



SMLA

**Detroit Campus Student Catalog
2020-2021**

Volume 2

St. Michaels Learning Academy

4400 8 Mile Road, B4, Detroit, Michigan 48234

SMLA.me

517-200-8195



Volume 2 (Published October 1, 2020)

Licensed by State of Michigan Department of Labor and Economic Opportunity (LEO)

Approved for Michigan Workforce Development Agency (Michigan Works!)

Approved for Michigan National Guard State Tuition Assistance Program (MING-STAP)

Approved for Michigan Rehabilitation Services (MRS)

Approved for Vocational Rehabilitation & Employment Program (Chapter 31) # 25209722

This catalog gives a general description of SMLA and provides detailed information regarding curricula offered by SMLA. This Catalog incorporates herein, by reference, the Enrollment Agreement, the Student Handbook and any addendum or supplements issued after the publication date and, thereby, are part of the Catalog. The provisions of this and other school publications, documents, and forms are not to be regarded as an irrevocable contract between the student and SMLA. The school reserves the right to make any and all changes to this and other publications, documents, and forms, including but not limited to, changes to program length, content, materials, or schedule at any time. However, any modification of student's tuition rate, fees and refund policies will remain unchanged provided the student maintains continuous attendance. Any modification of tuition, fees or refund policies shall be agreed to in writing by all parties.

THANK YOU FOR YOUR INTEREST IN SMLA

DIRECTOR'S WELCOME

Congratulations on the start of your new journey filled with exciting opportunities leading to a successful and rewarding career. As the Campus Director, it is my sincere pleasure to welcome you to the St. Michaels Learning Academy family. St. Michael's Learning Academy (SMLA) is dedicated to providing comprehensive vocational programs that meet the students' academic goals as well as the skills and job standards needed for employment in today's competitive job market. In doing so, our graduates become better prepared for future experiences in educational, vocational and community settings. We, at SMLA, strive to offer an outstanding educational experience that prepares students to enter into or advance in their chosen career path. We assist the students with the technical and social skills needed to transition into the next phase of their life by delivering high quality and experienced instruction and integrating academic and employment skills in an environment where students can achieve their maximum potential.

SMLA is continuously working to improve standards of excellence and assure the continuation of quality programs and services through regulatory structures and systems monitored by the school's staff and faculty. This would measure student achievements and results as a baseline for continuous improvement. The years of experience and dedication of our faculty is reflected to be a significant strength of the program. Each instructor must take part in continuous education and meet the following annual educational goals of improvement: 1) maintain a valid curriculum measured by job market driven data and not divert from its main structure, 2) utilize effective teaching techniques, and 3) safely manage their classroom. We encourage all instructors to improve and revise curriculum, as appropriate, thereby maintaining the validity of the program's content.

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

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



Best Regards,

Daniel Winston

Daniel Winston
Campus Director



DETROIT CAMPUS ADMINISTRATION

Daniel Winston | *Campus Director*

Myron Gray | *Director of Strategic Initiatives*

Danielle Knox | *Director of Finance*

Melvin Hicks | *Director of Information Technology*

Christopher McBride | *SAP Adjunct Instructor*

Huei Lee | *SAP Adjunct Instructor*

Toni Krowisz | *Project Management Instructor*

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GENERAL INFORMATION

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.

FACILITIES

St. Michael's Learning Academy has general classrooms, a computer lab, and a student lounge. 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.

TUTORING

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

FACULTY

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



GENERAL INFORMATION

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.

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.



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. **Applicants are required to take the following steps:**

- Complete an interview with an admissions representative
- Submit proof of high school graduation or equivalence
- Submit transcripts from all universities or colleges previously attended
- Complete an enrollment agreement
- 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 17 of the Wonderlic. Applicants must also be at least eighteen years of age and exhibit a mature attitude. 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 based on 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 record keeping. 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.

ADMISSION AND FEES

CANCELLATION POLICY

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

REFUND POLICY

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

More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

ADMISSION AND FEES

7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- An enrollee is not accepted by the school;
 - If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - If the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

1. 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;
2. 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
3. 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:
 - Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

REFUND POLICY FOR SEMINARS

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - The last date of attendance; or
 - The date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

ADMISSION AND FEES

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.
5. A full refund of all tuition and fees is due in each of the following cases:
 - An enrollee is not accepted by the school;
 - If the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
 - 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.



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 time frame 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 to make-up any missed work.

REPEAT SUBJECTS AND REMEDIAL WORK

Students who are struggling in a 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 course. Students are only allowed to retake two (2) tests for any course in a 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 always expected to exercise good taste and to be appropriately dressed and well-groomed. 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.

ACADEMIC INFORMATION

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

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

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

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.

SATISFACTORY ACADEMIC PROGRESS

Students attending classes at SMLA must maintain a minimum grade average of 70% to meet satisfactory academic progress. Any student not achieving a grade 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 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.

ACADEMIC INFORMATION

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 monthly 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 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.

ACADEMIC INFORMATION

GRADING SYSTEM

All instructors use the following grading system:

<u>Letter Grade</u>	<u>Definition</u>	<u>Percentage</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. Final grades will also be recorded on the student's permanent academic record.

PROGRESS REPORTS

Progress reports are made available online using Microsoft 365 "Teams" platform. All students are given individual access to "Teams" where they can constantly check their academic and attendance progress. Grades are typically updated to "teams" within a couple days 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.

ACADEMIC CALENDAR

CALENDAR	2020	2021
Winter A Begins	January 6	January 4
*Martin Luther King Jr Day	January 20	January 18
Winter A Ends	February 13	February 18
Winter B Begins	February 17	February 22
Winter B Ends	March 26	April 1
Spring A Begins	March 30	April 5
*Good Friday	April 10	April 2-April 4
Spring A Ends	May 7	May 13
Spring B Begins	May 11	May 17
*Memorial Day	May 25	May 29-May 31
Spring B Ends	June 18	June 24
Summer A Begins	June 22	June 28
*Independence Day	July 4	July 5
Summer A Ends	July 30	August 5
Summer B Begins	August 10	August 16
*Labor Day	September 7	September 6
Summer B Ends	September 17	September 18
Fall A Begins	October 5	October 4
Fall A Ends	November 12	November 15
*Thanksgiving Holiday	November 26-27	November 25
Fall B Begins	November 30	November 29
Fall B Ends	December 22	December 22
*Christmas Break	December 23-January 3	December 23-January 3

*Indicates NO CLASS scheduled on those dates

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	Title	Total	Lecture	Lab
ERP-101	Introduction to Enterprise Systems	80	54	26
ERP-102	ERP Configuration	80	54	26
ERP-103	Enterprise Systems Tools and Concepts and Careers	80	50	30
ERP-104	Business Process Integration with Simulation	80	52	28
ERP-105	CAPSTONE Certification	80	40	40
		400	250	150

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

CLASS SCHEDULES AND PROGRAM LENGTH

Twenty total weeks schedule

- 20 weeks are Monday through Thursday – 5 hours per day = 400 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

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	Title	Total	Lecture	Lab
PMP-101	Introduction to PMP & Project Management Grand Frame	4	3	1
PMP-102	Project Management Processes	3	2	1
PMP-103	Project Integration Management	3	2	1
PMP-104	Project Scope Management	3	2	1
PMP-105	Project Time Management	3	2	1
PMP-106	Project Cost Management	3	2	1
PMP-107	Project Quality Management	3	2	1
PMP-108	Project Human Resource Management	3	2	1
PMP-109	Project Communication Management	3	2	1
PMP-110	Project Risk Management	3	2	1
PMP-111	Project Procurement Management	3	2	1
PMP-112	Project Stakeholder Management	3	2	1
PMP-113	PM Professional & Social Responsibility	3	2	1
		40	27	13

Note – PMP certification course work (not including periodic breaks or lunch) will be conducted over 4 consecutive weeks; Monday – Thursday. A one full week (40 hours) Monday – Friday course may be offered on occasional basis.



PMP | PROJECT MANAGEMENT PROFESSIONAL

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: 16 days

9:00am – 11:45am conducted over four consecutive weeks: Monday – Thursday with one 15 minute break per class.

Evening Schedule: 16 days

6:00pm – 8:45pm conducted over four consecutive weeks: Monday – Thursday with one 15 minute break per class.

Weekend Schedule: 5 days

8:00am – 6:00pm 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

High school diploma, associates 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 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.



COURSE CATALOG

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
ERP-101	Intro to Enterprise Systems	80	54	26

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 an 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 user perspective of each of these areas on the most current SAP system and become comfortable with creating standard business documents.

Prerequisite: None

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
ERP-102	ERP Configuration	80	54	26

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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
ERP-103	Enterprise Systems Tools and Concepts and Careers	80	50	30

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

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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 skill set.

Prerequisite: None

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
ERP-104	Business Process Integration with Simulations	80	52	28

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 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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
ERP-105	CAPSTONE Certification	80	40	40

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 TS410 (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

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<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-101	Introduction to PMP & Project Management Grand Frame	4	3	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-102	Project Management Processes	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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 life cycle, 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 Life cycle vs Project Management Process Life cycle, project

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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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-103	Project Integration Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-104	Project Scope Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

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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, management plan, collecting stakeholder requirements techniques, balancing stakeholder requirements, resolving competing requirements, traceability matrix, work breakdown structure construction, scope verification and scope control.

Prerequisites: Basic computer knowledge and project management experience

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-105	Project Time Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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 leveling 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, network analysis, project schedule, baseline, and schedule control.

Prerequisites: Basic computer knowledge and project management experience

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-106	Project Cost Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *PMP Exam Prep:*

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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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-107	Project Quality Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

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<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-108	Project Human Resource Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-109	Project Communication Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

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<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-110	Project Risk Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-111	Project Procurement Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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,

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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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-112	Project Stakeholder Management	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

<u>Course</u>	<u>Title</u>	<u>Total</u>	<u>Lecture</u>	<u>Lab</u>
PMP-113	PM Professional & Social Responsibility	3	2	1

Learning Materials: *Project Management Professional (PMP) Certification Course, First Edition*, by Joseph George. Published by Charis-Enterprises, LLC, 2016. *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

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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