

ST. MICHAEL'S LEARNING ACADEMY

Student Catalog

2019-2020



SMLA

TABLE OF CONTENTS

SECTION I: GENERAL INFORMATION	1
Director’s statement.....	2-3
Advisory board	4
History.....	5
Facilities.....	5
Mission statement	5
General information.....	5
Credit for previous training	6
Tuition reduction for exempted courses.....	6
Business Office Assistance	6
Family Educational Right and Privacy Act.....	6
SECTION II: ADMISSION AND FEES	7
Application procedures	8
Admission requirements.....	8
Placement assistance	8
Registration fee	8
Tuition.....	8-9
Cancellation policy	9
Refund policy	9
Mandatory Full Refunds	9
Prorated tuition & fee refunds	9
Extra Expenses	10
Refund policy for students called to active military service	10
SECTION III: ACADEMIC INFORMATION	11
Leave of absence	11
Make-up work.....	11
Repeat subjects and remedial works	11
Conduct.....	12
School drug policy.....	13
Length of termination for violating the school’s drug policy	13
Grievance policy.....	13
Office hours	13
School holidays.....	14
Satisfactory academic progress	14
Attendance requirements.....	14
Termination, appeal and reinstatement	15
Grading system.....	15
Grades.....	15
Progress reports.....	15
Academic Integrity	16
Staff Members	16
Post-Secondary Faculty	16

SECTION IV: PROGRAM/SEMINAR OUTLINES AND COURSE DESCRIPTIONS..... 17

Program Outlines and Tuition.....	18-26
SAP - Materials Management Business Analyst.....	18
SAP - Enterprise Systems Business Analyst.....	19
PMP - Project Management Professional (Seminar).....	20
Project Management Professional Online (Seminar).....	21
Network and Computer Systems Administrator.....	22
Business Office Assistant.....	23
Medical Records and Health Information Technician.....	24
Six Sigma Green Belt Certification Training - Seminar.....	25
Six Sigma Green Belt Certification Training - Online Seminar.....	26
Course Descriptions.....	27-47
Keyboarding/ Data Entry.....	27
Microsoft Excel I.....	27
Microsoft Excel II.....	27
Microsoft Word I.....	28
Microsoft Word II.....	28
Office Etiquette/Job Preparation Skills.....	28
Internet.....	29
Accounting Skills.....	29
Microsoft Outlook.....	29
Microsoft PowerPoint.....	30
Introduction to Electrical Health Records.....	30
Medical Terminology.....	30
Human Anatomy & Physiology.....	31
Health Data Content.....	31
Patient Visit Management.....	31
Clinical Notes and Examinations.....	32
Medical Coding, Billing, Orders & Admin.....	32
Introduction to SAP.....	32
SAP Navigation.....	33
SAP Organizational Structure.....	33
Master Data in Materials Management.....	34
Logistics Invoice Verification.....	34
Procurement Processes.....	35
Direct & Indirect Procurement.....	35
Physical Inventory.....	35
Materials Requirement Planning.....	36
Subcontracting Process.....	36
Outline Agreements.....	36-37
Consignment Process.....	37
SAP Mini Project.....	38
Resume Critique & Mock Interviews.....	38
Certification Test Questions & Review.....	39
Certification Test C_TSCM52_66.....	39
Introduction to Computers and Computer History.....	39

Introduction to Operating Systems	40
Introduction to Computer Hardware and Software	40
Computer Networks and Infrastructure Basics.....	40
Computer and Network Security/VPN	41
Introduction to Advanced Networking Devices	41
Laptop and Portable Devices	41
Hardware/Network Maintenance and Troubleshooting.....	42
Computer Security & Virus/Malware Protection	42
Introduction to Enterprise Systems.....	42
ERP Configuration	43
Enterprise Systems Tools and Concepts and Careers.....	43
Business Process Integration with Simulation	44
CAPSTONE Certification	44
Introduction to PMP & Project Management Grand Frame	45
Project Management Processes.....	45
Project Integration Management.....	46
Project Scope Management	46
Project Time Management	47
Project Cost Management.....	47
Project Quality Management.....	48
Project Human Resource Management.....	48
Project Communication Management	49
Project Risk Management	49
Project Procurement Management	50
Project Stakeholder Management	50
PM Professional & Social Responsibility.....	51
Six Sigma – Define Phase.....	51
Six Sigma – Measure Phase.....	52
Six Sigma – Analyze Phase.....	52
Six Sigma – Improve Phase.....	53
Six Sigma – Control Phase.....	53

SECTION V: COMPLETION OF DIPLOMA..... 54

Certificate of Completion/Transcript Requirements	55
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SECTION VI: JOB PLACEMENT ASSISTANCE 56

Job Placement Requirements	57
True and Correct Statement.....	57
Thank You	58

SECTION I: GENERAL INFORMARTION

Thank you for your interest in SMLA

Dear SMLA student,

Our institution is dedicated to providing comprehensive vocational programs that train our students with the most sought after career and technical skills needed for employment in today's competitive job market.

We strive to offer an outstanding educational experiences that prepare students to enter into their chosen career path, or level-up their already thriving careers. Our programs, services and curriculae are carefully designed to assist the students with the technical and professional skills needed to grow into their next profesional role.

We are comminted to deliver high quality instruction. Our experienced staff ensures that our every educational experience integrates theoretical content with hands-on activities that allow our graduates to utilize their skills to their full potential from day one.

As the overseer of all our educational programs, I am committed to ensure that the educational endeavors of our students are rich and fruitfull. My offices are always open, if you need have any request, concern or need regarding your studies at SMLA.

Sincerelly,



Zack Zackhem
Dean of Education

Welcome to St. Michael's Learning Academy

I would like to personally welcome you to our family. At SMLA we believe it is our mission to help you shape and grow your career. We spare no effort to ensure our students experience professional and personal transformations throughout our educational programs.

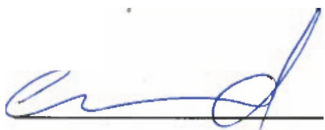
I would like to congratulate you on your decision to expand your skill set. Our skill development seminars and certification courses have been specifically designed to be strong guideposts in your path towards success.

This Student Catalog features general information about your SMLA experience. It includes a list of our available programs and other important information about resources available to you, as well as an overview of the application process.

Our administrative offices are located in Houston, Texas. Please feel free to contact us with any questions by either phone or through our website (smla.me). We are always ready and eager to help in any way.

I wish you the best of luck with your training and look forward to seeing you succeed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christine Aboud', written over a horizontal line.

Christine Aboud
Chief Executive Officer

SMLA Advisory Board

James Thompson

Supply Chain Analyst

james.thompson2@conocophillips.com

281-206-5083

Akshi Mohla, MBA

SAP America -Solution Consultant

akshi.mohla@sap.com

515-441-9916

Tamas Praczko

SAP Delivery Manager for NRG

Tamas.Prnczko@nrg.com

713-582-7173

Stacy Bayton, COO, Corporate America Supports You

(928)210-2240

sbayton@casey-msccn.org

Francesca Mills, Vendor Management Services, NRG

(713)819-7987

francesca.jayne@gmail.com

Michelle Paul, Exec. Director, Capital Idea

(713)391-6053

mpaul@capitalideahouston.org

Laushelle K. Fair, CEO of Exclusive Affairs Signature Events

lkfair@gmail.com

(713)391-6053

Joseph George, Project Manager, Schlumberger

joseph_george@chariseenterprises.org

(281)602-9031

Dr. Jemma Caesar, Director of Retention Senices, University of Houston Downtown

Caesarj@uhd.edu

(832)724-7033

Monique Smith, Education Consultant, AdviseUWise Education Consulting Services

Adviseuwise@outlook.com

(832)423-1431

Timothy Stroud, Stroud Marketing

timotheystroud@hotmail.com

(254)247-9203

History

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

Facilities

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

Mission Statement

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

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

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

General Information

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

Faculty: All faculty members are qualified in their fields of instruction by education

Credit for Previous Training/Education

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

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

Tuition Reduction for Exempted Courses

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

Business Office Assistant

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

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

In all cases, exempted courses must be completed in either an accredited institution or an institution of higher learning (college or university). Classes completed in high school are not eligible for tuition reduction.

Family Educational Right and Privacy Act

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

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

SECTION II: ADMISSION AND FEES

Application Procedure

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

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

Admission Requirements

SMLA admits those individuals who have a High School Diploma (or equivalent) and obtain a minimum passing score of 9 on the TABE (Test of Adult Basic Education) test; Form D. Applicants must also be at least eighteen years of age and exhibit a mature attitude. Parental permission is required for those students under the age of eighteen. In all cases, credit will be given for previous education and/or work experience where objectives of individual subjects have already been met and if the student can illustrate the acquired skill(s). SMLA does not discriminate on the basis of sex, race, religion, national origin, or disabilities. Students with disabilities are subjected to the same admission criteria as all other students.

Placement Assistance

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

Registration Fee

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

Tuition

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

A student that is self-pay, must make an initial payment of 30% of the total cost of the program and make the remaining payments in agreed upon installments until the entire remaining balance is paid in full. A promissory note is then filled out between the Director of Admissions and the future student with clear dates and amounts when installment amounts need to be paid by. No interest or additional charges will apply to the remaining balance.

In addition, students are notified of these dates and amounts with school invoices showing their balances. Invoices are then copied and placed in files for recordkeeping. In the event tuition and fees are not paid, the student's account will be turned to a collection agency to be resolved in accordance with local, state, and federal collection practices, and Certificates of Completion or Diplomas will not be granted until all fees are paid. Tools and test equipment in the student laboratories and the library are provided for the students' use but will remain the property of the school.

A. Cancellation Policy

(1) 3-Day Grace Period (72 hour cancellation privilege)

A student may cancel enrollment and receive a full refund, if they request a cancellation of enrollment within 3 business days from the submission of the completed enrollment agreement.

- The cancellation request can be submitted until midnight of the third business day.
- If the submission of the enrollment agreement occurs any time after 5 business days before the scheduled course start date, SMLA reserves the right to retain up to \$100 in administrative fees.
- In the event that this 3 day grace period overlaps with the course start date, the corresponding cancellation or withdrawal policy will take precedence over this cancellation privilege.

(2) Cancellations Prior to class start date

After the 3 day grace period, if the student chooses to cancel their enrollment before the scheduled class start date, or student fails to enter school, they shall be issued a full refund, except for the \$100 dollar administrative fee.

B. Refund Policy

(1) Mandatory full refunds

A full refund of all tuition and fees is due in each of the following cases:

- (a) An enrollee is not accepted by the school.
- (b) The program of instruction is discontinued by the school and this prevents the student from completing the program
- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

(2) Prorated tuition & fee refunds

If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded a prorated portion of tuition, fees, and other charges. The amount returned will depend on the number of class hours remaining in the program after the effective date of termination.

- Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
- The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.

(3) Extra Expenses (Software, books, tools and other supplies)

Refunds for items of extra expense to the student, such as books, tools, software, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. However, once these materials are purchased, no refund will be made. For full refunds, the school will withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and have already been issued to the student.

(4) Refund for students called to active military service.

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

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

(4) Refunds will be totally consummated within 60 days after the effective date of termination.

SECTION III: ACADEMIC INFORMATION

Leave of Absence

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

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

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

Make-Up Work

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

Repeat Subjects and Remedial Work

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

Conduct

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

School Drug Policy

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

Length of Termination for Violating the School's Drug Policy

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

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

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

Grievance Policy

SMLA and the programs that it currently offers are approved and regulated by the Texas Workforce Commission and approved by the Department of Assistive and Rehabilitative Services (DARS). Our TWC assigned school number is S5089. Students may address any of their concerns regarding SMLA or any of its educational programs by first bringing up the complaint to a faculty member. If the faculty member is unable to resolve the student's complaint, the student will be asked to set up a meeting with the school's director to further discuss the complaint. The school director will then review and assess the complaint and take any and all appropriate measures to resolve it as necessary. Students dissatisfied with the director's response to their complaint can file a formal grievance with TWC as well as with other relevant agencies or accreditations, if applicable. Students may contact the Texas Workforce Commission by mail: 101 East 15th Street, Austin, Texas 78778-0001 or Phone: (512) 936-3100.

Office Hours

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

School Holidays

Martin Luther King Jr., Day	January 20, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day.....	September 7, 2020
Veteran's Day.....	November 11, 2020
Thanksgiving-Thursday and Friday	November 26-27, 2020
Christmas.....	December 23, 2020 - January 3, 2021

Satisfactory Academic Progress

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

Attendance Requirements

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

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

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

Termination, Appeal and Reinstatement

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

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

Grading System

All instructors use the following grading system:

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

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

Grades

Grades in individual courses reflect achievement in the subject matter in accordance with the standards of each course. Any work submitted for evaluation will be assessed and returned promptly, typically within two days. Final grades will be issued for each course in which a student is officially registered and made available online. A course that has not been completed or taken shall be marked as an "I" (incomplete) on that student's grade sheet. Students may access their grades online at my.centresispro.com/stmichaels by logging on using their assigned username and password. Final grades will also be recorded on the student's permanent academic record.

Progress Reports

Progress reports are made available online at my.centresispro.com/stmichaels. All students are given individual access to this website where they can constantly check their progress, both academic and attendance. Grades are typically posted to the website within a day or two of the test date allowing students an opportunity to be abreast of their progress at all times.

Academic Integrity

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

Staff Members

Christine Aboud	Chief Executive Officer/School Director
Zack Zakhem	Chief Instructional Officer/Dean of Instruction
Victoria Martinez	Digital Marketing Specialist
Sebastian Obando	Chief Technology Officer

Faculty

Norma Helton

Medical Assistant Diploma and Associate of Applied Science degree. Registered Health Information Technologist (RHIT). Over 30 years in Health Information Technology field. 10 years teaching experience.

Dorothy Robinson

Associates Degree in Law Enforcement. Over 7 years of SAP experience as a consultant/contractor. 1 year of teaching experience.

Wendy Caesar

Bachelor of Science in Management Information Systems and Masters in Business Administration; Over 20 years of teaching computer applications.

Joseph George

Masters of Science and Bachelor of Science degrees in Mechanical Engineering and BS; Project Management Professional (PMP); Licensed Professional Engineer; Lean Six Sigma Black Belt; 2 years of teaching experience.

Rodney Dove

Bachelor's Degree; Project Management Professional (PMP); 3 years of teaching experience.

William Kempt

Bachelor of Science in Computer Science; Systems Analyst Expert; 2 years of teaching experience.

Zack Zakhem

Bachelor of Arts in Psychology/Masters in Licensed Professional Counselor; 25 years of teaching experience. Microsoft Office (Word, Excel, PowerPoint, & Outlook), Internet, Accounting Skills, Keyboarding/Data Entry, and Office Etiquette/Job Preparation Skills.

SECTION IV: ACADEMIC INFORMATION

SAP - Materials Management Business Analyst

This 14-week program will afford the graduate employment opportunities in the high demand and paying industries of SAP. MM (Materials Management) is not only a key area within the logistics of SAP, but it also drives the supply chain engine. The SAP Materials Management training curriculum prepares students by providing them with a view of the concept of materials management as well as the whole Procure-to-Pay life cycle. Students will be trained using SAP ECC 6.0 in a work environment by providing process steps where applicable; some configuration details for the essential business processes. Graduates will be able to work as SAP ERP Analysts, Business Process Integration Specialists, Subject Matter Experts, Documentation Specialists, End-Users and Trainers.

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
MM-INTRO-A	Introduction to SAP	2	1	1
MM-INTRO-B	SAP Navigation	2	1	1
MM-INTRO-C	SAP Organizational Structure	4	2	2
MM-MD	Master Data in Materials Management	8	4	4
MM-LIV	Logistics Invoice Verification	20	10	10
MM-PROCURE	Procurement Processes	20	10	10
MM-DIRECT	Direct & Indirect Procurement	20	10	10
MM-INV	Physical Inventory	20	10	10
MM-MRP	Materials Requirement Planning	20	10	10
MM-SUB	Subcontracting Process	20	10	10
MM-OLA	Outline Agreements	20	10	10
MM-CON	Consignment Process	20	10	10
MM-MINI	SAP Mini Project	40	10	30
MM-CAREER	Resume Critique & Mock Interviews	12	6	6
MM-CERT	Certification Test Questions & Review	21	10	11
MM-TEST	Certification Test C_TSCM52_66	3	0	0
Total Hours		252	114	135

Registration	\$100.00
Tuition	\$7,100.00
Books/Materials	\$150.00
Software License	\$200.00
Certification	\$250.00
Total Program Cost	\$7,800.00

Class Schedules:

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

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

Admission requirements: One year of college experience or 2 years of work experience in an SAP related field. Students must also pass school's entrance exam by obtaining a minimum score of 70%.

SAP – Enterprise Systems Business Analyst

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

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ERP -101	Introduction to Enterprise Systems	54	36	18
ERP -102	ERP Configuration	54	36	18
ERP -103	Enterprise Systems Tools and Concepts and Careers	26	16	10
ERP -104	Business Process Integration with Simulation	46	30	16
ERP -105*	CAPSTONE Certification	40	20	20
Total Hours		220	138	82

*Note – CAPSTONE certification is offered in a two-week, Monday to Friday condensed block per SAP requirements.: 9:00 AM - 1:00 PM – Monday to Friday or 6:00 – 10:00 PM – Monday to Friday (20 hours x 2 weeks = 40 hours)

Tuition	\$8,100.00
Registration	\$100.00
Books and Material	Included
Total Program Cost	\$8,200.00

Class Schedules and Program Length:

Schedule:

Twelve total weeks:

- First 10 weeks are Monday through Thursday – 4.5 hours per day = 180 total hours
- Last 2 weeks are Monday through Friday – 4 hours per day x 2 weeks = 40 total hours
- A 10-minute break is allowed for each 50 minutes of class time.

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

PMP – Project Management Professional (Seminar)

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

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

*Note – PMP certification course work (not including periodic breaks or lunch) will be conducted over two consecutive weekends; Week 1 (24 hours): Friday, Saturday & Sunday and Week 2 (16 hours): Saturday & Sunday. A one full week (40 hours) Monday – Friday course may be offered on occasional basis.

Tuition	\$799.00
Registration	\$100.00
Materials	\$40.00
Project Management Institute Fees (Certification Exam)	\$555.00
Project Management Institute Book	\$99.99
Total Seminar Cost	\$1,593.99

Class Schedules and Course Length:

Day Schedule: 5 days total:

5 days – 8:00 AM – 6:00 PM conducted over two consecutive weekends:

- Week 1 (Friday, Saturday & Sunday): (30 hour total = 24 course hours, 1 hour and 20 minutes periodic breaks [10 min break for every 60 minutes of course work], 40 minutes lunch)
- Week 2 (Saturday and Sunday): (20 hours = 16 course hours, 1 hour and 20 minutes periodic breaks [10 min break for every 60 minutes of course work], 40 minutes lunch)

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

Project Management Professional Online (Seminar)

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

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

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
PMP101	Introduction to PMP & Project Management Grand Frame	1	1	0
PMP102	Project Management Processes	3	2	1
PMP103	Project Integration Management	3	2	1
PMP104	Project Scope Management	3	2	1
PMP105	Project Time Management	3	2	1
PMP106	Project Cost Management	3	2	1
PMP107	Project Quality Management	3	2	1
PMP108	Project Human Resource Management	3	2	1
PMP109	Project Communication Management	3	2	1
PMP110	Project Risk Management	3	2	1
PMP111	Project Procurement Management	3	2	1
PMP112	Project Stakeholder Management	3	2	1
PMP113	PM Professional & Social Responsibility	1	1	0
Total Hours		35	24	11

Online classes will be scheduled over a 1-week period (Monday – Friday) or over a 2-week period (Saturdays and Sundays).

Tuition	\$799.00
Registration	\$100.00
All other course material (available online)	\$40.00
Seminar Total	\$939.00

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

Network and Computer Systems Administrator

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

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 101	Introduction to Computers and Computer History	12	9	3
ITDT 102	Introduction to Operating Systems	20	8	12
ITDT 103	Introduction to Computer Hardware and Software	40	12	28
ITDT 104	Computer Networks and Infrastructure Basics	80	20	60
ITDT 105	Computer and Network Security/VPN	7	3	4
ITDT 106	Introduction to Advanced Networking Devices	13	10	3
ITDT 107	Laptop and Portable Devices	9	3	6
ITDT 108	Hardware/Network Maintenance and Troubleshooting	9	2	7
ITDT 109	Computer Security and Virus/Malware Protection	10	4	6
Total Hours		200	71	129

Registration	\$100.00
Tuition	\$5,350.00
Books/Materials	\$350.00
Total Program Cost	\$5,800.00

Class Schedules:

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

Program Length: Full-time: 12 weeks Part-time: 16 weeks

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

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

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

Business Office Assistant

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

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

Registration	\$100.00
Tuition	\$3000.00
Books/Materials	\$400.00
Total Program Cost	\$3,500.00

Class Schedules:

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

Program Length: Full-time: 15 weeks

Part-time: 19 weeks

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

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

Medical Records and Health Information Technician

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

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

Registration	\$100.00
Tuition	\$6,900.00
Books/Materials	\$500.00
Total Program Cost	\$7,500.00

Class Schedules:

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

Program Length: Full-time: 22 weeks

Part-time: 34 weeks

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

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

Six Sigma Green Belt Certification Training - Seminar

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

Course	Subject	Total Clock Hours	Lecture Hours	Lab Hours
ICGB 101	Six Sigma – Define Phase	8	7	1
ICGB 102	Six Sigma – Measure Phase	8	7	1
ICGB 103	Six Sigma – Analyze Phase	8	7	1
ICGB 104	Six Sigma – Improve Phase	8	7	1
ICGB 105	Six Sigma – Control Phase	8	7	1
Total Hours		40	35	5
Tuition		\$2,000.00		
Registration		\$100.00		
Books and Materials		\$100.00		
IASSC Certification Exam		\$295.00		
Total Seminar Cost		\$2,495.00		

Class Schedules and Course Length:

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

Weekend # 1:

8:00 AM - 6:00 PM..... Saturday & Sunday

Weekend # 2:

8:00 AM - 6:00 PM..... Saturday & Sunday

Or

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

Admission requirements: Minimum of 1 year college education.

Six Sigma Green Belt Certification Training - Online Seminar

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

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

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

Tuition	\$2,000.00
Registration	\$100.00
Books and Materials	\$100.00
IASSC Certification Exam	\$295.00

Total Seminar Cost **\$2,495.00**

Class Schedules and Course Length:

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

Weekend # 1:

8:00 AM - 6:00 PM..... Saturday & Sunday

Weekend # 2:

8:00 AM - 6:00 PM..... Saturday & Sunday

Or

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

Admission requirements: Minimum of 1 year college education.

Course Descriptions

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

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

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

Prerequisites: None

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010.

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

Prerequisites: KB101

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010

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

Prerequisites: KB101

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010

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

Prerequisites: KB101

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010

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

Prerequisites: KB101

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

Text/Learning Materials: Manuals and handouts

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

Prerequisites: None

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

Text/Learning Materials: Manuals and handouts

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

Prerequisites: None

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

Text/Learning Materials: Manuals and handouts

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

Prerequisites: EX101 or EX201

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010

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

Prerequisites: KB101

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

Text/Learning Materials: Office 2010 Simplified, by Kate Shoup. Wiley Publishing Inc., 2010

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

Prerequisites: KB101

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

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

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

Prerequisites: None

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

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

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

Prerequisites: None

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

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

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

Prerequisites: ER101 and MT101

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

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

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

Prerequisites: ER101 and MT101

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

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

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

Prerequisites: ER101 and MT101

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

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

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

Prerequisites: ER101, MT101, and PM201

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

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

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

Prerequisites: ER101 and MT101

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

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

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

Course	Total Clock Title	Lecture Hours	Lab Hours	Hours
MM-INTRO-B	SAP Navigation	2	1	1

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

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

Course	Total Clock Title	Lecture Hours	Lab Hours	Hours
MM-INTRO-C	SAP Organizational Structure	4	2	2

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

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

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

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

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

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

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

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

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

Course	Title	Total Hours	ClockLecture Hours	Lab Hours
MM-PROCURE	Procurement Processes	20	10	10

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

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-DIRECT	Direct & Indirect Procurement	20	10	10

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

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

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

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

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-MRP	Materials Requirement Planning	20	10	10

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

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-SUB	Subcontracting Process	20	10	10

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

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-OLA	Outline Agreements	20	10	10

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

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

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

Contract types

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

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

Scheduling Agreements:

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

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

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

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

Students will understand and know how to execute the following:

- Create and understand the working of a Consignment Procurement
- Create consignment Purchasing Info Record – ME11
- Create a Consignment PO – ME21N
- Post the goods receipt – MIGO – 101K
- Post goods issue from consignment stock – MIGO 411K
- Settlement of consignment liabilities – MRKO

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-MINI	SAP Mini Project	40	10	30
Text/Learning Materials:		Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.		
Course Description:		<p>This course allows students to work on the Mini Project, which is very helpful for students as it provides pre work experience.</p> <p>The program provides pre-professional learning experience in which students apply their skills and knowledge in a professional environment. Mini project enables students to go through complete software development life cycle. In addition, this course assists students in the preparation of various project documents required to be maintained in the entire Software development life cycle. The training on these projects are conducted under the supervision of industry drawn, highly qualified IT professionals who are up to date on the latest technologies and processes.</p> <p>The projects from which the students have to choose are listed below:</p> <ul style="list-style-type: none"> • Configure release procedure for contracts (outline agreement) • Configure return to vendor process • Configure the stock transport order process between two plants in same company code • Configure consumption based planning based on material forecasting 		

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-CAREER	Resume Critique & Mock Interviews	12	6	6
Text/Learning Materials:		Materials Management with SAP ERP: Functionality and Technical Configuration, written by Martin Murray.		
Course Description:		<p>This subject will assist students with resume critiques and mock interviews using the instructor knowledge and experience. The mock interviews will allow students to identify their strongest skills before beginning a job search and provide helpful feedback from the instructor.</p> <p>The resume critiques will assist the students in writing a professional resume with key words that make the resume stand out from the rest. This is extremely helpful because resumes are reviewed by experienced and professional resources.</p>		

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-CERT	Certification Test Questions & Review	21	10	11

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

Course Description: This course is designed to assist students in preparing for their SAP MM certification exam_(C_TSCM52_66). Practice exams that are similar to real SAP certification exam have been designed and reviewed. Our team of experienced and certified SAP MM consultants has prepared questions for this exam considering SAP MM certification exam syllabus and weighing all the topics. All the questions that are reviewed are similar to the actual SAP MM certification exam.

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
MM-TEST	Certification Test C_TSCM52_66	3	0	0

Text/Learning Materials: Not Applicable

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

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 101	Introduction to Computers and Computer History	12	9	3

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: In this course, students learn a general relevant overview of computer evolution and computer technical history. Upon completion students will learn the importance of computer development and how they are vital in human lives and aid in further human technological advances, past present and future.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 102	Introduction to Operating Systems	20	8	12

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course introduces students to proprietary and open source software of operating systems; Microsoft Windows and Unix-Linux. Students will learn the difference, relativity and advantages of both operating platforms and how they are used in the work place, as well as home computing.

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 103	Introduction to Computer Hardware and Software	40	12	28

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course introduces two different elements within the computer environment (Hardware and Software) and how these interact to function according to the end users' tasks and needs. This will include computer internal hardware and peripherals, as well as computer programs and applications.

Prerequisites: Comprehension of operating system environments and ITDT 102

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 104	Computer Networks and Infrastructure Basics	80	20	60

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

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

Prerequisites: ITDT 102 & ITDT 103

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 105	Computer and Network Security/VPN	7	3	4

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course instructs students on the importance of securing all workstations and local area servers as well as hard drive, BIOS and operating system measures. Students will be taught the very importance of all security measures applicable to the possible environments they will be working with. Students will also be educated on virus attacks on all fronts of networks, small and large.

Prerequisites: ITDT 102, ITDT 103 & ITDT 104

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 106	Introduction to Advanced Networking Devices	13	10	3

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course exposes students to advanced networking devices such as CISCO routers, switches, hubs, and access points and their functions and how they operate within a networked environment.

Prerequisites: ITDT 102, ITDT 103 & ITDT 104

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 107	Laptop and Portable Devices	9	3	6

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course instructs students to operate and configure mobile devices for mobile needs and optimized functionality. Students learn hardware specification differences for laptops and other portable devices.

Prerequisites: ITDT 102, ITDT 103 & ITDT 104

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 108	Hardware/Network Maintenance and Troubleshooting	9	2	7

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course instructs students on the principles of working with hardware failures and many possible reasons for loss of connectivity and/or system errors. Students will learn effective strategies to alleviate issues that cause down-time and minimize possibility for future reoccurring issues to repeat themselves.

Prerequisites: ITDT 102, ITDT 103 & ITDT 104

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ITDT 109	Computer Security & Virus/Malware Protection	10	4	6

Text/Learning Materials: Comp TIA A+ Guide to Managing and Troubleshooting PCs, 8th Edition by Michael Meyers. Published by the McGraw Hill Companies, 2012.

Course Description: This course explains information security, the concepts of malicious code, including viruses, the common vulnerabilities in computer programs, issues about password authentication, comparing security mechanisms for conventional operating systems, describing threats to networks, techniques for ensuring network security, as well as removing viruses and malware.

Prerequisites: ITDT 103 & ITDT 107

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-101	Intro to Enterprise Systems	54	36	18

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

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

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-102	ERP Configuration	54	36	18

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

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

Prerequisite: ERP-101

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-103	Enterprise Systems Tools and Concepts and Careers	26	16	10

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

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

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-104	Business Process Integration with Simulations	46	30	16

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

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

Prerequisite: None

Course	Title	Total Clock Hours	Lecture Hours	Lab Hours
ERP-105	CAPSTONE Certification	40	20	20

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

Course Description: This capstone course in ERP systems leads students through the official SAP TERP10 (training in ERP for 10 days) certification course culminating in the SAP professional certification exam. Students will complete a rigorous curriculum that includes the integration of the complete supply chain and business process to include FICO, Purchasing, Manufacturing, Sales, MRP, Inventory & Warehouse Management, Enterprise Asset Management, Project Systems, and Business Intelligence. The knowledge base will include the integration of organizational levels, master data, business process, and reporting. After completion of this final course and exam students will be awarded an SAP Certification and will be ready for a career as an SAP implementation consultant.

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

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

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Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
 2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

Text/Learning Materials: 1- Project Management Professional (PMP) Certification Course, First Edition, by Joseph George. Published by Charis-Enterprises, LLC, 2016.
2- PMP Exam Prep: Questions, Answers & Explanations: 1000 + Practice Questions with Detailed Solutions Updated 2016 Edition, Fifth Edition by Christopher Scordo. Published by SSI Logic, 2016.

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

Prerequisites: Basic computer knowledge and project management experience

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

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

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

Prerequisites: Basic computer knowledge

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

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

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

Prerequisites: Basic computer knowledge

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

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

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

Prerequisites: Basic computer knowledge

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

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

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

Prerequisites: Basic computer knowledge

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

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

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

Prerequisites: Basic computer knowledge

SECTION V: COMPLETION OF DIPLOMA

Certificate of Completion/Transcript Requirements

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

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

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

SECTION VI: JOB PLACEMENT ASSISTANCE

Job Placement Requirements

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

True and Correct Statement

The information contained in this catalog is true and correct to the best of my knowledge.



Zack Zakhem
Dean of Education

Student Catalog

2019-2020

Thank you!



SMU