrator undertakes. This course is intended for a server administrator who is moving from a technical-specialist role to a decision-making role and who wants to acquire the necessary knowledge to be able to plan for Windows Server 2008 servers. After completing this course, students will be able to: -Plan for both Windows Server 2008 installation and upgrade from a previous version of Windows Server to Windows Server 2008. -Plan and implement network connectivity in Windows Server 2008 by using IPv4-related technologies and plan a migration strategy to IPv6. -Plan the deployment of Active Directory–related services in Windows Server 2008. -Apply the design considerations for implementing group policy. -Plan the configuration of different applications services in Windows Server 2008. -Create a plan for file and print services to meet an organization's printing, file storage, and access needs. -Create a plan to secure the Windows Server 2008 environment. -Create local and remote administration strategies for administering a Windows Server 2008 environment. - Create a monitoring plan for the Windows Server 2008 environment. -Create a plan that will help mitigate the effects of various disaster scenarios on the IT infrastructure. - Create a plan for using virtualization in a Windows Server 2008 environment. **Prerequisites: CIS 108 or 104**

Configuring, Managing, and Maintaining Windows Server 2008 Servers
CIS 118 40 Clock Hours

This course combines five days worth of training content from the Network Infrastructure Technology Specialist, Active Directory Technology Specialist, and IT Professional Server Administrator courses of Windows Server 2008. This course is intended for Windows Server administrators who operate Windows Servers on a daily basis and want to learn the skills for configuring, managing, and maintaining the core technical areas of Windows Server 2008. After completing this course, students will be able to: - Describe the different administrative tools and tasks in Windows Server 2008. - Configure AD DS user and computer accounts. - Create Groups and Organizational Units. - Manage access to shared resources in an AD DS environment. - Configure Active Directory Objects and Trusts. - Create and configure Group Policy Objects. - Configure user and computer environments by using Group Policy. - Implement security by using Group Policy. - Configure and analyze server security and security update compliance. - Configure and manage storage technologies included with Windows Server 2008. - Configure and manage Distributed File System. - Configure Network Access Protection. - Configure availability of network resources. - Monitor and Maintain servers running Windows Server 2008. - Manage a Windows Server 2008 Backup and Restore. **Prerequisites: A+, or N+ Certifications**

Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure
CIS 120 40 Clock Hours

This course provides students with the knowledge and skills to configure and troubleshoot a Windows Sever 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. After completing this course, students will be able to: - Install and configure servers. - Configure and troubleshoot DNS. - Configure and manage WINS. - Configure and troubleshoot DHCP. - Configure and troubleshoot IPv6 TCP/IP. - Configure and troubleshoot Routing and Remote Access. - Install, configure, and troubleshoot the Network Policy Server Role service. - Configure Network Access Protection. - Configure IPsec. - Monitor and troubleshoot IPsec. - Configure and manage Distributed File System. - Configure and manage storage technologies. - Configure availability of network resources and content. - Configure server security compliance.
Prerequisites: CIS 104

Managing and Maintaining Windows Server 2008 Network Infrastructure Servers
CIS 122 16 Clock Hours

This course provides students with the knowledge and skills to manage and maintain Windows Server 2008 network infrastructure servers. After completing this course, students will be able to: - Create a plan for managing the addition,

removal, and migration of Windows Server 2008 Network Infrastructure Server roles. - Develop baselines for monitoring and managing Windows Server 2008 Network Infrastructure Server roles. - Evaluate performance baselines and establish monitoring rules, and design acceptable thresholds and alarms when problems occur. - Analyze the implementation and configuration of a network environment running several network policy and access server roles. - Plan for the implementation and configuration of a RAS. - Evaluate and plan for the deployment of DNS and DHCP Server roles. - Maintain security for network infrastructure servers. **Prerequisites: CIS 104**

Managing and Maintaining Windows Server 2008 Active Directory Servers
CIS 124 16 Clock Hours

This course provides students with the knowledge and skills to manage and maintain Windows Server 2008 Active Directory servers. The course focuses on the Active Directory server lifecycle. After completing this course, students will be able to: - Plan an Active Directory server deployment. - Identify different approaches to Active Directory server deployment. - Add an AD DS server role. - Remove an AD DS server role. - Identify strategies for developing, monitoring, and reviewing baselines. - Create baselines for different Active Directory roles with the appropriate metrics using the Windows Reliability and Performance Monitor (WRPM). - Create a monitoring plan based on business needs and environments. - Evaluate a monitoring plan based on business needs and environments. - Determine the health of Active Directory servers using performance monitoring and event log triggers. - Configure effective alerts and responses as well as evaluate alternative recommendations for AD DS servers to meet a business goal. - Describe the methodology of maintaining Windows Server 2008 AD DS. **Prerequisites: CIS 104, CIS 108**

Deploying Windows Server 2008
CIS 126 24 Clock Hours

This course provides students with an understanding of migrating and deploying Windows Server 2008 R2. You will learn how to automate server deployment, as well as provide guidelines, best practices that will help you migrate to Windows Server 2008 R2. After completing this course, students will be able to: - Describe Microsoft Windows Server 2008 R2 installation and configuration options, and select an appropriate volume-licensing option for Windows Server 2008 R2. - Deploy and configure a Windows Server 2008 R2 Server Core installation. - Implement various Windows Server deployment technologies. - Implement Windows 7 and Windows Server 2008 R2 deployments with Windows Deployment Services (WDS). - Implement Windows 7 and Windows Server 2008 R2 deployments with Microsoft Deployment Toolkit 2010 (MDT 2010). - Migrate earlier versions of Active Directory directory service to AD DS. - Migrate file and print, and Web servers to Windows Server 2008 R2. - Migrate remote infrastructure servers to support branch offices. - Virtualize workloads by migrating physical servers to guests in Microsoft Hyper-V Server 2008 R2.
Prerequisites: N+ Certification CIS 138 or CIS 104

Fundamentals of Windows Server 2008

CIS 128 40 Clock Hours

Students will learn basic fundamentals of networking, security, and server administration with Windows Server 2008. It is intended to provide the foundational knowledge needed to prepare for the Microsoft Technology Associate (MTA) exams. After completing this course, students will be able to: - Describe fundamental network components and terminology thus enabling you to select an appropriate network component in a particular scenario. - Implement a network by selecting network hardware components and technologies and determine the appropriate network hardware and wiring components for a given situation. - Describe the protocols and services within the Transmission Control Protocol/Internet Protocol (TCP/IP) suite of protocols and implement IPv4 within a Windows Server environment. - Select appropriate storage technologies and configure storage on Windows Server. - Perform a local media-based installation of Windows Server 2008 R2. - Describe server roles. - Implement and configure an Active Domain Directory Service (AD DS) forest. - Describe the concept of defense-in-depth and determine how to implement this approach with Windows Server. - Identify the security features in Windows Server that help to provide defense-in-depth. - Identify the network-related security features in Windows Server to mitigate security threats to you network. - Identify and implement additional software components to enhance your organization's security. - Monitor a server to determine the performance level. - Identify the Windows Server tools available to maintain and troubleshoot Windows Server. - Create and configure a virtual machine with Hyper-V. **Prerequisites: CIS 104, A+, or N+ Certification.**

A+ Certification – Essentials

CNS 130 40 clock hours

In this course, students will install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. Windows 7 topics have been included in exam and course.

The target student is anyone with basic computer user skills who is interested in obtaining a job as an IT professional or PC technician. In addition, this course will help prepare students to achieve a CompTIA A+ Certification. Upon successful completion of this course, students will be able to: - identify the components of standard desktop personal computers. - identify fundamental components and functions of personal computer operating systems. - identify best practices followed by professional personal computer technicians. - install and configure computer components. - install and configure system components. - maintain and troubleshoot peripheral components. - troubleshoot system components. - install and configure operating systems. - maintain and troubleshoot installations of Microsoft Windows. - identify network technologies. - install and manage network connections. - support laptops and portable computing devices. - support

printers. - identify personal computer security concepts. - support personal computer security**. Prerequisites: Computer Knowledge**

A+ Certification

CNS 134 32 Clock hours

In this course students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. The target student is anyone with basic computer user skills who is interested in obtaining a job as an IT professional or PC technician. In addition, this course will help prepare students to achieve a CompTIA A+ Certification. Upon successful completion of this course, students will be able to: - identify the components of standard desktop personal computers. - identify fundamental components and functions of personal computer operating systems. - identify best practices followed by professional personal computer technicians. - install and configure computer components. - identify technical characteristics of system components. - maintain and troubleshoot peripheral components. - identify troubleshooting techniques for system components. - install and configure operating systems. - maintain and troubleshoot installations of Microsoft Windows. - identify network technologies. - support laptops and portable computing devices. - support printers. - identify personal computer security concepts. **Prerequisites: Computer Knowledge**

Network+ Certification

CNS 138 40 Clock hours

This course provides the skills and knowledge necessary to prepare for the CompTIA Network+ 2009 Certification Exam. The course certification proves competence in managing, troubleshooting, installing, and configuring a basic network infrastructure.

Network Technicians Desktop Support Technician PC Support Technician Field Technician Call Center Technician Tier 1 & 2 Support Personnel seeking IAT-1 certification to fulfill the DoD 8570.1 Directive. Upon successful completion of this course, students will be able to: -The skills required to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. - Networking technologies design principles including adherence to wiring standard and use of testing tools -Network specific security practices, disaster recovery procedures, data storage technology implementation. **Prerequisites: A+ Certification**

Security+ Certification

CIS 140 40 Clock Hours

This course will focus on the following technical features: Systems Security: systems & peripheral security threats, workstation & server security procedures and applications, Network Infrastructure: ports & protocols security threats, network security tools, vulnerabilities and mitigations for network devices, transmission devices and wireless, Access Control: industry best practices, control

model differentiation, appropriate rights and privileges, authentication models and components, physical access security methods, Assessments & Audits: vulnerability assessment execution, penetration testing, vulnerability scanning, monitoring methodologies and timing, logging procedures and evaluation, Cryptography: cryptography concepts, hashing concepts, algorithm mapping, encryption concepts, protocol implementation, public key infrastructure and certificate management, Organizational Security: redundancy planning, disaster recovery procedures, incident response, legislation and organizational policy, environmental controls, social engineering mitigation. Students will be able to identify fundamental concepts of computer security and security threats, have the skills to harden internal systems and services as well as internetwork devices and service, know the be able to implement secure network communications, establish security best practices for creating and running web-based applications, become familiar with managing public key infrastructure (PKI) and certificates, be capable of enforcing organizational security policies, be equipped to monitor the security infrastructure and manage security incidents**. Prerequisites: Network+ Certification**.

Cisco® Interconnecting Cisco® Networking Devices Part 1 (ICND1)
CNS 150 40 Clock Hours

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. Upon completion of this course, you should be able to: - How networks function, identifying major components, and function of network components. - Understand issues related to increasing traffic on an Ethernet LAN and identify switched LAN technology solutions to Ethernet networking issues - Extending the reach of a LAN and the methods that can be used with a focus on RF wireless access - Functions of Wide Area Networks (WANs), the major devices of WANs, and configure PPP encapsulation, static and dynamic routing, PAT and RIP routing. - Use of the command-line interface to discover neighbors on the network and managing the router's startup and configuration Technical Features of this course include the following: - The Open System Interconnection (OSI) reference model. - Ethernet and TCP/IP - IOS Software - Wireless LANs - LAN and WAN Technologies Associated Certification: CCENT. **Prerequisites: Computer Knowledge**

Cisco® Interconnecting Cisco® Networking Devices Part 2 (ICND2)
CNS 152 40 Clock Hours

This course focuses on skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security. Upon completion of this course, you should be able to: - How to configure and troubleshoot a small network - Expanding the switched network from a small LAN to a medium-sized LAN - Use of multiple switches, supporting VLANs, trunking, and spanning tree - Routing concepts as they apply to a medium-sized network - Considerations when implementing routing on the network Technical Features of this course include the following: - VLANs and Trunks - Spanning Tree - Implementing and troubleshooting OSPF and EIGRP routing - Access Control Lists - NAT, PAT and IPv6 Associated Certification: CCNA. **Prerequisites: CNS 150**

Cisco® Designing for Cisco® Internetwork Solutions (DESGN)
CNS 156 40 Clock Hours
This course will enable students to gather internetworking requirements, identify solutions, and design the network infrastructure and elements to ensure the basic functionality of the proposed solutions. At course completion students will be able to: - Discuss methodology in network design - Describe how to structure and modularize the network design using the Cisco Enterprise Architecture - Design the enterprise campus and enterprise data center modules - Design the enterprise edge and remote modules as needed - Design a network addressing plan and select suitable routing protocols for a given network design - Evaluate security solutions for the network - Recommend a design for basic voice transport across the network - Recommend a design for a basic wireless solution. **Prerequisites: Computer Knowledge**

Cisco® Implementing Cisco® IOS Network Security (IINS)
CNS 160 40 Clock Hours
Students will focus on comprehensive security policies and how they affect networks, and perform tasks to secure the office network using Cisco IOS security features through web-based GUIs and the command-line interface on the Cisco routers and switches. Upon successful completion of this course, students will be able to meet the following objectives: - How to develop an effective security policy - Protect company information assets from inbound threats - Set up secure data connections across the Internet - Secure your networking equipment and applications - Management tools for security Technical Features of this course include the following: - Network security principles - Firewalls, IPSs, router ACLs - Encryption and VPNs - IOS security features and Secure Device Manager - LAN, SAN, Voice, and Endpoint Security Associated Certification: CCNA Security**. Prerequisites: CNS 150 and CNS 152**

Introducing Cisco Voice and Unified Communications Administration
CNS 168 40 Clock Hours
The Introducing Cisco Voice and Unified Communications Administration (ICOMM v8.0) 640-461 exam is associated with the CCNA Voice certification. This exam tests a candidate's knowledge of the architecture, components, functionalities, and features of Cisco Unified Communications solutions. It also tests the knowledge needed to perform tasks such as system monitoring, moves, additions and changes on Cisco Unified Communications Manager, Cisco Unified Communications Manager Express, Cisco Unity Connection, and Cisco Unified Presence. Candidates can prepare for this exam by taking the Introducing Cisco Voice and Unified Communications Administration (ICOMM v8.0) 640-461course. **Prerequisites: CNS 150 and 152**

Cisco® Implementing Cisco® Unified Wireless Networking Essentials (IUWNE)
CNS 172 40 Clock Hours
This course provides students with information and practice activities to prepare them to help design, install, configure, monitor and conduct basic troubleshooting tasks of a Cisco WLAN in SMB and Enterprise installations. Upon successful completion of this course, students will be able to meet the following objectives: - Configure a Cisco Unified Wireless Network Controller and a Mobility Express Controller - Configure default OS wireless client configuration tools - Manage the wireless network from the Wireless Control System (WCS) - Use the Cisco Aironet Desktop Utility, Site Survey

Utility and Cisco Secure Services Client - Maintain and troubleshoot wireless networks. Technical Features of this course include the following: - Wireless fundamentals - RF principles including math, antennae, spread spectrum technologies, frames and physics, - Wireless regulatory bodies, standards and certifications, and the non 802.11 wireless technologies and their impact. - Cisco Unified Wireless networks basics - Wireless security Associated Certification: CCNA Wireless**. Prerequisites: CNS 150 and CNS 152.**

(16) **Programs clock Hours: 1 Clock hour is equal to 55 minutes**

Office Information System	680 clock hours
Medical Billing Information	700 clock hours
Accounting	695 clock hours
Industrial Drafting & Cad Technology	700 clock hours
Computer Information System	690 clock hours
Computer Network System	740 clock hours

(17) Programs Clock Hours Breakdown:

Office Informaiton System:

Keyboarding/Typing	**40 Lab Clock hours**
Windows	**20 Lec Clock hours**
Migrating from MS Office 2010	**40 Lec Clock hours**
Microsoft Office 2013	**300 Lec Clock hours**
Microsoft Office 2016	**300 Lec Clock hours**

Medical Billing Information:

Keyboarding/Typing:	40 clock Hours Lab
Computer Fundamentals	40 clock hours Lec
Introduction to MS Word	30 clock hours Lab
Introduction to MS Excel	30 clock hours Lab
Principles of Accounting I	40 clock hours Lec
Medical Correspondence	40 clock hours Lec
Medical Office Assistant Procedures	40 clock hours Lab
Medical Office Assistance Procedure	40 clock hours Lab
Medical Office Computer Applications	30 clock hours Lab
Basic X-Ray Techniques	30 clock hours Lec
Medical Terminology I	40 clock hours Lec
Medical Terminology II	40 clock hours Lec
Medical Finance and Insurance	40 clock hours Lec
Physician Billing	40 clock hours Lab
Hospital Billing	40 clock hours Lab

Medical Diagnostic & Coding	40 clock hours Lab
Claim Review Management	40 clock hours Lab
Uniform Billing	40 clock hours Lab
Patient Accounting Medisoft	70 clock hours Lab
ICD-10 Billing and Coding	70 clock hours Lab

ACCOUNTING:

- Keyboarding 40 clock hours Lab
- Windows 20 clock hours Lec
- Computer Fundamentals 40 clock hours Lec
- Introduction to MS Word 30 clock hours Lec
- Intermediate MS Word 30 clock hours Lec
- Introduction to MS Excel 30 clock hours Lec
- Intermediate to MS Excel 30 clock hours Lec
- Advanced MS Excel 30 clock hours Lec
- Intro/Inter PowerPoint 30 clock hours Lec
- Intro to Accounting I 40 clock hours Lec
- Intro to Accounting II 40 clock hours Lec
- Principles of Accounting I 40 clock hours Lec
- Principles of Accounting II 40 clock hours Lec
- Principles of Accounting III 40 clock hours Lec
- Federal Taxation I 40 clock hours Lec
- Federal Taxation II 40 clock hours Lec
- Intermediate Accounting I 40 clock hours Lec
- Intermediate Accounting II 40 clock hours Lec
- Intermediate Accounting III 40 clock hours Lec

Industrial Drafting & CAD Technology:

- Keyboarding/Typing: 40 clock hours Lab
- Computer Fundamentals 40 clock hours Lec
- Windows Family 40 clock hours Lec
- Fundamentals of Arithmetic 40 clock hours Lec
- Basic Technical Mathematics 40 clock hours Lec
- Introduction to Graphical Interpret. 40 clock hours Lec
- Intro to Industrial Drafting 40 clock hours Lec
- Intro to CAD 40 clock hours Lec
- Introduction to CATIA 40 clock hours Lec
- Technical Descriptive Geometry 30 clock hours Lec
- Industrial Detailing 40 clock hours Lec
- Die Design 40 clock hours Lec
- Machine element Drafting 40 clock hours Lec

- Jigs, fixtures, Tools 40 clock hours Lec
- Product Drawing 40 clock hours Lec
- CAD-Advanced Techniques 40 clock hours Lec
- Advanced CAD applications 40 clock hours Lec
- Advanced Drafting & Design 40 clock hours Lec

Computer Information System:

- Windows 7 40 clock hours Lec
- Querying and Processing SQL Server Data/Statem 32 clock hours Lec
- Implementing a MS SQL Server 2005 Database 40 clock hours Lec
- Maintaining MS SQL Server 2005 Database 32 clock hours Lec
- Designing MS SQL Server 2005 Server-side 40 clock hours Lec
- Designing the Data Tier for MS SQL server 2005 20 clock hours Lec
- Designing MS SQL Server 2005 Infrastructure 20 clock hours Lec
- Designing Security for MS SQL Server 2005 20 clock hours Lec
- Designing a High Availability Database Server 20 clock hours Lec
- Administering and Automating MS SQL Server 20 clock hours Lec
- Troubleshooting and Optimizing Server 2005 20 clock hours Lec
- Tuning and Optimizing Queries Using MS SQL 32 clock hours Lec
- Implementing and Maintaining MS SQL Server 32 clock hours Lec
- Introduction to Oracle fundamentals I and II 40 clock hours Lec
- Oracle Database 11g: administration Work I 40 clock hours Lec
- Oracle Database 11g: Administration Work II 40 clock hours Lec
- Oracle Database 11g: Performance tuning DBA 40 clock hours Lec
- Oracle Database 11g: SQL Turning Workshop 2 40 clock hours Lec
- Oracle 11g: RAC and Grid Infrastructure Admin 40 clock hours Lec
- Oracle Database 11g: Data guard Admin Release 2 32 clock hours Lec
- Oracle Database 11g: Backup and Recovery secure 40 clock hours Lec
- Oracle Database 11g: Implement Streams 40 clock hours Lec

Computer Network System:

- Updating your Windows family 25 clock hours Lec
- Installing and Configuring Windows 7 40 clock hours Lec
- Fundamentals of Windows Server 2008 24 clock hours Lec
- Configuring Windows Server 2008 40 clock hours Lec
- Updating Network Infrastructure 2008 40 clock hours Lec
- Planning for Windows Server 2008 24 clock hours Lec
- Configuring, Managing, & Maintaining 40 clock hours Lec
- Configuring & Troubleshooting 2008 40 clock hours Lec
- Managing & Maintaining 2008 40 clock hours Lec

- Managing & Maintaining Active Dir 16 clock hours Lec
- Deploying Windows Server 2008 24 clock hours Lec
- Fundamentals of Windows Server 2008 40 clock hours Lec
- A+ Certification I 40 clock hours Lec
- A+ Certification II 40 clock hours Lec
- Network+ Certification 40 clock hours Lec
- Security+ Certification 40 clock hours Lec
- Cisco Certification I 40 clock hours Lec
- Cisco Certification II 40 clock hours Lec
- Cisco Designing for Cisco Internetwork 40 clock hours Lec
- Cisco Implementing Cisco IOS IINS 40 clock hours Lec
- Intro Cisco Voice and Unified Comm. 40 clock hours Lec
- Cisco Implementing Cisco Unified 40 clock hours Lec

(18) Clock hours Outcome and Objectives

With the number of hours for this program were determined by the students themselves. The objectives and outcomes of the programs do not need more hours than what ATI applies. However, the colleges in the Michigan are offering less hours for the same program. The objectives and outcomes were considered in the number of hour setup for this program.

ATI Education Outcomes:

Computer certifications students, prior to passing the certifications programs, Computer Literacy Requirement program must be met. The Computer Literacy Program requires student to be knowledge with:

- Operate basic hardware, use a mouse, format a disk, save files, download information, print, etc.
- To comprehend an operating system, including folder/file tree structure, toolbars, find explorer, etc.
- To use e-mail.
- To exercise basic word processing skills.
- To manipulate a browser for Internet access, use search engines, identify appropriate search terms, select and evaluate www sites.
- To understand personal responsibility (copyrights laws, etiquette, privacy issues) in an electronic world.

(19) Programs Periods in Weeks:

Office Information System	680 clock hours	38 Weeks
Medical Billing Information	700 clock hours	39 Weeks
Accounting	695 clock hours	39 Weeks
Industrial Drafting & Cad Tech	700 clock hours	39 Weeks
Computer Information System	690 clock hours	39 Weeks
Computer Network System	740 clock hours	42 Weeks

(20) Student/teacher ratio is typical. A ratio of a 15 students' class is for each teacher.

(21) **Levels of Performance for Graduation**

I = 0 points If student do not complete the requirements at the end of the term, a grade of Incomplete will be awarded. The student must complete the requirements by the end of next term or final grade will revert to an F.

S = 0 points Satisfactory completion of course requirements.

R = 0 points Repeated course, when student willing to repeat the course for another grade, and the last grade taken will be accepted and official.

NG = 0 points No grade reported

(22) Types of Programs Credentials:

A Certificate will be awarded to students upon completion of any program. Certifications' students obtain their certifications by the chosen certification company after passing the required official exam.

(23) **Student Permitted Access:**

ATI will guarantee of the students' right to access their records and allow the students to ask for relasing information for other instituions about student's record in accordance with the Family Education Rights and Privacy Act (FERPA).

(24) **COPYRIGHT POLICY:**

ATI respects the copyright of those involved in creating and disseminating copyright material, such as music, films, books, software, other literary, artistic and scientific works.

ATI employees, students, and vendors shall not make, store, transmit or make available unauthorized copies of copyrighted material on ATI systems, equipment or storage media.

ATI employees and students shall not download, upload, store and make available unauthorized copies of copyrights material via the internet using ATI systems, equipment or storage media.

ATI employees and students shall not install or run-peer-to-peer 'file-sharing' software or operate a peer-to-peer index or server on ATI systems or equipment, without director's consent.

Any activities by students or employees and materials that violate this policy are subject to immediate removal termination and/or forfeiture of the material.

ATI employees and students that violate this policy ae subject to discipline and appropriate under the circumstances, such discipline may include termination.

(25) **Satisfactorily Academic Progress Policy:**

For the Certification Courses such as A+, MCSE, MOUS:
Pass/Fail the Official Exam will determine the final results for the program.
Achieving a Pass score is equivalent to 73%

Any student who fails to maintain the satisfactory academic progress at the end of any academic period, has unexcused absences greater than 20% of the required hours of attendance, has violated the school's conduct policy; or fails to meet all financial obligations to the school are subject to termination by the Director.

Students must attain a minimum of cumulative grade percentage of 60% at the end of the first 25% of the program, 65% at the mid exam, and 73% upon graduation.

(26) GRADING SYSTEM:

Grading Level System at ATI is as follows:

A = 100% - 93% A- = 92% - 90%
B+ = 89 % - 87% B = 86 % - 83% B- = 82% - 80%
C+ = 79 % - 77% C = 76% - 73% C- = 72% - 70%
D+ = 69 % - 67% D = 66% - 65% D- = 64% - 60%
F = 59% and below

On the Certification Exams PASS/FAIL will be the results. Certifications will be awarded by Microsoft / CompTIA / Cisco and other sponsors.

(27) ATTENDANCE:

Regular attendance and punctuality will help students develop good attendance habits required for successful careers. To maintain satisfactory attendance, students must be present for 90 percent of classes during an academic period. If a student falls below 90 percent attendance in an academic period, that student will be placed on attendance probation for thirty days.

Students are expected to attend all the sessions of the classes for which they are enrolled. Penalties may be imposed, at the discretion of the individual instructor, whenever the quality of the student's work has been affected by absence or tardiness.

Students, as matter of courtesy, should explain the reason for an absence to their instructors. Lack of attendance may affect the student's final grade.

(28) MAKE-UP WORK:

Absences in connection with participation in authorized institute activities must be considered in the total picture of absences for all purposed, and it is the responsibility of the student to make up work missed. Students are required to be present at the final examination. In case of absence, it is the student's responsibility to contact the instructor in regard to makeup.

Students are required to be present at the final examination. In case of absence, it is the student's responsibility to contact the instructor in regard to makeup.

(29) **LEAVE OF ABSENCE:**

Students who wish to have a leave of absence should submit a written request to the enrollment office in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframes consistent with the institution's consecutive absence policy, she/he must be withdrawn. The maximum allowable leave of absence is limited to 180 calendar day in any 12-month period of one-half the published program length, whichever is shorter. Students are allowed to have multiple leave of absences that does not exceed this limit. The request must include the reason, and period requested and signed by student to be approved by the enrollment office. Refund will be made after thirty days of date of return to school if the student did not return. One time application is allowed during the term.

(30) **STUDENT CONDUCT POLICY AND DUE PROCESS PROCEDURE**

Rights and Responsibilities:
Students have the rights and accept the responsibilities or participating in an educational environment when they enroll at ATI. Each student is expected to respect the rights of others and to help create an environment where diversity or people and ideas are value. An institute should be free from intimidation, discrimination, and harassment, as well as safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as be responsible for following institute policies:

Students at ATI have the same rights under the constitutions of our nation and state as other citizens. These rights include freedom of expression, press, religion, and assembly. Freedom of expression, for example includes the expression of reasoned dissent and the voicing of unpopular views. With every freedom goes the responsibility of according the same right to and to have access to institute policies. Students are entitled to appropriate due process should they be accused of behavior that is in violation of laws or institute policy.

Student Code of Conduct:

Students at ATI are expected to show respect for order, law, the personal rights of others, and the educational mission of the institute, as well as to maintain standards of personal integrity. Behavior or situations that violate these standards include, but are not limited to:

- Interference with normal institute or institute-sponsored activities.

- Non-compliance with the directions of institute personnel, including institute safety, or with the orders of any institute management.
- Violation of accepted standards of decency.
- Discrimination against an individual or group in any activity, opportunity, or organization on the basis of race, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight, or marital status;
- Harassment that interferes with an individual's work or educational performance;
- Physical assault;
- Stalking;
- Threats of injury or harm;
- Arson;
- Theft;
- Gambling;
- Property damage;
- Possession of firearms or dangerous weapons;
- Possession, use, or distribution or alcohol or illegal drugs.

(31) Drug and Alcohol Policy:

ATI does not have Drug and alcohol prevention/awareness policies and programs available to students.

(32) PLACEMENT OFFICE:

After graduation or completing courses needed for each program, the student has access to the school's placement office. The office will the student in creating the appropriate resume, and provide students with the latest companies seeking employees in the career in which the student wants to participate.

ATI assigned one officer to provide employment search assistance to students and graduates. Three levels of employment assistance are available; Career Placement assistance is for individuals completing a career education program designed to provide job entry skills, and Student Employment for students who need a job to help pay for courses fees.

Employment search preparation:

- Assistance in preparing the resume and cover letter
- Interview preparation
- Employer information

Employment search assistance:

- Direct referrals to available positions,

- The furnishing of resumes to potential employers,
- Networking and similar contacts with employers,
- Opportunities to interview with potential employers.

The placement office posts listings of full and part time employment opportunities on bulletin boards located in the institute. Students or graduates who require job search assistance need to bring a resume to the placement office that is in the institute building.
ATI placement office cannot guarantee employment.

(33) **Housing & Advising Services**

Unfortunately, ATI does not have housing services at their location or any place else. ATI also offers the advising services for students willing to know about educational information. Please call 313-846-0070

(34) **STUDENT COMPLAINT POLICY**

Students who wish to file a complaint with the State of Michigan may do so at www.michiganps.net. Students may encounter during their course of study problems requiring review by academic and administrative personnel. It is the policy of ATI to provide an equitable system for the speedy and amicable resolution of problems between students and Institute instructors and administrators. Complaints against instructors may include issues such as final course grades, classroom assignments, and various services. Complaints against administrator may include matters such as policies, regulations, and services.

Due process is dependent upon timeliness. A formal complaint which is not initiated by the end of the class succeeding the class in which is the issue arose will be dismissed. Once the formal complaint process is initiated, the complaint process should be completed within twenty working days upon the availability of the persons involved.

Certain types of complaints require the student to file grievances with specialized decision-making bodies. The Institute publishes these and makes them available to students. However, such specialized policies and procedures shall not be interpreted so as to deny a student due process under the Student Complaint Policy. Copies of the Student Complaint Policy and Procedures are available in the Director's Office.

(35) Calendar for year 2017-2018:

2017 HOLIDAYS

January 1, 2017	School closed
May 29, 2017	School closed, Memorial Day
July 4, 2017	School closed, Independence Day
September 04, 2017	School closed, Labor Day
November 23, 2017	School closed, Thanksgiving Day
December 25, 2017	School closed, Christmas Day

2018 HOLIDAYS

January 16, 2018	School closed
May 28, 2018	School closed, Memorial Day
July 4, 2018	School closed, Independence Day
September 03, 2018	School closed, Labor Day
November 22, 2018	School closed, Thanksgiving Day
December 25, 2018	School closed, Christmas Day

PROGRAMS SCHEDULE

Program	Start Date	End Date
Computer Information System:	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31/2017
	January 2, 2018	June 30,2018
Office Information System:		
	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31/2017
	January 2, 2018	June 30,2018
Medical Billing Information:	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31/2017
	January 2, 2018	June 30,2018

Accounting:	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31/2017
	January 2, 2018	June 30,2018
Industrial Drafting & CAD Tech:	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31/2017
	January 2, 2018	June 30,2018
Computer Network System:	January 3, 2017	June 28, 2017
	July 1, 2017	Dec, 31, 2017
	January 2, 2018	June 30,2018

The end of each program is when the academic requirements are completed.

(36) TUITION:
(Tuition & Fees are subject to change at any time by ATI without any notice)

	Book/Supplies	**Tuition**
Registration	$ 100	
Office Information System **(OIS)**	$ 100	$19,500
Medical Billing Information **(MBI)**	$ 100	$19,500
Computer Information System **(CIS)**	$ 100	$19,500
Computer Network System **(CNS)**	$ 500	$19,500
Accounting **(ACC)**	$ 100	$19,500
Industrial Drafting & CAD **(CAD)**	$ 100	$19,500

(CNS Books/Supplies Includes 7 exams fees)

STUDENT FEES AND OTHER INFORMATION:

Students are charged for application, registration, graduation, transcripts, and other student services. The application fee is a one-time fee charged students seeking admission to the institute. No deposit will be required for admission other than the application fee that will be $100. Books are not included in the tuition fees.

Payment Methods:

Cash, Credit, checks, Debit, and financial loans.
There will be a $ 25.00 charge on all returned checks. NSF or Stopped Payment checks used to make first installment payment should result in the student's schedule being canceled.

(37) Tuition Installments:

Payment will scheduled as quarterly payments.

On withdrawal from the school or a subject before the end of the refund period, the student may, in lieu of a refund, choose the option of leaving the full tuition paid from personal funds as a credit to the student's account to be applied in full against tuition charges in future terms. This request must be made in writing to the school office within thirty days of the date of the withdrawal.

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(38) REFUND POLICY:

TUITION REFUND POLICY:

Refunds on tuition and fees (except registration, and books fees) may be obtained on all classes.

REFUND POLICY:

- Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities.
- The school will retain $25 if the student is denied.
- Within three days after signing the contract with the school, the student has the right to ask for all tuition and fees to be refunded.
- All refunds will be returned within thirty days of receipt of official notice.
- In case of drop off, after classes begin, and after 3 business days, refund will be prorated based on **time and date the student sign off class** as follows:

Refunds on tuition and fees (except registration fees) may be obtained on all classes officially dropped according to the following schedule:

- Withdrawal during the first week of the class 50% charge
- Withdrawal during the second week of the class 100% charge

TERMINATION POLICY

Any student who fails to maintain the satisfactory academic progress at the end of any academic period, has unexcused absences greater than 20% of the required hours of attendance, has violated the school's conduct policy; or fails to meet all financial obligations to the school are subject to termination by the Director.

WITHDRAWAL PROCEDURE:

Official notice of all withdrawals, failure to attend, or schedule changes must be made in writing or verbally to the Enrollment Office at the school. The date of official notice is used to calculate all adjustments to charges. Refunds, if applicable, will be made within thirty days of receipt of official notification. Refunds are based on the full tuition charge per course; fees and books are non-refundable.

REFUND PERIOD:

Credits to the student account for withdrawal from one or more classes will be based on the date on which the school receives the withdrawal request. A final grade of "W" will be assigned.
Student who submit their withdrawal request after the first 50% of the term, but prior to the last day to withdraw without failing, will not be eligible for any tuition credit; however, a final grade of "W" will be assigned.

WITHDRAWAL WHEN PAYMENT IS MADE WITH PERSONAL FUNDS:

On withdrawal from the school or a subject before the end of the refund period, the student may, in lieu of a refund, choose the option of leaving the full tuition paid from personal funds as a credit to the student's account to be applied in full against tuition charges in future terms. This request must be made in writing to the school office within thirty days of the date of the withdrawal.

(39) Unpaid Tuition:

Collection agencies will be collecting the owed funds after three upaid inovices.

(40) School Officials & Faculty:

Hani Alaouie	President/Instructor
Huss Alaouie	Director/Instructor
Nicole Hall	Training Director
Mark Mobadder	Instructor
Ziad Hage	Instructor
Fraj Ghrari	Instructor
Mohamad Al Masri	Instructor
Nour Alaouie	Placement Officer
Amel Krayem	Secretary
Marwa Alaouie	Manager

BOARD OF ADVISORY:
Hassan Serhan
Nadia Haider
Ali Khalil
Ali Nouredine
Ali Elzein
Hassan Alaouie
Eric Elzrioue

OTHER IMPORTANT INFORMATION

- **WAITING LISTS** are going to be established when the classes are filled; students are encouraged to register as early as possible during the registration period to avoid disappointment.

- All persons **16 years** or older are eligible to enroll in the classes of Alpha Technical Institute. Parent/Guardian signature is required.

- **Prerequisites** depend on class requirements.

WALK-IN REGISTRATION:

Walk-in registrations are at our location:
Alpha Technical Institute, 6050 Greenfield Rd, Suite 202, MI 48126
Admission Office hours: 9:30 a.m. – 5:00 p.m. Monday through Friday

REGISTER BY TELEPHONE

- Daily Telephone registration
- Call between the hours of 9:00 a.m. – 5:00 p.m., Monday through Friday
- Visa/Master, AX, and Discover Cards accepted.
- We will inform you about the classes available at that time.

REGISTER BY MAIL:

- Mail-in Registration begins immediately.
- Registration forms are in this catalog to be completed.
- Checks payable to Alpha Technical Institute
- We will response to mail as soon as we receive it.

REGISTER BY FAX:

(313) 846-0066

- Daily Fax registration
- Registration forms are in this catalog to be completed.
- Visa/Master, AX, and Discover Cards accepted..

Student Probation and Progress

Students are notified of their probationary status by letter directing them to meet with an advisor, who assists them in developing an appropriate educational plan before being permitted to register for the next quarter.

Based on their assessment of each student's needs, advisor may require enrollment in specific developmental courses before releasing students to register. Students may appeal such advisor's decisions, in writing, to the education director.

Policy on Academic Dishonesty (cheating)

ATI considers academic dishonesty to be a serious offense. It is the policy of the institute that determination of an appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to an including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student's grade fraudulently. It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from instructor offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional fraudulently;
7. Plagiarism (using another person's work without acknowledgement);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

RETURNED CHECKS:

There will be a $ 25.00 charge on all returned checks. NSF or Stopped Payment checks used to make first installment payment should result in the student's schedule being canceled.

CONDITIONAL ITEMS:

- The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid.
- Student must achieve a cumulative grade point average of 2.0 or higher.
- Attend at least 90 percent of the scheduled hours of the program.
- Complete all designated requirement (tests, assignments, etc) of the program.
- Satisfy all financial obligations to the school.
- Complete the program within 1.5 times the normal program length.
- Successfully pass the required official exam

TUITIONS/FEES PAYMENT:

Tuition and fees must be paid and due in full before the end of the term.

TUITION CHANGES DURING THE TERM:

If the school intending to increase the program tuition or period; a thirty day notice prior the effective date of the changes will be send to the student.

OTHER SERVICES:

FINANCIAL ASSISTANCE PROGRAM:

The institute, in cooperation with some private resources, makes various combinations of students' loans.

GENERAL INFORMATION:

The major consideration in determining a student's award is financial need. Financial need is the difference between the cost of education and the amount of money an applicant and the family can provide from their income and assets. The following are basic tools for determining a student's eligibility for assistance: The student must complete Student Loans application available through private banks.

ATI will guarantee of the students' right to access their records and allow the students to ask for relasing information for other instituions about student's record in accordance with the Family Education Rights and Privacy Act (FERPA).

LIBRARY HOURS are Monday thru Friday 9:00 a.m. to 7:00 p.m., Saturday 9:00 a.m. to 5:00 p.m.

AWARDED DOCUMENTS

A **Certificate** will be awarded to students upon completion of any program. Certifications' students obtain their certifications by the chosen certification company after passing the required official exam.

STUDY TIPS

If you have ever spent hours studying only to discover you have not retained anything the next day, the following tips may help you effectively.

WHEN TO STUDY AND WHERE?

- **Study two hours for every hour you spend in class.**
- **Establish a study schedule for each class and stick to it.**
- **Study in more regular and shorter sessions to retain more without wearing yourself out.**
- **Recognize gaps in your schedule that can be used for studying. For example, the time classes or waiting for a bus is perfect for reviewing notes.**
- **Develop a quiet place for studying. Be sure to have everything you may need within reach.**
- **Start each study session by setting goals. Prioritize your work by deadlines and by the amount of time the material will take to get through.**
- **Short breaks during the study session to stay alert. Get up and move around. Incorporated breathing and stretching exercises to really get a fresh start.**
- **Make sure others respect your study time; learn to say not to demands that will interrupt it.**