

Solution

Support

Success



Anderson Business Consulting Services

# *Course* Catalog

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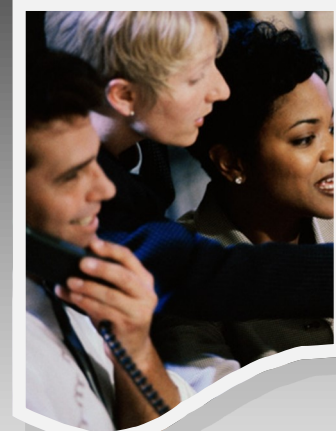
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**TRAINING:** We are here to assist you and your business with your training and educational plans. We will facilitate your achievement of instructional objectives in *Technology, Business, Personal and Professional Development, Corporate Health and Wellness, and Train the Trainer.*



**DEVELOPMENT:** Our instructors and developers are experienced and certified where applicable. They stay current with continuous certifications and professional development seminars to ensure that they are up-to-date on all of the latest developments and best practices techniques in their fields. Development services include *Corporate Wellness Initiatives, Web Development and Database Development.*

**CONSULTING:** Need assistance with corporate training and development goals? Office automation? Project management? We've got you and your business goals and objectives covered. You and all of your consulting needs are in expert hands. Leave it to us. Consulting includes: *Project Management, and Office Automation.*

**OFFICE PRODUCTIVITY:** We offer courses in *Windows, Project, Outlook, Publisher, Word, Excel, PowerPoint, Access. We also provide QuickBooks. and Crystal Reports training.*



*Our courses are tailored and customized and range from introductory to advanced levels, for both groups and individuals, via classroom and virtual instructional delivery methods.*

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# ABCs COURSES





# Business Courses

## BUSINESS PLAN WRITING WORKSHOP-20 HOURS

A carefully written business plan is critical for attracting potential investors, vital to potential funding sources, and is an indispensable guide for business operations. The objective of this course is to familiarize students with the essential elements of a business plan. Participants will organize their thoughts, concepts, and strategies, and incorporate them into this valuable and necessary business tool. Participants will become skilled in gathering information, performing an analysis of their business idea, and completing a business plan. Participants will also learn to use the business plan as a business start-up, continuing operations-, or business expansion- guide.

### **Participants will create the following:**

**Executive Summary:** Summarizes everything for a "quick read" that tells potential investors what they'll find in the details of your entire business plan. This section is written last.

**Company Summary:** Tells potential investors about your company and its history.

**Product and Services Summary:** Introduces your readers to the products and/or services you will be selling.

**Market Analysis Summary:** Help readers understand your organization by helping them understand your industry.

**Marketing Strategy:** Explain how your marketing strategy will contribute to the success of your business.

**Management Summary:** Put your management team on "Center Stage". This could be the KEY to getting the money you need.



## BUSINESS WRITING – 20 HOURS

### **Course Objective:**

One of the most essential qualifications for almost any business, community, or volunteer role is the ability to communicate effectively in written form. Often, a decision is made regarding an opportunity based on how you write, long before the hiring manager has met you in person. In a digital world where acronyms and abbreviations have become the norm, written language skills have become a lost art. The ability to put words together that can inspire, motivate and effectively communicate with others, will have a positive impact on workplace performance and upward mobility.

### **Course Content:**

This course is a hands-on exploration of the kinds of communication that take place in business. Students will learn the do's and don'ts of the various written communications formats.

### **Topics will include:**

The role of the written word in today's workplace, Myths and truths about great writers, Types of business writing :Letter, Memorandum, Email, Report, Proposal, Business Plan, Speech, Creative Copy, Writing Fundamentals, Barriers of Effective Communication, Writing Tips and Techniques

The course will utilize lecture, interactive exercises and practical assignments to help the students develop skills that are invaluable in the workplace. Remember that you are often judged by how you write – email, letter, resume – long before you ever meet the other party. Learn how to make a great impression every time.

# Business Courses

## CONFLICT RESOLUTION – 20 HOURS

### Course Objective:

Conflict resolution is one of the most difficult areas to master, both at work and in one's personal life. Given the diverse mix of ethnicity, perspective, culture, gender and opinion that exist in the modern workplace, conflict from time to time is inevitable. This course gives the attendee an opportunity to develop soft skills that will have a positive impact on relationships with employees, bosses, spouses, children and anyone else in one's circle of influence. The ability to successfully dial down the volume in a crisis situation and reach a mutually satisfactory resolution will add value in any workplace and improve one's overall quality of life.

### Course Content:

This course features lecture, case studies and interactive activities designed to teach the attendees a variety of techniques for successfully navigating a conflict situation. By the end of the courses students will...

- understand the role that conflict plays in the workplace
- Have an understanding of personality styles and their impact
- Know how to confront a co-worker or subordinate in an appropriate manner
- Be able to recognize a pending escalation of an emotional situation
- Possess new skills for negotiation and keeping the peace
- Be acquainted with several techniques for locating common ground
- Have the ability to effectively "manage up"
- Know how to confidently negotiate win-win outcomes

A powerful attribute of the successful professional is the ability to facilitate consensus when perspectives differ. There may not be a more valuable weapon in your arsenal.



## PRODUCTION ASSISTANT WORKSHOP-24 HOURS

This two day, bootcamp-style Production Assistant workshop is perfect for those just starting their career as a PA as well as those looking to advance their knowledge of what it takes to succeed as an office or on set production assistant working on commercials, industrials, music videos, independent films, television series and studio features.

Training includes, but is not limited to:  
Production Terminology and Paperwork

Film Crew Titles & Job Descriptions

Production Assistant Duties & Responsibilities

Set Etiquette » Dos & Don'ts

How a Typical Set Day Proceeds (on music videos, commercials, feature films, etc.)

Locking Up the Set, Distribution, and Petty Cash

Walkie Protocol, Terminology & Sign Out

Setting Up Video Village, Extras Holding, and Supporting Your AD Team

We discuss must have PA gear and kits, provide hands-on equipment training, and share resume tips and where to find experience as well as paid work. Learn how successful office and set PAs as well as DGA assistant directors got into the business, what they look for when they hire PAs, their tips for **SUCCESS**, and how to avoid their pet peeves. This bootcamp simulates a typical day on set to prepare new PAs for their first job, and more experienced PAs the knowledge and training they need to up their skills and compete in the fast paced and growing Georgia film industry. All students who finish the two day workshop are listed on the GPP member only website database, and offered internship and paid work opportunities for at least two years through a secret FB page that only these students and Producer Linda Burns can access for networking and mentorship.



# Business Courses

## GOOGLE TOOLS - 9 HOURS

Save money and time by learning how to access free word-processing, spreadsheet, and presentation software tools online

### Use free Google Tools to:

- Create documents, spreadsheets , presentations,
- Collaborate / Share
- Create forms, tabulate results
- Share documents, photos, videos with friends/family
- Video Chat
- Store data "in the cloud" / access from anywhere
- Upload/edit/share videos on YouTube / Create your own channel
- Customize phone number that rings on any phone
- Customize email account, access from anywhere.
- Surveys / Feedback: Summarize results for action and more...



## GRANT WRITING/BUSINESS PLAN WRITING SEMINAR 4 HOURS

### Course Description

There are billions of dollars available in free funds for Housing, Businesses, Education, Medical Expenses, Minorities, Women, and Research Projects. Each year millions of dollars in grant monies are returned because of lack of qualified applicants. Why not get the funds you need to finance your dreams and goals! Participants will learn about the sources and types of grant funds available. This class covers techniques to apply to find a match suitable for you, your project, or your business. The grant proposal format is explained. Participants will also become familiar with the components of the Business Plan, a necessary components of the grant proposal. The class concludes with valuable grant and business writing tips that will increase your chances of getting funded.

### Participants will learn:

- The types and sources of grants
- Planning essentials/how to gather information
- How to increase odds of getting funded
- The difference between public/private sector grants
- The grant proposal format
- Grant writing tips
- Reasons why small business fail
- How to design a plan to fit your business
- The do's and don'ts of proposals
- 10 questions to ask about your plan
- How to make the proposal work

# Business Courses

## GRANT WRITING WORKSHOP – 20 HOURS

### Course Description

This hands-on workshop allows participants to search online for sources of funds. After finding a match, grant funding guidelines are evaluated and applied. Participants learn general writing tips that will enable them to write better grants. Participants will also write a sound mission statement to support their goals for getting funding, and are then

instructed on how to define their goals and objectives. Many funders look at the budget first when reviewing a grant application; so participants will design a budget plan using a pre-designed budget template. Lastly, participants will finalize the grant application packet, by completing a cover letter from a pre-designed format, and ensuring that all the pieces of their grant application is in place. Each participant will have completed a grant application at the end of this workshop.

### Each participant will be supplied with the following:

Grants Contact Database used to track funding requests, Completed Grant Application, Cover Letter Template, Budget Template. A certificate of completion will be issued at the completion of all sessions.

### Participants will learn

- How/when to decide to apply
- The grant proposal format
- How to conduct research
- How to find a match for your project
- How to organize your writing
- How to complete each section of the grant proposal
- How to accept rejection
- The next steps to take after grant is approved
- Reporting criteria for approved grants



# Business Courses

## SMALL BUSINESS BLUEPRINT – 20 HOURS

### Course Description:

Do you have a business idea? Invention? Or are you just tired of the rat race? Well, starting your own business has probably crossed your mind, but then you asked: how do I start? Where do I go from here? Should I file a Corporation, LLC, S Corp, sole proprietorship? What's the difference? Do I need a lawyer and what will it cost? Do I need an accountant too? Discouragement, overwhelming information, and too many options can, did or will deter you from pursuing your dream, or perhaps you decided to just wing it – but even that isn't quite working out! Starting a business is actually much simpler today in the United States than ever before anywhere in the world. All the confusion and fear can be mitigated by a simple understanding of the business and financial rules in this country. In this Foundation SMB Course participants will gain an understanding of the basic necessities to get a business up and running in full compliance with local and federal regulations, along with the knowledge of how to structure the business for maximum proficiency to attain goals and objectives. Basically, if you want to successfully play in the sand pit, you need to know the rules of the pit!

### Participants will learn;

- The legal requirements of establishing and running a business
- The difference between different business entity structures
- Where, why and how to establish a business entity
- The costs associated with establishing a business
- Implementations that will help with the credibility of the subsequent business
- What relationship with other companies are necessary to establish



## WEB DESIGN – 9 HOURS

### Course Objectives:

Web design is the planning and creation of websites. This includes the information architecture, user interface, site structure, navigation, layout, colors, fonts, and imagery. All of these are combined with the principles of design to create a website that meets the goals of the owner and designer. create a viable functional website using free web design tools and incorporate creativity. See how easy it is to create your own professional looking websites.

### Topics include incorporating;

- Images
- Audio
- Videos
- Hyperlink
- Social Media

# Business Courses

## BUSINESS FINANCIAL INSTRUMENTS AND TOOLS 8 HOURS

### Course Description:

In this class, students are presented with an overview of the volatile landscape of business operations, and how they were impacted by the recent financial crisis. Students will review the roles of financial institutions in business, processes as well as financial regulations. Students also become familiar with the Federal Reserve System and international banking. Explore concepts of risk, return, asset class, technical analysis and more. Discover the different types of tools and when to use which ones optimally for your business.

### Students will learn :

- Asset Classes
- Risk versus reward
- Federal Reserve and interest rate policy
- Difference between fundamental and technical analysis
- Overview of financial statements and analysis
- Time value of money,
- Management of cash flow, risk and return,
- Financing sources



## BUSINESS FINANCIAL INSTRUMENTS AND TOOLS II 8 HOURS

### Course Objectives:

- In this class, students will delve deep into commonly used terms such as annuities, bonds, and dividends. They will understand the meaning of these terms and gather the appropriate knowledge to properly invest and profit. Students will review asset valuations and dividends, income statements, perpetuities and the reasons a stock price fluctuates. Students also become familiar with the time value of money investments grades. Explore concepts of bonds, yields, treasuries, balance sheets and more.

### Students will learn:

- Time Value of Money  
Dividends  
Perpetuities  
Annuities  
Bonds  
Yields  
Trusts  
Investment Grades  
Stock Price Fluctuations  
Income Statements



# Business Courses

## EXCEL FOR BUSINESS- 6 HOURS

### **Course Description:**

This course covers the basics of Microsoft Excel. Course is targeted to students who have completed the business series, however, it provides an overview of the knowledge and skills you need to get the most out of Microsoft Excel.

**Students will learn** the Excel interface, create and format worksheets, make calculations, create formulas, use functions, create charts, and use tools to analyze data meaningfully. In addition students will learn how Excel is integral in creating the financial statements for their business plan.



## ENTREPRENEURSHIP - 6 HOURS

### **Course Objectives:**

This course begins with a pre-assessment to ask and answer questions critical to successful entrepreneurship. It progresses with an introduction to the creative and innovative managerial practices of successful entrepreneurship. This course reviews the significant economic and social contributions entrepreneurs provide to society, the intense lifestyle commitment, and the skills necessary for entrepreneurial success. Provides an overview of the entrepreneurial process.

Students will become familiar with innovative ways to supplement their current income. Students will also learn “entrepreneurial” practices that can be implemented in their current positions to increase ownership and productivity on their jobs.



# Business Courses

## PSYCHOLOGY OF BUSINESS – 8 HOURS

### **Course Description:**

The psychology of business is a course that will allow the registrant the opportunity to learn techniques and behaviors associated with the “why” behind some of the most talked about business moves seen today. This course will be fun and educational to the learner; providing a chance to find your place with in a corporation apart from solely preforming as a employee; but identifying the purpose of being more than just an employee and its long term results.

### **Weekly Topics**

- Psychology: more than a session on the couch
- The Integration of Psychology and Business: “think” business... “Be” Business
- What is Industrial and Organizational Psychology: The Message is in the Details
- Project assignments and discussions: Help! I need an I/O Psychologist
- Project Design and Discuss
- Final Presentations of Projects: Pt 1
- Final Presentations of Projects: Pt 2
- The “New” employee: How to implement learned techniques to my work environment



## STARTING AN IMPORT/EXPORT BUSINESS – 9 HOURS

Did you know that this type of organization is the fastest growing small business?

- Learn which type of import/export business are the most successful
- Understand the minimal investment required, and the capacity to expand in a global market
- Utilize the Internet to facilitate growing your business
- Understand trading concepts
- Understand how to use Letters of Credit
- Understand shipping terms
- Identify concepts of international transactions

## QUALITY ASSURANCE – 15 HOURS

### **Course Description:**

This course is a high- level class in testing and quality assurance emphasizing the planned development of software and the nature of test development and implementation. Topics include: test strategies, test planning, functionality testing, stability testing and debugging techniques.

### **Participants will:**

Use and apply current IT discipline- related concepts and practices.

Refine their mastery of project management and software design

Attain a maturing level of skills with regard to test terminology, strategy and planning

Identify and analyze problems or opportunities define requirements for addressing them appropriate.

Define the problem domain, create systems and requirements

Refine algorithms to a proficient level as they apply them to real- world projects

Design and develop effective, IT- based solutions and integrate them into the user environment

Transit software design into implementation with programming testing and quality assurance techniques

Create testing plan (including white- box and black- box testing, domain testing, functional testing and integration testing)



### **Students will be able to :**

Generate test cases

Create and implement effective project test plans.

Follow the quality assurance model in software design and implementation

Execute a testing plan

Identify and investigate current and emerging technologies and assess their applicability in

Address individual and organizational needs.

Produce status reports

Identify proper techniques to assure software quality and testing

Apply software testing and quality assurance techniques to real- world cases.

Recognize the qualities necessary to succeed in a professional environment.

Demonstrate the ability to integrate their existing skills to complete problems that require problem solving and critical thinking in the software development process

## OPERATIONS MANAGEMENT – 15 HOURS

### **Course Description:**

This course provides an overview of the functional activities necessary for the creation/delivery of goods and services. Topics covered include: productivity; strategy in a global business environment; project management; quality management; and other subjects relevant to the field.

### **Course Topics & Objectives**

The course goal is to define operations management and the role of the operations manager in making strategic OM decisions in relation to the following objectives:

1. Distinguish the differences between goods and services as well as the options that exist in the selection, definition, and design of products and services
2. Appreciate the role of quality and statistical quality control in operations management. Understand the operations manager's role in defining and building a total quality management system that identifies and satisfies customer needs
3. Understand the importance of strategies to achieve competitive advantage in a global environment
4. Understand the components of project management including planning, scheduling, and controlling projects
5. Understand the purpose of forecasting, different methods used to forecast, and evaluation of forecasting error



## MARKETING 101 – 12 HOURS

### Course Overview

This course explores multiple forms of communication within the business environment. Emphasis is placed on writing, listening, speaking, nonverbal and interpersonal communication with internal and external business audiences. Students will understand marketing: the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges with target buyers. Course will cover effective marketing strategies to ensure that the firm attracts, retains, and grows customers by creating, delivering, and communicating superior customer value.

This course will enable students to harness the power of modern marketing and PR to communicate with buyers directly, raise visibility, and increase sales. Students will learn how large and small companies, nonprofits, and other organizations can leverage Web-based content to get the right information to the right people at the right time for a fraction of the cost of big-budget campaigns. Students will also leverage their marketing knowledge to include self-marketing and promotion.

Students will be introduced to the following concepts of marketing:

**Marketing Research, Retail Marketing, Advertising Management, Promotional Strategy, Direct Marketing Management, Sales Management, Green Marketing, Social Marketing, Personal Selling, Marketing of Services, Consumer Behavior, Business-to-Business Marketing, and International Marketing.**

### Course Learning Objectives

*Students will achieve understanding in the following:*

Skills to Use for Better Marketing

Choosing Promotional Activities

Creating and Using Marketing Action Chart

Direct Marketing Best Practices

Top Skills Marketing Employers Look For

Interview Tips

Top Salary Tips

Specialized Marketing Skills

New Rules of Marketing: Infographics, photo-sharing using Pinterest and Instagram, as well as expanded information on social media such as YouTube, Twitter, Facebook, and LinkedIn

# Business Courses

## PERSONAL TRAINER CERTIFICATE PROGRAM – 40 HOURS

### **Course Description:**

This course is designed for current and future fitness professionals who are interested in helping individuals, communities, and groups gain the benefits of participating in regular physical activity in a positive and safe environment. This course includes guidelines for laboratory testing used in a health and fitness setting and for exercise programming both in healthy populations and in populations with special needs.



### **Course Objectives:**

At the conclusion of this course, students will be able to do the following:

- Conduct and analyze a health screening interview.
- List risk factors for cardiovascular disease.
- Explain the ACSM/AHA Physical Activity and Public Health Guidelines.
- Classify bones by shape, and explain ossification and bone mineral density.
- Explain how bones and muscles work together to form a biomechanical lever system.
- Define torque, and explain how it varies through the joint range of motion.
- Describe anaerobic and aerobic energy pathways, and explain which substrates are recruited for exercise of varying intensity and duration.
- Define VO<sub>2</sub> max, and explain how it is used to determine exercise intensity.
- List the six essential nutrients, and explain the role of each in energy production, performance and health.
- Explain how nutrition and exercise influence body weight, and provide guidelines for a healthy and effective weight loss program.
- Develop and implement exercise programs for cardio respiratory and musculoskeletal fitness.
- Name groups that are considered special populations, and explain the precautions and recommendations for safe and effective fitness programming for each.
- Describe the phases of behavior change, and explain how they apply to beginning a fitness program.
- Discuss strategies for minimizing injury during exercise.
- Discuss liability and legal issues pertaining to fitness professionals.



# Business Courses

## INVESTIGATION CERTIFICATE PROGRAM – 40 HOURS

### **Course Description:**

Pursue a career as a private investigator or private security agent. This course meets the licensing requirements of the Georgia Board of Private Detectives and Security Agencies necessary to obtain a private detective and/or security agency license. Classroom instruction includes topics such as interviewing suspects and witnesses, how to conduct crime scene searches, computer and courthouse searches, police photography, and other basic information necessary to the private security or private detective fields.



# Business Courses

## QUICKEN I – BUDGETING 12 HOURS

### Course Description:

Easy to use Quicken, will allow you to:

**See where your money goes:** Your income and expenses are securely and automatically downloaded from your bank and credit cards into one place. See expenses (groceries, gas, etc.) get tracked and categorized for you. Spend or save? It's easy to know with forecasted balances.

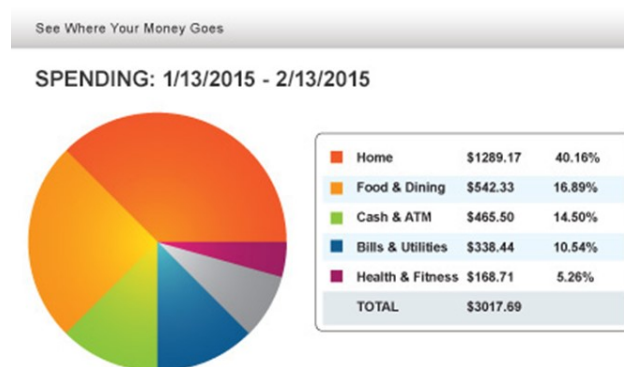
**Budgeting you can stick to:** Makes budgeting (and staying on budget) painless. Automatically sets up budget goals based on what you've spent in the past. Customize your plan, and we'll track your progress.

**Stay on top of your day-to-day cash flow:** See upcoming paychecks, bills and payments to help avoid late fees. Takes into account payments that need to be made before your next paycheck. Set custom alerts for large deposits, fees or over spending so you'll always know where you stand.

**Make smart money decisions on the go:** Check account balances and track your budget with the free Quicken 2014/2015 mobile app. Your information is synced between your computer, tablet, and smartphone. Stay on top of your accounts with timely updates and alerts. Snap and store receipts to easily track important purchases.

### Course Topics Include:

Show bank/credit card accounts  
Categorizes your spending  
Makes budgeting easy  
New! Free credit score and more  
Shows bank/credit card balances  
Imports bank transactions securely  
Puts your spending in categories  
Projects income and expenses  
Helps you create a budget  
Reminds you when bills are due  
Sends text/email alerts  
Syncs with 2014/2015 mobile app  
Snap and store receipts



# Business Courses

## QUICKEN II – REDUCE DEBT 12 HOURS

### Course Description:

Easy to use Quicken, will allow you to:

Imports from previous Quicken versions

Shows all financial accounts

Helps you save for house/college

Helps you plan for retirement

### Students will learn how to:

#### **Organize all their personal finance accounts in one place**

Say “goodbye” to multiple sites, passwords and statements

See their checking, savings, credit card, loan, investments, and retirement accounts in one place

Automatically creates a realistic budget and helps reduce debt”

Securely connect to their banks

#### **See when money's coming and where it's going**

Know when paychecks, bills and more are scheduled

See expenses (groceries, gas, etc.) get tracked and categorized for you

Understand how much you can spend and save

#### **Goals you can live with**

Makes budgeting (and staying on budget) painless

Automatically sets up budget goals based on your previous spending

Customize your plan and we'll track your progress

Create a custom plan to reduce debt

Email and text alerts tell you when things change\*

Show you how to reach your retirement goals

Make tax time easy by importing your info to TurboTax

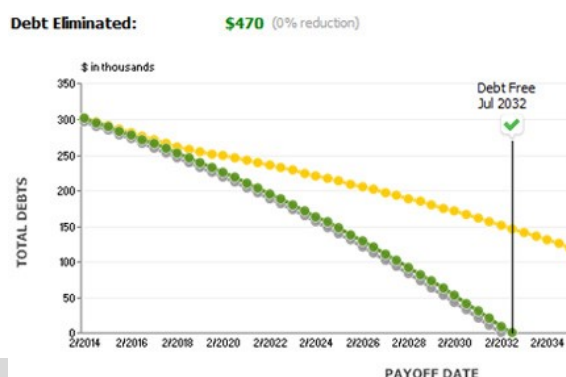
### Outcomes:

Helps you cut/eliminate debt

Show all your financial accounts

Categorize your spending

Make budgeting/saving easy



# Creativity

## SCREENWRITING 101 – 15 HOURS

### Course Objectives:

The first few pages of your screenplay are critical. Most execs, or Readers (people who want to become execs) will only give you about 10 pages to get them interested. That is why your screenplay must have a great beginning.

This is just one of the tips that you will learn in this Introduction to Screenwriting class. If you have a television show or movie in you, let us show you how to explore the possibilities of bringing it to life. Take advantage of the booming entertainment industry in Georgia, by writing and submitting your television/movie idea.

### Students will learn:

#### *Structure, Format & Action*

3 Act Structure - breaking a story into beginning, middle and end

Turning Points – take the action in different directions

Proper Formatting – learn industry standards and techniques

Writing Action/Description – the greatest mark of an experienced writer

#### *Character & Conflict*

Building Your Protagonist – explore background, need(s), character flaw(s), and transformation

Building Your Antagonist – make your protagonist real, explore need(s) and downfall

Types of Conflict – the three major human strains

Hallmarks of Great Conflict – techniques to building greater conflict

#### *Plot & Subplot*

Plot by Act – techniques for creating and sustaining the momentum of the film through Act One, Act Two and Act Three

The Functions of Subplot – how to use subplots to enhance your story

The Structure of Subplot – usually the source of most loose- ends in a story

#### *Dialogue & Rewriting*

Good Dialogue – 6 techniques for improving your dialogue

Make It Even Better – a checklist for rewriting to a finished draft

You will also learn how to use software to help you maximize your creativity by providing the mechanics of screenwriting.

### Outcomes:

Write a treatment for film and television

Use and apply correct scriptwriting format

Create compelling dialogue between characters

Learn how, and who, to pitch your concept

# Creativity

## DIGITAL PHOTOGRAPHY – 15 HOURS

### Course Objectives:

In this class participants will learn camera skills, lighting, image editing and different file formats.

New to digital photography? Want to create experiences, and not just snapshots with your camera?

Learn how to use different types of lenses, the role of lighting in photography.

Learn how to use the features of your camera

Understand how composition works

Use your camera with your computer



## OPPORTUNITIES IN "GEORGIA-WOOD": GEORGIA - THE NEW ENTERTAINMENT EPICENTER 4 HOURS

### Course Description

Did you know that last year, the state Georgia generated more than \$5 billion dollars in revenues from the entertainment industry

Would you like to earn extra income by participating in this exciting and emerging industry

In addition to talent in front of the camera, there is a need for crew, accommodations, caterers, restaurants, stylists, and a host of other positions.

Come and learn about all of the available opportunities, learn the facts, and statistics, and prepare to professional support the productions companies

Learn about the new Pinewood studios, and their current projects, and how you can become involved

Understand why the productions are moving to Georgia at light speed (in numbers equal to that in Los Angeles)

Learn what positions are sought after for production

# Creativity



## ACTING FOR THE CAMERA AND STAGE – 20 HOURS

### Course Objectives:

The goal of this course is to apply skills introduced in the Workshop of Acting (acting for the camera and stage.) Through exercises and scene study, we will expand each performer's range of emotional, intellectual, physical, and vocal expressiveness for the camera and stage. Students will act in numerous on-camera exercises, television, film and stage scenes.

### Course Goals and Student Learning Outcomes:

- To familiarize students with on-camera and stage acting techniques
- To demonstrate the differences between stage and film acting
- To expose students to single-camera acting techniques for acting in film and dramatic television
- To develop actors' skills for a long shot, medium shot, and close-up shot
- To develop actors' skills with on-camera blocking, business, subtext, and reactions
- To develop students' creative tools and expressiveness for the camera and stage
- To prepare students for on-camera and stage auditioning
- To create a DVD acting reel of each student's stage and camera work

## ACTING WORKSHOP – 20 HOURS

### Course Description

This workshop is designed to give aspiring actors an introduction to principles of commercial, film, and television acting. Participants will be instructed in basic auditioning techniques and how to put together a professional acting resume. Video camera feedback will be used to evaluate the strengths and weaknesses of the talent's on-camera audition

### Participants will learn:

- Proper slating techniques
- Proper etiquette required at an audition and on the set
- How to maximize your auditions
- Camera angles
- Knowing your frame
- How to relax during the audition
- Questions to ask before during and after the audition
- Analyzing the script
- Cold reads/Improvisation/rehearsed scripts
- The importance of having a professional headshot, reel and resume

## INTENSIVE ACTING WORKSHOP – 20 HOURS

Students in this class are exploring acting as a career path, and are ready to take their craft to the next level. With the focus on characterization, relationships, and choices, actors acquire in-depth scene study and audition techniques, to build their actors toolkit. Also learn the business side of the acting industry and what it takes to be a working actor.

### Students will:



# Creativity

## INTENSIVE ACTING WORKSHOP – 20 HOURS

Students in this class are exploring acting as a career path, and are ready to take their craft to the next level. With the focus on characterization, relationships, and choices, actors acquire in-depth scene study and audition techniques, to build their actors toolkit. Also learn the business side of the acting industry and what it takes to be a working actor.

### Students will:

- Practice with scripts from commercials, TV, and film
- Perform intensive cold reads
- Participate in more challenging improv
- Express their freedom to create choices for their characters
- Take risks
- Career oriented/business minded
- Set your talent above the rest
- Challenge personal goals
- Free yourself to be your best at every audition
- Create interesting, colorful, and new characters
- Daily commitment to developing skills
- Maintain networking opportunities

Students perform memorized scenes, make bolder choices, and exercise their emotional muscles with challenging cold-reads, commercial, and film scripts.

# Creativity

## SOCIAL MEDIA HOW TO'S 8 HOURS

Are you interested in setting up a Facebook account, do you have something to tweet about, how about blogging your favorite recipe or a review on the latest movie? When was the last time you connected with your friends from high school, college, or the old neighborhood? This course introduces social media to beginning social media users. Participants will create Facebook and Twitter accounts, learn how to add friends and contacts, as well as filter unwanted content, set security settings, upload pictures and videos, and maintain their accounts.

### Course Outcomes

- Participants will create social media accounts
- Participants will understand how best to utilize these accounts both personally and professionally
- Participants will understand security settings and levels, and learn when to use each
- Participants will locate and communicate with friends, family members, and business associates

## DISCOVER THE BENEFITS OF SELF PUBLISHING 8 HOURS

### Course Descriptions

Fewer and fewer publishing companies are taking on new authors and self-publishing is becoming a very viable and profitable option for many authors. If you are considering self-publishing your book, this course will provide you with a systematic approach for accomplishing that task. You will learn how to format your manuscript so that it is ready for the printers, how to register your copyright, get your ISBN number, Library of Congress Number, and EAN. You will also identify binding and paper options, and how to market your book and sell it.

### Participants Will learn:

- Publishing options
- Book Registration
- Book Production
- Printing Process
- Marketing and Promotion
- Sales

Students will be able to identify publishing options. Complete registration, research costs, write and submit quotes, develop a basic marketing plan, identify various avenues of promotion and sales

## EVENT PLANNING: EASTER/SPRING CRAFTS - 8 HOURS

Easter is a time of renewal. Spring is in the air. The snow is melting, there are buds on the trees, and the bulbs in your yard may be beginning to poke through. Easter crafts aren't just for the kids! Adults can get in on the fun too with these beautiful, easy Easter crafts for adults.

Easter crafts are a large part of celebrating Easter. The holiday's roots in rebirth and resurrection make it a fitting time to celebrate the return of Spring also. Easter crafts are meant to be done together with those you love.

# Creativity

## EVENT PLANNING: HOLIDAY CRAFTS — 8 HOURS

Brighten your holiday home with these clever handmade Christmas decorations. From bright ornaments and creative wreaths to cozy pillows and festive garlands, we have tons of holiday crafts that you'll love to help make your home holiday-ready.

### Course Description

Learn how to make easy, colorful, and creative decorations to give you a sense of pride, and brighten up your homes. Celebrate friends and family with festive decorations for your favorite Jewish, Kwanzaa, Thanksgiving and Christmas Holidays Students will create, napkin holders, place settings, and tree decorations.

## EVENT PLANNING: RAFFIA - 8 HOURS

A hat is the one article of clothing that seems to have the almost magical power to turn a woman into yesterday's romantic heroine or today's sophisticated professional. It can be elegant, witty, whimsical, sporty. It is always lovely. The added joy of handcrafting a hat and being able to say "I made it" is priceless.

Raffia hat making is a beautiful craft. It's relaxing and extremely rewarding. It's also very easy to learn so you don't need any previous craft experience.

## EVENT PLANNING: VALENTINE CRAFTS - 8 HOURS

If you're looking for great Valentines crafts for adults, we've got Valentine crafts for adults that are sure to please. From Valentines Day craft ideas to heart craft projects, the easy Valentines crafts that we collected include Valentines Day card crafts and decorating Valentine bags and gift boxes.

### Learn and create:

- Valentines Day Craft Ideas
- Heart Craft Projects
- Easy Valentines Crafts
- Valentines Day Card Crafts
- Decorating Valentine Bags

# Creativity

## JEWELRY MAKING I-8 HOURS

Save money by creating your own stunning, necklaces, earrings, and bracelets. Give as gifts, accessorize your wardrobe, and unleash your creative side.

### In this class you will learn

the basic techniques of bead stringing. We will show you basic beading principles, provide you with tips, and point out the fun of making your own necklaces, bracelets, and earrings ...just in time for the holiday season!

## JEWELRY MAKING II-8 HOURS

Many jewelry making projects will indicate the skill level required. You should start at the beginner level and move upwards from there as you learn new things that are more complicated than the previous project for you.

Now that you have learned the basics, let your creativity soar! In this class we will experiment with different materials and stones. Learn technical, historical, aesthetic and critical aspects of jewelry making, joining of metals and other materials through mechanical means e.g. rivets, prongs, beading, and bezels. Bring your unique design to life by understanding how to use jeweler's pliers, snips, punches, hammers, mandrels, And other basic standard jeweler's hand tools.

## “REEL” BUSINESS SEMINAR – STARTING A CAREER IN MUSIC/FILM/TELEVISION/FASHION 4 HOURS

### Course Description

Are you or someone you know interested in breaking into acting, modeling, or voice-over? Did you know that you can act, model or do voice-over at any age? There are many opportunities available in Georgia, and students will learn how to find and successfully audition for these opportunities. Students will be able to discern between authentic auditions and scams What to pay for and what to avoid, What marketing materials are necessary to for auditions, and how to earn extra money

### Seminars are followed by intensive workshops in:

- Acting
- Modeling
- Voiceover
- Music Production

# Creativity

## THE “BUSINESS” OF SHOW BUSINESS – 8 HOURS

Now that you have taken the acting, modeling and voice-over class, what’s next? In order to work in any of these industries, you have to market yourself, with the proper tools. Learn:

- How to get an agent
- Proper marketing tools (headshots, comp cars, VO demo, reels, and more)
- What agents are looking for
- Pay rates
- What Georgia , Louisiana, and the Carolinas have to offer
- Knowing your niche
- Casting breakdowns
- How to save time, money, and heartbreaks
- Identifying scams, and more...

## THE ART OF ANNOUNCING (MC) – 20 HOURS

### Course Description:

Often the most important aspect to any stage performance, whether it be a comedy show, or a talent show, is the emcee. The responsibility of working a crowd rests on the shoulders of one person, and it takes patience, and skill. This course will explore the basics of Emceeing / Announcing

### Target Audience:

Those who are involved with organizations and are interested in bringing the organizations activities to life as MC. Those who would like to use their personality and voice to enhance activities and boost their income.

### Upon successful completion of this course, the student will:

- Have the tips and tools to be a memorable Emcee
- Understand the essentials for a successful program / event management
- Market your new skills and develop strategies to boost income
- Teaching Methodology and Assessment: The course will contain a combination of theory and practical sessions with the practical taking place in the classroom. The methodology will include role playing, video recording, critique and discussion



# Creativity

## VIDEO PRODUCTION BASICS – 20 HOURS

### Course Description

This program will explore the basics of video production Learning Outcomes: Upon successful completion of this course, the student will:

- Understand the different types and formats of today's video cameras and equipment
- Learn the various functions on most cameras of today
- Get a basic understanding of lighting and lighting techniques
- Conduct better on camera interviews

Teaching Methodology and Assessment: The course will contain a combination of theory and practical sessions with the practical taking place in the classroom. The methodology will include lecture; discussion; real life experiences, and shooting scenes in class Assessments will be accomplished through discussion, Q and A, role-play, and performance.

### Target Audience:

Those who own a video camera and want to get better results when using them, whether for home videos, instructional videos, YouTube videos, etc.

### Student Course Material

Bring your video camera Equipment: Instructor will bring instructional equipment for demonstration purposes.

## VOICE-OVER WORKSHOP I – 20 HOURS

This program will explore the business and practice of performing voiceovers. There is much discussion on the many opportunities to use voice over. Students will study voice delivery, how to approach different kinds of scripts and copy, microphone techniques, creating a home studio, and applying for voiceover jobs. The goals are to gain the skills required for entry into the voiceover world, and apply for work in the voice over industry.

### Participants will:

- Apply learned skills to practice voiceovers Learn what is needed to create a home studio Learn how to use their voice when reading scripts Possess a professional voiceover demo CD and audio file Be able to solicit voiceover jobs
- Be able to personally record Voiceovers
- Edit Voiceovers including applying the proper effects
- Utilize music to do a basic mix to produce a finished commercial project

**Teaching Methodology and Assessment:** The course will contain a combination of theory and practical sessions with the practical taking place in the classroom. The methodology will include audio recording, audio editing, and audio mastering.

Assessments will be accomplished through discussion, Q and A, role-play, and performance.



# Creativity

## VOICE-OVER WORKSHOP II – BASIC AUDIO PRODUCTION 20 HOURS

### **Course Description:**

This program will explore the basics of audio production

### **Target Audience:**

Those who have taken Introduction class and want to increase marketability

Upon successful completion of this course, the student will:

- Be able to personally record Voiceovers
- Edit Voiceovers including applying the proper effects
- Utilize music to do a basic mix to produce a finished commercial project

**Teaching Methodology and Assessment:** The course will contain a combination of theory and practical sessions with the practical taking place in the classroom. The methodology will include audio recording, audio editing, and audio mastering.

Assessments will be accomplished through discussion, Q and A, role-play, and performance.



## WORDPRESS – 18 HOURS

Web design is the planning and creation of websites. This includes the information architecture, user interface, site structure, navigation, layout, colors, fonts, and imagery. All of these are combined with the principles of design to create a website that meets the goals of the owner and designer. Create a viable functional website using free web design tools and incorporate creativity. See how easy it is to create your own professional looking websites.

### **Topics include incorporating:**

- Images
- Audio
- Videos
- Hyperlink
- Content Blogs

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# Health and Fitness

## 5K TRAINING – 9 HOURS

Prepare your body to walk/jog/run a 5K in Atlanta!

### This class is designed to build:

- Endurance and encourage you to participate in a 5K with family and friends
- Participants will be signed up for 5K in the city
- Students will learn the proper pace and posture of walking
- Students will learn how to attain and maintain endurance levels
- Students will understand the health benefits of walking on a regular basis



## AFRICAN DANCE – 9 HOURS

### Course Objectives:

To teach students rhythmic dance moves that will stretch and tone their bodies. The class begins with a warm-up, and progresses to energetic dancing. This unique course is focused on creating mobility and flexibility in the joints and spine. Using the unique rhythms of West Africa the focus will be on rhythmic stretching.

## BASIC ZUMBA – 18 HOURS

### Course Overview:

This course begins with an one-hour presentation which provides an overview of the Zumba fitness system—its origin, how it helps in body toning and sculpting, how it addresses stress, and a short demonstration of how it works. Join this exhilarating, effective, easy-to-follow, Latin-inspired, calorie-burning fitness-program that's moving millions of people toward health and fitness with joy and laughter. Zumba combines high energy and motivating music with unique moves and combinations to reduce worries and improve fitness. Routines feature aerobic/fitness interval training, fast and slow rhythms that tone and sculpt the body, and resistance training to maximize caloric output, fat burning, and total body toning.

### Course Objective:

- Learn benefits of Zumba, a dynamic exercise and fitness system
- Increase motivation level to address individual fitness needs
- Earn several easy to follow dance steps used in Zumba exercise sessions
- Learn several dance routines that focus on different parts of the body
- Reduce weight (depends on effort level and number of sessions attended)
- Improve figure through body toning and sculpting (depends on effort level and sessions attended)
- Reduce stress, anxiety and worry

### Course Outline:

- Zumba Course Overview and Objectives
- Zumba system – easy choreographed workout movements, steps, and dances
- Metabolism-boosting and strength-building

## BELLY AND BUNS – 9 HOURS

### Course Description

Fat accumulation starts in the stomach area and spreads downwards and upwards. When you start losing fat it falls off backwards which is why the buttocks area and stomach are the hardest areas to lose. Muscle training specific to these areas helps burn calories and fat creating a toned shape. Class designed for all levels.

# Health and Fitness

## BODIES IN MOTION – MOVE IT AND LOSE IT!

### 18 HOURS

Do you Love watching shows like Dancing With the stars? Do you want to burn calories while having fun? Do you wish you could be the center of attention on the dance floor? Or do you just love dancing and want to learn more? Whichever your choice this class is for you! Burn calories while having fun...the way the celebrities do!

Come learn a variety of Ballroom and Latin styles including

- Ballroom Beginner: Rumba, Cha-Cha, Waltz, Foxtrot, Tango
- Latin Beginner: Salsa, Bachata, Merengue, Reggaeton

You will leave this class with hundreds of calories burned, a new found confidence, rhythm, and some awesome moves for show, Social or Personal Dancing!

## BREAKFAST BOOT CAMP - 6 HOURS

Total body workout for the morning crew. Working out in the morning can boost your metabolism for up to 6-hours! Get a head start on the day by burning calories and fat while toning muscles. (Class is designed for all fitness levels. Medium Impact. All movements can be modified).

## CAPOEIRA-6 HOURS

Capoeira is a Brazilian martial art that combines elements of dance, acrobatics and music, and is sometimes referred to as a game. It was developed in Brazil mainly by African descendants (N'golo, or zebra dance - a kind of dance in which the participant uses their feet to kick the head of their opponent similar to how a zebra moves, hence the name) with native Brazilian influences. Capoeira moves like you are in the flow of a dance and you will work up a sweat before you know it.

## CARDIO BOXING – 9 HOURS

Get into the best shape of your life with the ultimate workout, it stimulates all muscle groups, and provides the perfect combination of aerobic (with oxygen) and anaerobic (short - burst, without oxygen) exercise strength, power, coordination, aerobic fitness, anaerobic fitness and endurance.

### The major benefits of cardio-boxing include:

- Increased Stamina
- Increased Strength
- Increased Speed
- Increased Coordination

Cardio-boxing also promotes a person's well being by strengthening their self-discipline and combined with strength training it's well and truly the total package for self-defense and fitness and usually consists of:

- Adjusted heart rate work
- Actual boxing techniques

# Health and Fitness

## CARDIO BOXING/LINE DANCING FUSION – 9 HOURS

Get into the best shape of your life with the ultimate workout, it stimulates all muscle groups, and provides the perfect combination of aerobic (with oxygen) and anaerobic (short - burst , without oxygen) exercise strength, power, coordination, aerobic fitness, anaerobic fitness and endurance. Work out your body and brain by learning these fun, energetic line dances. Lose weight and get fit, without knowing it. Styles include: country, Chicago, gangnam style, blurred lines. etc.

## CARDIO GROOVE– 9 HOURS

Get an ultimate cardiovascular workout in Cardio Groove, a mid to high impact fitness class suitable for all skill levels. Learn dance choreography set to upbeat music from all genres and decades, including Hip Hop, House, Rock and Reggaeton. As the music tempo increases, so does your heart rate. The class is designed to burn fat, improve stamina, and release tension. Cardio Groove is the ultimate moving experience and rhythmic cure for your mind, body and soul!

## CHAIR WORKS – 6 HOURS

### Course Objective:

To demonstrate easy to do physical activity using a chair. Students will be able to do these exercises while sitting at their desks, or at home.

Chair Works will incorporate easy to follow, fun exercises that can be done at a desk at work. You will sit in the chair and use the chair as a tool to lean on. The focus is on posture and flexibility and toning different muscle groups. See how much can be done while sitting down!

## GLUTES AND ABS – 9 HOURS

This class targets the core of the body, including the abdominal muscles, hips, back and gluteal muscles. The high energy class will strength and tone two of the most complained about areas in the body, to a rhythmic beat. When the core is strong, the rest of the body is also exercised and toned

## BOOTCAMP FOR SENIORS – 9 HOURS

This class is designed especially to achieve the maximum levels and benefits while participating at a comfortable pace.

Total body workout for all. Boost your metabolism for up to 6-hours! Get out of the midday slump by burning calories and fat while toning muscles.

(Class is designed for all fitness levels. Medium Impact. All movements can be modified.)

Students will learn Shaolin Kung-Fu Boot Camp This ancient Chinese method exercises the body from the inside out. Standard exercises: sit-up, pushups, squats,etc but in a special way designed for mature participants.

# Health and Fitness

## HEALTHY VALENTINE TREATS—6 HOURS

Satisfy your loved ones sweet tooth without increasing their waistline with these delicious, lightened up sweet treats!

Here are a few simple tips to make the holiday season more healthful and less guilt ridden.

- Make realistic goals. The holiday season is not the time to place added stress on yourself by attempting to lose weight.
  - Use smaller plates if available when at a buffet-style party.
  - Try eating a healthy snack before going to a party to ease your hunger.
  - Conversation is calorie-free, but move away from the buffet so you won't be tempted to eat while you talk.
  - Scope out the buffet before you go up to make your selections.
  - Balance what you eat at parties with what you eat during the day.
  - Remember that beverages contain calories as well. Alcoholic beverages, home-made punches, and chocolate beverages tend to have sneaky calories that you may not bargain for. Consume these in moderation!
- Watch your portion sizes and take small "tastes" of high calorie dishes.



## HOME WORKOUTS — 9 HOURS

Life can get busy, and oftentimes we find ourselves traveling or otherwise unable to get to our preferred health and fitness facility for a workout. Who says you need fancy equipment to get a solid strength workout? Whether you're traveling, can't make it to the gym, or simply prefer to exercise at home. A combination of cardio, strengthening, and toning exercises are sure to make you break a sweat and get those endorphins going no matter where you are.

### Course Description:

Designed to show your exercises that require little to no equipment that can be performed at home on your own. Participants will be given workouts to perform at home on their own

## LEBARRE— 9 HOURS

### Course Description:

LeBarre training takes the hottest trend in ballet, and using make-sense progression combines balance, resistance, agility, working recovery, and eloquence into a challenging full body workout.

LeBarre is a workout like no other! This format combines Balance, Agility, Resistance, working Recovery and Eloquence into a challenging full body workout. Use the exercises alone or in unique sequencing patterns provided to create an entire LeBarre program! No dance experience or pink tights required!

### Class topics include:

- Getting comfortable using your body weight against the Equalizer and moving around it
- Focus on body alignment and moving along the lines of the body
- progress in their use of the Equalizer experimenting with lifting it and moving with it
- Work on a routine format for songs using the different techniques you have learned in combined choreographed movements
- Incorporate the routine format and using the Equalizer for stretch and flexibility, creating your own short routine

# Health and Fitness

## LINE DANCING – 9 HOURS

A line dance is a choreographed dance with a repeated sequence of steps in which a group of people dance in one or more lines or rows without regard for the gender of the individuals, all facing either each other or in the same direction, and executing the steps at the same time. Unlike in circle dancing, line dancers are not in physical contact with each other.

Line dancing is practiced and learned in country-western dance bars, social clubs, dance clubs and ballrooms. It is sometimes combined on dance programs with other forms of country-western dance, such as two-step, western promenade dances, and as well as western-style variants of the waltz, polka and swing. Line dances have accompanied many popular music styles since the early 1970s including pop, swing, rock and roll, disco, Latin (salsa suelta), rhythm and blues and jazz. Work out your body and brain by learning these fun, energetic line dances. Lose weight and get fit, without knowing it. Styles include: country, Chicago, gangnam style, blurred lines. etc.

## LOW IMPACT FLEX AND PUMP - 6 HOURS

Strength and flexibility class for those who are just beginning... Starting with warm up... Strength training and stretch with each exercise then ending with a bit a of low to no impact cardio and cool down... Using props, music and dance to keep it fun and interesting! This class is truly designed for those who have limited range of movement and require low impact.

## PILATES – 9 HOURS

Pilates is an innovative and safe system of mind-body exercise using a floor mat or a variety of equipment. It evolved from the principles of Joseph Pilates and can dramatically transform the way your body looks, feels and performs. Pilates builds strength without excess bulk, capable of creating a sleek, toned body with slender thighs and a flat abdomen. It is a safe, sensible exercise system that will help you look and feel your very best. It teaches body awareness, good posture and easy, graceful movement. Pilates also improves flexibility, agility and economy of motion. It can even help alleviate back pain.

### Course Objectives:

- To demonstrate how to achieve strength and flexibility in the core (front/back abdominal areas)  
Students will improve in flexibility
- posture and abdominal strength and decreases in back, neck, and joint pain
- focus on core strength

## STRETCH OUT-6 HOURS

Take a break to relax both physically and mentally. Relieving stress can reduce your risk of health complications and help you live out a better life. Whether its 10 minutes or 60 minutes every little bit helps.

## STRENGTH TRAINING

The more muscle you have, the more calories you can consume. This is because muscles require calories whereas fat IS calories. Building muscle is an excellent way to boost metabolism, burn fat, promote bone health, and improve mental and physical strength. Join us for 30 to 45 minutes of strength training with the Breakfast Club Workout with Torch Fitness! We will learn how to conduct exercises without any equipment using our own body weight as resistance. Fitness logs will be provided for you to track your progress, note exercises names, and describe proper form. Now you can perform what you have learned from class on your own and within any setting; no more excuses! All levels encouraged.



# Health and Fitness



## TDF HIT IT – 9 HOURS

TDF (Train Dirty Fitness) HIIT IT Program- is a 60 minute class that features functional cardio conditioning and total body strength work. It focuses on Interval training with each move having a purpose or an intention that relates to movements that a person will encounter in life

The workout focuses on Secondary Movers (supporting muscle groups). For the last 30 mins of this class we will target flexibility conditioning

## TOTAL BODY FITNESS – 9 HOURS

A complete workout for your arms, legs, abs and back! Increasing muscle mass helps to burn fat, increase metabolism, maintain bones strength, and make you feel good both mentally and physically.

Designed for **ALL FITNESS LEVELS**

## TWERK N TONE-6 HOURS

Toning the thighs, bums and tums is made easier with a different take on dance. Twerking is a new style of hip hop dancing The moves are combined with conditioning and toning techniques that can help people of all fitness levels.

choreographed dance moves that resembles exercise. The twerking part is more cardio intensive, then exercises geared towards muscle toning/definition is incorporated.

## ULTIMATE KICKBOXING-6 HOURS

Ultimate Kick box circuit will be a 30-45min class, that is based on the principles of basic kickboxing mixed with traditional boot camp exercises.

### Class set up:

Warm up-teach/review basic punches and kicks with entire class with stretching and calisthenics incorporated.

Workout-The class will be given a certain exercise or kick box combination to do for a specified amount of time, 2:30-3 min. The instructor during this time will pull each participant out for individual work using hand pads. This will continue for the entire class!

Cool Down-similar to warm up



# Health and Fitness

## ZUMBA INTERMEDIATE – 18 HOURS

Register for this course if you completed 75% of Zumba Gold.

### Course Overview:

Take it to the next level. Now that you know some of the moves, let's combine Latin rhythms with cardiovascular fitness to create an aerobic routine that is fun and easy to follow. Learn the history of each Zumba dance style- meringue, salsa, flamenco, etc. along with culture and lifestyle factors that prompted the dance movements. Learn to recognize Zumba rhythms.

### Course Overview Objectives:

- Demonstrate knowledge and comprehension of the diverse cultures, creeds and lifestyles of America and the world community
- Gain awareness of Latin cultures through dance
- Experience how dance can be a physical activity for fitness for life
- Learn the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning
- Have a working knowledge of key Zumba rhythms and different types of Latin music

### Course Outline:

- Techniques of Zumba- discussion and demonstration
- Zumba system – easy choreographed workout movements, steps, and dances
- Metabolism-boosting and strength-building through dance
- History of Latin dances: diverse cultures, creeds, and lifestyles represented
- Perform dance steps from different Latin cultures
- Learn seven major Latin dances and the rhythms that make them unique Salsa-Merengue-Cumbia-Reggaeton-Samba-Flamenco-Calypso.

## ZUMBA GOLD (LOW IMPACT) – 18 HOURS

### Course Overview:

This course begins with a one-hour presentation which provides an overview of the Zumba fitness system—its origin, how it helps in body toning and sculpting, how it addresses stress, and a short demonstration of how it works. Low Impact Zumba combines motivating music with unique low-impact moves and combinations to improve fitness. Routines feature low-impact aerobic/fitness interval training to tone and sculpt the body, and resistance training to burn fat. Stretch, twist, shout, laugh, party, hoot, and holler your way to fitness.

### Participants will benefit in the following ways upon completion of the overview:

- Learn benefits of Zumba, a dynamic exercise and fitness system Increase motivation level to address individual fitness needs Learn several easy to follow dance steps used in Zumba exercise sessions
- Learn low impact dance routines that focus on different parts of the body Reduce weight (depends on effort level and number of sessions attended)
- Improve figure through body toning and sculpting (depends on effort level and sessions attended) Reduce stress, anxiety and worry

### Course Outline:

Zumba Course Overview/Objectives (lecture) Zumba system – low impact choreographed workout movements, steps, and dances Practice low impact aerobic activities and strength training to music.

# Health and Fitness

## ZUMBA TONING – 9 HOURS

When it comes to body sculpting, Zumba® Toning raises the bar. Learn how to use lightweight, maracalike Toning Sticks to enhance rhythm and tone all the target zones.

### Benefits

Lightweight maraca-like Toning Sticks enhances sense of rhythm and coordination, while toning target zones, including arms, core and lower body.

## WALK/RUN – 9 HOURS

Did you know that 30-60minutes of exercise at a moderate intensity can boost your metabolism for 4 to 6 hours?! If you know you will be sitting at a desk all day, why not start your day with a workout!

This 45-minute walk/jog/run is designed to burn calories while demonstrating fitness techniques for improving endurance and getting the most from your workouts. Perfect for beginners looking for somewhere to start their exercise regimen as well as those who are looking to step up their current exercise regimen. All levels encouraged

# Life/Work Skills

## BASIC CAR CARE 101 – 8 HOURS

### Description:

This course is intended to provide students with the knowledge to make economical decisions and take preventative measures to enhance the overall satisfaction of owning an automobile. Students will learn basic car care, maintenance, and repairs. The class discussions activities provide the fundamental knowledge and experience in owning and maintaining an automobile. Students will be instructed in routine maintenance, safety tips, checking fuels, battery and lights, replacing filters, tire care, as well as alternative fuels. Students will also learn what to look for in purchasing an automobile.

Students will immediately be able to apply the knowledge in class to their automobiles.

This course includes in-class activities and lab/shop activities. In class activities include:

- Lectures
- Discussions
- student presentations
- research

Lab/shop activities include completing designated procedures that involve inspection, replacement, and identification of automotive components. During lab/shop activities students will apply knowledge obtained from in-class discussions and readings to further advance their understanding of the automobile.



# Life/Work Skills

## BASIC CAR CARE 102 – 9 HOURS

### This course will discuss:

- How to properly and safely change a flat tire.
- Vehicle familiarization and the need for preventive maintenance.
- Perform brake check intervals, explaining the telltale signs of worn brakes and the dangers of not having them checked.
- Discuss maintenance logs and the importance of the consumer value that these logs provide at resale time.
- Discuss severe service driving. Explain why this type of driving causes extreme wear and tear and decreases the resale value.
- Explain diagnostics, briefly introducing participants to the complexities of onboard computers and the need for diagnostic checks.
- Explain importance of maintenance and how it impacts safety, dependability and fuel efficiency.
- Visit local auto store

## BASIC HOME REPAIR— 9 HOURS

Learn how to save money by performing simple repairs in the home. Tackle home repair projects with confidence. Receive an overview of the essential tools you'll need and techniques for using them. Learn basic skills such as, how to hang pictures and repair or install light fixtures, ceiling fans, faucets, outlets, switches, knobs, and locks.

This course is offered as a series of 9- hour classes to include:

- Home Maintenance
- Repairing Drywall
- Attaching Things
- Power Tool Basics
- Basic Carpentry
- Interior Trim Clinic
- Plumbing 101
- Electrical Basics
- Weatherizing
- Handywoman Series

## ELDERLY CARE-- 9 HOURS

One of the most gratifying and rewarding experiences of a lifetime may be caring for a senior or elderly relative or friend or client at home, but is one that may also be filled with frustration, physical and mental weariness, and at times, resentment. Understanding the challenges and responsibilities of elder care, learning how to deal with day-to-day challenges and providing a safe and senior-friendly environment to loved ones is essential in the caregiving process. Encouraging seniors to stick to medication schedules, preventing dehydration and providing proper hygiene are essential in long-term care scenarios.



In this course learn how to deal with security and safety issues in the home environment, support, dealing with difficult family members, as well as how to deal with physical and mental strains. You will also learn how to recognize and prevent senior abuse. Community options for respite and hospice scenarios are also discussed.

# Life/Work Skills

## FIT FOR LIFE - 12 HOURS

Whether you are new to fitness or trying to stay on track, Fit for Life is for you. In this class you will experience the exciting future of fitness. You will use proven wellness tools and content to live a healthy lifestyle, and access supportive communities to keep you on track. Fit for Life offers you a lifestyle change that will help you achieve your weight loss, fitness, nutrition, and personal goals.

Incorporate motivation, goal setting, stress management, and leadership Incorporate the info about weigh-ins being available contests, personalized goals, Fit for Life features:

Awards & Trophies Recipes, Quizzes, Articles, and Videos Reports Apps, Personal Page Personal Coach Community Customized Weight Loss Program

Weekly weigh - ins Calorie Counter + Meal Plans Personalized Fitness Program Customized Teams and Activities Trackers (nutrition, fitness, weight) Contests, Challenges, Support and Motivation

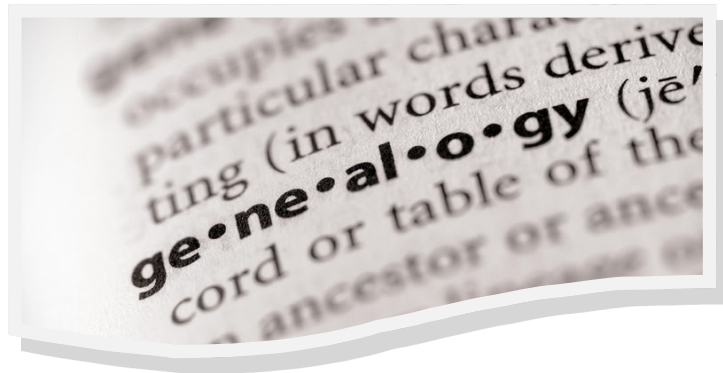
## GENEALOGY — 9 HOURS

Have you always yearned to learn the answers to questions such as:

- From what country did my ancestors come?
- How long have we been in America?
- Was there a Revolutionary War or Civil War veteran in my family?
- When did the family farm or business begin?

By applying the proven techniques outlined in this course, you'll find that hunting for your ancestors can be exciting and rewarding.

- Getting Started
- Getting Organized
- Developing Your Research Skills
- Sharing Your Family's Story
- Reference Guide (Census Records, Church Records, International and Immigration Research, Researching Military Service, Using Federal, State, and Local Records, Using Archives and Libraries)



## LIFE ENHANCEMENT COACHING — 20 HOURS

LEC is a deliberate process using focused conversations to create an environment that results in individual growth, purposeful action, and sustained improvement. The coach follows an unbiased process that leads the individual to discover course of action that may help them towards reaching resolutions and goals. The coaching relationship creates accountability as the participant moves forward with implementing their action plan. Coaching promotes self-sufficiency at a higher level of effectiveness. Coaching in a corporate environment provides a constructive and unbiased format of support for a group with similar interests and challenges. Benefits include:

- Improved work performance
- Improved business management
- Improved time management
- Improved team effectiveness
- Improved self confidence
- Improved relationships
- Improved communications skills
- Improved life/work balance

# Life/Work Skills

## LIFE WORK PLANNING – 20 HOURS

This course is for those thinking about a career or lifework transition but aren't sure how to accomplish it? Discover a path to a more meaningful and satisfying career and life by focusing on your unique interests and needs, becoming more self-aware, and finding a more fulfilling life and career. This course will help you with: Specific techniques for researching lifework options Effective strategies for pursuing new opportunities Strategic job search methods Concrete action steps Information about education, training, and professional development options

Lifework is broader and more holistic than the terms "job" or "career". "Lifework" includes all activities, paid and unpaid, that contribute to the enhancement of your own life and/or that of others.

### Assessment techniques include:

- Individual assessment
- Skills/interest assessment
- Career/life assessments
- Lifework lifeline
- Values alignment
- Satisfaction assessment

## MEDIATION— 20 HOURS

Did you know that managed conflict in the workplace and at home contributes to the largest reducible costs and also the least recognized? Unresolved conflicts can disrupt workplace operations, as well as contribute to unhealthy emotional and mental attitudes and behavior.

### In this course, you will learn how the following can contribute to effective communications, increased productivity, and more satisfying relationships:

- What is Mediation?
- Why Use Mediation?
- What Does it Take to Be a Good Mediator?
- Preparing for Mediation
- Opening Statements
- Open Session
- Brainstorming
- Creating a Mediation Agreement
- Closing Statement and Follow Up
- Mediation and Confidentiality
- Legal Implications of Mediation
- Moral Implications of Mediation
- Mediator Liability



# Life/Work Skills

## RETIREMENT...WHAT'S NEXT — 20 HOURS

Retirement for many of us can or will be a fact of life. If retirement is looming on the horizon and you're feeling uneasy about it, this course is for you. Learn how to set up a plan to practically pay for your retirement...what will it cost? How much will you get from Social Security? What if you do not wish to quit working entirely, but are being forced into retirement by your company? Are you ready for retirement emotionally? Retirement is now considered a phase of our lives rather than a couple years spent marking time after we stop working. The latest statistics indicate that most people who retire today can look forward to decades of time spent in retirement, and with that much time on our hands, it is imperative that we plan carefully.

- Learn to develop a financial plan.
- Learn to develop a health and exercise plan based on your specific needs
- Learn to develop an emotional and social support plan
- Learn how to pursue your "real" dreams after retiring from your job
- Learn how to organize or participate in activities that include local events, social gatherings, and interest groups in your area. Dancing, dining, wine tasting, fitness, travel, adventure, social hours, theatre, music and other events...are just a few!

### **learn about:**

- Volunteer Opportunities
- Starting a Book Club
- What does faith, family, and finances, look like now?

## RETIREMENT...WHAT'S NOW — 9 HOURS

Learn how to organize or participate in activities that include local events, social gatherings, and interest groups in your area. Dancing, dining, wine tasting, fitness, travel, adventure, social hours, theatre, music and other events...are just a few! In addition, learn about:

- Volunteer Opportunities
- Starting a Book Club
- What does faith, family, finances, look like now

## APPLY MAKEUP TO PROJECT TOTAL CONFIDENCE 4 HOURS

- Makeup for daytime/nighttime
- Eye makeup basics
- Makeup for men
- Using makeup to change your look
- Apply on-camera make-up

# Life/Work Skills

## HOW TO START A GIFT BASKET BUSINESS – 8 HOURS

This course is for people who have creative ideas in gift giving but are not quite sure how to express those ideas. Each participant will learn how to turn their creativity into great gifts and even make money with their newly discovered skill.

Students will gain the knowledge on how to create basket for different occasions, themes and seasons.

Students will be taught what is needed, where to shop and also how to shop to create the most beautiful basket possible.

Students will learn the basic techniques of basket crafts plus proper placements of gifts within the gift basket, with room to add on personal touches.





# Life/Work Skills

## PERSONAL SAFETY AND AWARENESS — 8 HOURS

This course will help participants become more aware of their surroundings and others and to be able to react to protect themselves. Participants will learn about the following topics:

**Psychology of Criminal Predators:** Ever wonder if there's any semblance to the criminal mind from person-to-person? We'll discuss how to help you identify a criminal predator to protect yourself.

**Mental Preparedness:** The key here is to be aware of your surroundings, be alert and clearly understand any possible threats.

**Home Security:** Never hide an extra key under a mat, a flower pot or any other easily accessible place!

Best way to secure your house to prevent a possible break-in.

What to do if someone comes to your home while you're there.

Windows & doors: how to best secure them.  
Door Viewers: Virtually ever yhome has a 'peep' hole at the front door to see who is at the front door. However, is it a wide-angle viewer and the proper height for everyone in the household?

**Physical Security:** What items on your person can you use as a weapon if necessary? We'll teach you that!

**Workplace Security:** If a co-worker shows any form of violence, threatens you or has an emotional anger outburst, immediately contact your supervisor and make sure that they get security and human resources involved. You can be saving many lives including your own!

**Parents & Children: Internet security:** be sure to use an ISP (Internet Service Provider) that has parental controls to block adult material.

Violence: let your children know that if they become aware of a fellow student who has threatened violence against others, seek help immediately and tell them not to attempt to resolve it themselves.

**Senior Citizens & Disabilities:** Seniors and those with disabilities are some of our most vulnerable in our society. Criminals are waiting to take advantage of anyone they can easily do so. We'll teach you how to protect your loved ones even if they're in a residential care facility. This will include licensing and certification information so you can research the institution and staff.

**Automobile Security:** Ever get bumped while driving in your car? Criminals use this type of staged auto accident to steal your car, cause you harm or possible insurance fraud. If you're involved in this be sure to stay in your car, call the police and only crack your window slightly to talk to those involved or asking questions. The main thing is to protect yourself!

**Out of Town Travel:** Everyone plans extensively for a vacation or trip. But, how often do they look at crime statistics in the areas in which you'll stay. We'll teach you what to do before leaving on a trip. When traveling abroad learn their customs, behaviors and accepted ways of doing things. You'll enjoy it much better without worrying about offending anyone.

**Technological Security:** Ever give your debit or credit card to a server and they walk off with it to process your payment? Well, you really don't know exactly what they did with it! We'll teach you how to protect yourself plus protecting yourself over the Internet when you order products.

**Personal Protection Devices:** Use a personal alarm, pepper spray, mace, firearm or another device...but be sure you know the law and regulations regarding the use of these items. Be sure to understand them and become thoroughly familiar with whatever device you choose.

**Personal Security:** if you're in an elevator and feel uncomfortable for any reason, do not press STOP or the 'Call' button. Press several buttons for upcoming floors and exit the first chance you get!

**Domestic Violence:** Unfortunately this is part of today's life. How should you best protect yourself and prevent domestic violence? We'll show you how to *refuse to be a victim* of domestic violence!

**Stalking:** OK, it will never happen to you! But, what if it does? Again, knowledge is your best defense. Learn how to best handle this difficult situation without getting yourself into a legal predicament.

[Back to Life/Work Skills](#)

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# Personal/Professional Development

## ART “BECOMES” YOU (ABSTRACT) – 6 HOURS

### Objectives:

The Learner Will learn a fun and easy way to make authentic and original abstract expressionist art on canvas. Teacher will show examples of various abstract pieces, explain the process of creating a meaning behind different art forms, teacher will use various tools and demonstrate outcomes, teacher will explain how to use creative freedom so students can create their own abstract artwork. Procedures: Students will understand the meaning of abstract and different ways to create abstract art pieces.

## ART “BECOMES” YOU (CHARCOAL) – 9 HOURS

This class will teach you the various techniques when working with charcoal. Students will learn that charcoal comes in various forms, both compressed and in vine (often taken from the willow tree). The class explores vine and compressed charcoal and its uses in sketches and drawing. Pursing charcoal studies gives you access to another medium that is a very flexible form of art.

### Tools & Techniques:

Drawing with the long side of the charcoal piece in contact with the paper to draw broader stripes or to draw thin lines Using the tip of the charcoal piece for details and to apply stronger pressure for darkest values Rolling the piece of charcoal to create irregular structures Use of the kneaded eraser to create lights and additional structures.

## ART “BECOMES” YOU (COLLAGE) – 6 HOURS

### Objectives:

The Learner Will Use pictures to illustrate an idea, learn to connect different concepts to chosen focus idea. Students will plan what they want to create, use different cutting techniques, use contrast colors and textures throughout the collage, remember design principles Teacher will explain the meaning and various types of collage and how to overlap pictures that will emphasize a common theme.

## ART “BECOMES” YOU (COLOR THEORY) – 6 HOURS

### Objectives:

The Learner Will learn the concept of primary and secondary color, color theory, concept of color schemes, how to effectively use the color wheel and mix colors. Instruction/Motivation: Interactive color Wheel, exposing students to the element of art color, the principles of color theory, and instruct practice. Procedures: teacher will present concepts of color theory including the color wheel, color values and color schemes, students will paint color wheel, and complete a color theory worksheet for future guidance of other art forms.

## ART “BECOMES” YOU (STILL LIFE) – 6 HOURS

### Objectives:

The Learner Will: Draw Still life using shading pencils demonstrate their ability to look at something and draw it realistically and demonstrate their knowledge of value with shading techniques.

### Instruction/Motivation:

Teacher will show example of project, students will began drawing the still life , contour lines of the objects.

### Procedures:

select subject matter for the drawing, demonstrate the principles of contour lines, shade, highlighting , reflected light and shadow



# Personal/Professional Development

## ART "BECOMES" YOU (WATERCOLOR PAINTING)

6 HOURS

### Objectives:

The Learner Will explore the medium of water color paints. They will observe basic watercolor painting techniques; student will experiment on watercolor paper.

### Instruction/Motivation:

Teacher will show examples and demonstrate usage of various color mixtures textures and brushes.

### Procedures:

Students will experiment with water colors and various brushes to understand usage, learn to select subject matter and how to make sketches and illustrations.

## ART "BECOMES" YOU (WEARABLE ART)

6 HOURS

### Objectives:

The Learner Will Explore various materials to create wearable art, combining soft and hard materials, contrast of textures,

### Instruction/Motivation:

Students will be able to use all art forms learned to create wearable art of a personal touch. **Procedures:** Teacher will show examples of wearable art, demonstrate how to use various art forms to create personal clothing, guide students throughout creating and designing their wearable art.

## FASHION WARDROBE AND IMAGING WORKSHOP

8 HOUR

Learn how to organize your closet for maximum efficiency and effectiveness Use your wardrobe to present your best professional and personal image Learn what to wear clothes that complement and accentuate your body type Learn how to use color to "pop" your fashion style

## IMAGE DEVELOPMENT / MODELING WORKSHOP

20 HOUR

### Course Description

Did you realize that you can model any age, any size? There are different types of modeling and each type will be presented with examples, requirements, and guidelines on how to approach them. This course will introduce participants to the terminology and culture of the industry, as well as how to identify their best and unique assets/features, and market them appropriately. Clients look for "every day" people, and this class will help to create opportunities for personal growth and confidence, and for earning extra income.

### Participants will learn

- Breakdown of types of modeling
- Photo Posing
- Fashion Styling
- Posture Etiquette
- Photo Shoots
- How to find work
- How to use body positions to optimize your shot
- How to properly showcase the product

# Personal/Professional Development

## INTERIOR DECORATING MADE EASY – 9 HOURS

Come join us as we learn to do interior decorating like a professional. There is no fulfillment like having the ability to decorate your own home or room. Participants will learn the necessary steps and tools a professional interior decorator incorporates when decorating, ultimately leading to a professional job in your own home or room.

## INTRODUCTION TO ART – 6 HOURS

### Discover the benefits of art, and expressing yourself artistically:

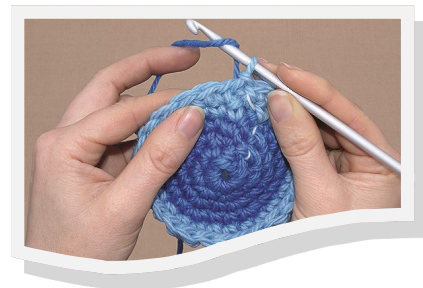
Stress reliever Fun and creative Discover new aspects of your personality Understand yourself better Heal emotionally

This introductory class is followed by hands on sessions in a fun creative environment., in which you will design projects in watercolor, abstract, collage, still, sketching, and wearable art.

## INTRODUCTION TO CROCHETING

### Did you know that crocheting offers the following benefits:

Quick Path to Satisfaction Mental Wellness Social Bonding Nimble Fingers Learning Creative Outlet Come out and join a fun group of like-minded individuals as you explore your creative side and express yourself artistically, while reducing stress.



## INTRODUCTION TO CROCHETING (BASIC STITCHES) – 9 HOURS

Did you know that crocheting offers the following benefits: Quick Path to Satisfaction Mental Wellness Social Bonding Nimble Fingers Learning / Creative Outlet

Come out and join a fun group of like-minded individuals as you explore your creative side and express yourself artistically, while reducing stress.

Learn the very basic stitches of crocheting, so if you are a beginner, this is the perfect class for you!

## INTRODUCTION TO CROCHETING (PATTERN READING) – 9 HOURS

Did you know that crocheting offers the following benefits: Quick Path to Satisfaction Mental Wellness Social Bonding Nimble Fingers Learning / Creative Outlet Come out and join a fun group of like-minded individuals as you explore your creative side and express yourself artistically, while reducing stress. Once you have learned the basics, it's time to create patterns. Learn how to interpret patterns to create one-of-a-kind keepsakes

## INTRODUCTION TO POSING AND MODELING – 8 HOURS

Did you know how you stand, sit, and move affects how you feel and how you project yourself?

Learn how to use posing to present yourself professionally and confidently

Learn how to use your eyes to effectively tell your story

Learn how to lengthen your body

Learn which techniques work best for the camera, the runway, or a magazine

# Personal/Professional Development

## KNITTING – 9 HOURS

Relax, and de-stress while flexing your creative muscles to design simple colorful and useful items! Benefits are both physical and psychological, increasing coordination and creativity. Knitting allows you to steep yourself in creativity and forget the stress and anxiety of your day.

The rhythmic motion of knitting has been proven to change the brain chemistry so as to decrease bad stress hormones and increase the release of such good mood hormones as serotonin and dopamine. Gain the confidence to try other new things in your life.



## LIVING YOUR LIFE ON PURPOSE – 20 HOURS

How do you see yourself? Is it how others see you? Are you living with an unfulfilled dream? Learn how to project your best image to effectively communicate the message you wish to send. Students will use brainstorming, bucket lists, vision boards, visualization, etc.) that will help them in taking a solid step toward achieving their life's goal and living their best life. Students learn how fear of success and failure can prevent them from "living their life on purpose." Students will overcome obstacles of price, people, and priority, and begin their journey of self-fulfillment

Students will learn how to systematically discover and invest in their future, their purpose, their hidden talents and gifts. They will construct an action plan that will guide them in achieving their desired goals and objectives.

## PENNY PINCH CHIC – 9 HOURS

Penny-Pinch Chic is geared towards creative individuals who love high design, but prefer saving their dimes! The instruction is based on contemporary DIY projects for the home, including professional trade secrets for a more polished look. The course topics range from personalized wall decor; to the miracle of mason jars: fun ways to incorporate functional design into your home with mason jars. Each class will consist of a different design topic, along with a choice of techniques on how to achieve your own unique look. Penny-Pinch Chic will also offer helpful tips on where to find inspirations, buy supplies, and obtain future project ideas. Students can expect to gain insight on how to recreate current designer trends, finding supplies, and shopping tips for future DIY projects; along with a host of home fashion ideas on a budget

## PUBLIC SPEAKING / PRESENTATION SKILLS – 20 HOURS

### Course Objective:

The thing people fear the most is not snakes, spiders or even death. The Number 1 Fear of all human beings is talking in front of people! Getting up in front of a group can be nerve-wracking, even for the most polished individuals, but it can be the key to success in almost any arena of life. Research has shown that there is a direct link between good presentation skills and life achievement. Simply put – developing your presentation skills can help you reach your goals. This course is a practical, hands-on introduction to what it takes to give an effective presentation. The skills you will develop will serve you well in a staff meeting, a training session, a banquet room or a job interview.

### Participants will learn:

- The power of a great presentation
- What it takes to connect with an audience
- How to overcome "speech anxiety"
- The process for planning an excellent presentation Format, structure and content best practices
- Tips And techniques for delivering a dynamic presentation Dos and Don'ts of public speaking
- How to manage Q & A/interactive elements of a presentation

The course will offer participants the opportunity for on-camera practice of the skills they have learned, and constructive feedback on how to become a more effective presenter. Human resources professionals rate presentation skills as one of the top qualities they look for in candidates for open positions. Learn how to make a memorable impression – every time

# Personal/Professional Development

## SIGN LANGUAGE I – 18 HOURS

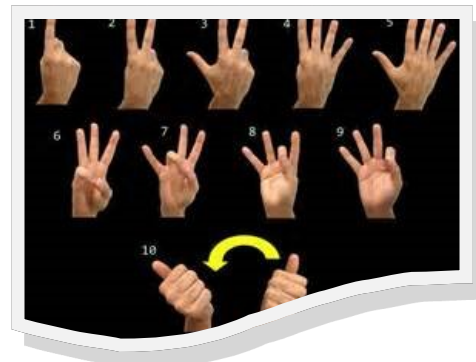
**Description:** Students will learn to sign at a basic level. They will learn about deaf culture and communities. In class, they will focus on the basic signing vocabulary and on how to form basic communication with the deaf.

**Upon completion of this course the student will be able to:**

- Demonstrate a basic American Sign Language vocabulary of 200-300 signs
- Demonstrate basic American Sign Language fingerspelling skills
- Apply rudimentary skills necessary to communicate about everyday situations with the deaf
- Appreciate the language and culture of deaf Americans
- Understand the impact of hearing-loss upon daily human interaction

### **Major Topics**

- I. Basic vocabulary
- II. Basic fingerspelling
- III. Everyday situations in deaf communication
- IV. Language and culture of deaf Americans
- V. Impact of hearing-loss
- IV. "All about Me" instruction
- V. Sign in Song
- VI. "No Voice" Review



## SIGN LANGUAGE II – 18 HOURS

Sign Language II, expands the students' vocabulary and enhances their expressive and receptive skills through class discussions, pair/group work, simulations, and presentations. The course is conducted entirely in American Sign Language. It includes grammar review and features extensive discussions of Deaf culture.

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

1. Demonstrate additional expressive & receptive skills to those learned in American Sign Language II by engaging in ASL conversations with correct grammar;
2. Identify & describe the five registers of American Sign Language;
3. Employ non-manual grammar & facial expressions to match the appropriate register;
4. Identify and describe a vocabulary of at least 1,000 signs;
5. Interact with a Deaf person using American Sign Language;
6. Recall & apply the basic linguistics of American Sign Language in presentation format;
7. Practice classroom learning of Deaf Culture by attending numerous Deaf events within the Deaf Community;
8. Explain the etymology of signs



# Personal/Professional Development

## CET-COMMITTEE EFFECTIVENESS TRAINING

### EFFECTIVE PLANNING

Creating a Vision

Clarifying the mission

Setting goals and objectives

Agreeing on ground rules

Developing action plans and designating individual responsibilities

Establishing evaluation measures

### EFFECTIVE MEETINGS

Determine the purposes for holding a meeting

Making advance preparations

Managing Meeting dynamics

Following up

### GROUP PROBLEM SOLVING

Applying a six-step model in group problem solving

Using pragmatic problem-solving tools, such as brainstorming, cause and effect analysis, Pareto Analysis, and force field analysis

### CONSENSUS DECISION-MAKING

Using everyone's information and viewpoint

Understanding how decisions get made in a group

Learning and applying guidelines for consensus decision making

Exploring the effect of synergy on group decisions

Employing techniques to accelerate consensus

### COMMUNICATING WITH CONSTITUENTS

Keeping constituents informed of committee progress

Developing a two-way communication strategy

Interviewing to gather relevant data

Improving presentation skills

Using the media effectively

### UNDERSTANDING SELF AND OTHERS

Clarifying values

Using self assessment instruments

Understanding differences in Personal Style

### INTERPERSONAL SKILLS

Giving and receiving effective feedback

Improving listening skills

Working with resistance

Managing Conflicts

### GROUP DYNAMICS AND SHARED LEADERSHIP

Understanding task and maintenance roles

Assessing group effectiveness

Recognizing the stages of group development

Exploring the effects of power and competition

Practicing facilitative leadership

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# Project Management Courses

## INTRO/OVERVIEW OF PROJECT MANAGEMENT – 4 HOURS

### Course Description:

We are all project managers on a regular basis. Sometimes this happens in our workplace; often it is at home while parenting or in community service. At the end of this overview course, participants will begin to grasp the way projects begin and flow; and how to identify and address potential weaknesses and challenges. Participants will gain an understanding of the project management process and learn approaches to achieve successful project performance.

### Participants will learn:

- Fundamentals of project management
- How to design a Project management cycle Assessment and evaluation criteria Tools to effectively manage a project.
- Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) requirements

## PROJECT MANAGEMENT FUNDAMENTALS – 12 HOURS

### **Course Overview**

This course provides the foundation for understanding the broad concepts of successful planning, organization, and implementation within business. This course uses real-world examples and identifies common mistakes and pitfalls in project management. Topics covered include project scoping, estimating, budgeting, scheduling, tracking and controlling.

Project management is the most valuable skill in any work environment, industry, or organization, and students will gain an understanding of the project management process and learn approaches to achieve successful project performance. At the end of this course, students will grasp the way projects begin and flow; and how to identify and address potential weaknesses and challenges. Students will learn the fundamentals of project management, how to design a project, project management cycle, assessment and evaluation criteria, tools to effectively manage a project. Participants will immediately begin to enhance the project success factors for current, and future projects, upon applying the tools and techniques learned in this course.

### **Course Learning Objectives** - *Students will achieve understanding in the following areas:*

- Master the key skills and qualities every project manager needs
- Lead projects, don't just "manage" them
- Avoid 15 most common mistakes new project managers make
- Learn from troubled, successful, and "recovered" projects
- Set the stage for success by effectively defining your project
- Build a usable project plan and an accurate work breakdown structure (WBS)
- Create budgets and schedules that help you manage risk
- Use powerful control and reporting techniques, including earned value management
- Smoothly manage project changes, issues, risks, deliverables, and quality

# Project Management Courses

## PROJECT MANAGEMENT INFO SESSION – 1 HOUR

If you have successfully completed the CompTIA Project+ Certification and are interested in obtaining your CAPM Project Management Certification, or if you are interested in Project Management Training and Certification, this info session is for you.

### In this informative session:

- Learn why PM skills are the top skillsets in demand
- Understand the trend of creating PM jobs by 2020
- Review The Project Management Institutes' Certification Process
- Review The Project Management Body of Knowledge
- Understand the CAPM Requirements (experience, education, exam process)

## CAPM CERTIFICATION PREP – 40 HOURS

### Course outline:

The Certified Associate in Project Management (CAPM®) is a PMI credential that clearly showcase your value as a team member, and increase your project assignment responsibilities. This certification is recognized in over 200 countries. This course is for committed CAPM aspirants who want to pass their exam, successfully, on the first try. This training will meet the training requirements to sit for the exam.

Students will: Assess their knowledge level of the PMBOK (Project Management Body of Knowledge), a PMI reference text. Be ready sit for, and pass your PMI CAPM exam, and pass it with flying colors.

### Learning Objectives:

At the end of the course students, will be fully able to: Understand the current and most recent PMI's PMBOK edition. Learn and practice PM principles that you will be tested upon during the CAPM exam. Evaluate your readiness to take the CAPM exam.

## PROJECT MANAGEMENT PDU'S – 3-6 HOURS

The Project Management Institute (PMI) requires obtaining a certain number of PDUs to keep your certification current. The PMP certification requires 60 PDUS per 3-year cycle. Keep your project management certification up to date with our Professional Development Units curriculum. Course topics include training in best practices, and current applications, in Integration, Scope, Time, Cost, Quality, Human Resource, Communications, Risk, Procurement, and Stakeholder Management. You will also learn about the latest updates in the certification exam, as well as what aspects of the project management discipline have improved and changed to suit current and future business operations.



# Project Management Courses

## MICROSOFT PROJECT – 8 HOURS

### Course Description:

Participants will use Microsoft Project to gain knowledge and skills to build, maintain, and control the project plan. Whether you are a project manager, PMP, or an individual responsible for scheduling, estimating, controlling, budgeting, or staffing the project, the course will provide you with the tools to accurately optimize these processes. Microsoft Project allows you to effectively manage the constraints of any type of project; either personally or professionally.

### Participants will learn how to:

- Create the project plan
- Estimate task durations and dependencies
- Establish deadlines and constraints
- Create the task calendars
- Work with resources
- Predict project outcomes Analyze resource utilization
- Track project performance

## PMP PREP – 40 HOURS

PM certification measures your competency as a PM / validates your skills and knowledge through an internationally recognized organization Job skills in highest demand: project management!

Applicable in every company, regardless of size, maturity, industry, core competencies PM certification is most sought after credentials Emerging from recession requires top notch PM skills for implementing initiatives, realignment, and growth

### What will Project Management certification do for you and your organization?-

*Apply knowledge/tools/techniques to:*

Effectively use resources to their maximum capacity Maximize return on investment for personal/professional projects  
Recognize shortcomings in personal/professional projects  
Identify what an organization truly does well and where focused improvement could have a tremendous positive impact  
Add credibility to your professional profile  
Increase your overall position/recognition/ value in marketplace  
Provide you with a globally recognized skill set  
Gives you an edge in the competitive global marketplace / Enables you to establish proven project management methodologies to ensure project success

### Course includes

In depth instruction on PMI's 10 knowledge areas, 5 process groups, 650+ ITTOs, PLUS Professional Responsibility

In class as well as online testing: hundreds of questions with explanations

- Learn effective test taking strategies
- Understand the format of the exam
- Meet the required course hours needed to sit for the PMP exam

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# Wellness

## 7 DAY RAW FOOD CHALLENGE (9 HOURS)

7 day Motivational/Interactive Engagement for ongoing clients and weight loss. Includes grocery shopping tour. How to eat clean on a budget. How and Why raw for overall wellness. Recipes, full instructions and active support.

## CELLULAR LEVEL DETOXIFICATION (ADVANCED) (7 HOURS)

1-5 day demo. Fasting, High Energy Foods and Fermentation.

## EAT TO LIVE – 9 HOURS

Healthy eating in the workplace can be challenging. Learn how to make healthy, light food without sacrificing flavor! Moreover we will discuss how to implement healthy eating within all contexts including work, home, celebrations, and more. Bring your appetite and an open mind!

Participants will receive a cookbook from the American Dietetic Association- The cookbook is a compilation of the tastiest tried-and-true recipes, organized for creating seasonal menus. This mouth-watering cookbook contains 101 recipes - featuring Georgia produce and products. Class taught by a registered dietician.

## EVERYONE CAN EAT RAW- 2 HOURS

introduction to a raw vegan lifestyle and tasting demonstration. Why raw and how to start preparing simple recipes at home. 2-3 basic recipes covered and Q&A

## GREEN LIVING – 9 HOURS

This course will offer you training, information, tips, and advice on natural organic living, gardening, homecare, saving energy, pets, pest control, and a more natural way to live our lives. With the hopes to encourage people to think beyond just ourselves and be aware of the effects our choices have on our health and the health of our planet. Defining Health as a human being living the highest quality of life free from destructive habits and misinformed information that affect spirit, soul and body. True health is a component that allows your body to function and heal at its optimal level.

### Topics include:

- Homecare, training you how to live in a eco– conscious home by saving energy, reducing toxicity, Composting to produce less trash and more.
- Living green shopping experiences where you will learn where to shop starting at local farm markets to cut down on Carbon Print.
- Receive enlightenment on healthy beauty products by learning what ingredients will harm your body over time. Understanding that most beauty products are consumed into the pores of the skin.
- Creating an environment for healthy children pertaining to the types of toys they play with, furniture, and the ingredients of disposable diapers, food etc.

## HOMEMADE BEAUTY AND HOUSEHOLD PRODUCTS 9 HOURS

**Objectives:** Teach student how to create inexpensive, natural products from items they are familiar with. Students will create their own beauty, health, and household products.

# Wellness

This class shows students how to use the products they already own to create all natural, beauty products, free of harmful chemicals found in commercially produced products. These products are good to the body, and will save hundreds of dollars in beauty care products.

## LAUGHTER YOGA – 6 HOURS

*Did you know that there are amazing health benefits to laughter?*

Lowers blood pressure / Increases blood flow / Works your diaphragm, Abdominal, respiratory, facial, leg, and back muscles / Reduces stress hormones / Increases response of disease-killing / Defend against respiratory / Increases memory and learning / Improves alertness, creativity, and memory

Feel great, energized and happy NOW during this laughter session! Learn fun laughter exercises, discover how to reduce stress through laughter, let go for a laughter meditation, and completely relax in a laughter visualization

## LEARN TO EAT AND COOK “CLEAN” – 8 HOURS

Clean eating is eating foods that are free of chemicals and are not processed, in other words, foods that are as close to the source as possible. It's about eating foods with fewer ingredients, whole grains, organic meats and eating several small meals per day. Eating clean does not mean going on a diet, it means maximizing your intake of the necessary nutrients for a longer stronger and more enjoyable life. Learn to prepare delicious conventional meals for your family, including meats, desserts, snacks, and beverages!

Discover the tremendous lifetime benefits of eating clean. Learn how to read labels to identify which foods to avoid and which to consume in the proper quantities.

*Achieve:*

More energy, Disease prevention, Better sleep, Eliminate toxins, Slows down aging, Better skin, Lowers cholesterol, Prevents heart disease, Permanent weight loss, and much more!

## LET'S EAT FRESH-2 HOURS

1-2 hour presentation on how to eat fresh and why. A Interactive lunch and learn for groups. Simple science, take home fun worksheets, interactive food demos (2 recipes), tastings, prepare and serve lunch together.

## NUTRITION 101 – 9 HOURS

*Interested in learning how to be healthier, have more energy and feel great? Then this class is for you!*

Learn the basics of how to create nutrition and health goals to motivate you to become healthier and to make meaningful, and permanent changes to your diet.

Understand the digestion process and the difference between good and bad carbohydrates and cholesterol (LDL and HDL) understand how vitamins, fiber, protein, and calcium affect your body as you age, understand food allergies.

Discover healthy ways to change your weight. Discover the real health benefits of including exercise in your schedule.

Become a more energetic and stress-free you by using tips on nutrition and exercise.



# Wellness

## NUTRITION 201 – 9 HOURS

Learn to monitor your food intake by plate reading. Plate reading allows you to visually breakdown a plate and determine how much carbs, protein, and fat you about to consume. Mastering this technique can help you maintain or lose weight without counting calories all the time. Additionally, we will conduct an optional body composition analysis at the beginning and end of the cycle. The analysis will tells us your body fat, muscle mass, body water, calorie needs, and more!

## NUTRITION TRENDS – 9 HOURS

*After learning the nutrition basics, explore the following topics:*

Mind body connection - get motivated for your health  
Healthy by choice not by chance-orientation  
Foods that reduce disease  
Healthy substitutions  
Drug interactions  
Healthy lifestyle choices  
Secrets to healthy eating  
Health power: mind body connection  
Nutrition for your brain  
Foods to help handle everyday stress



## PHYSICAL HEALING – 9 HOURS

**Course Objectives:** Teach participants how to maintain a healthy lifestyle congruent to maintaining good health and reversing activities that deter healing.

Students will learn: How to get your body healthy enough to heal itself and reverse any sickness and disease holistically without the use of medication. Learn the causes of sickness & disease. Live your life to full potential by helping your body to heal itself from different health issues.

## PREVENTING SICKNESS AND DISEASE NATURALLY— 9 HOURS

### Course Overview:

This course will offer you training, information, tips, and advice on natural organic living, gardening, homecare, saving energy, pets, pest control, and a more natural way to live our lives. With the hopes to encourage people to think beyond just ourselves and be aware of the effects our choices have on our health and the health of our planet. Defining Health as a human being living the highest quality of life free from destructive habits and misinformed information that affect spirit, soul and body. True health is a component that allows your body to function and heal at its optimal level.

### Course Description:

In this course we will go over Oxygen, a powerful catalyst for health. Driving oxygen deep down to the cellular level facilitates an internal healing environment for the human body. Quality nutrients that are vital to our overall health. Our nutritional program works with the body's natural, hormone response to the quality of foods consumed and the timing in which they are consumed. We provide you with the tools you need to reduce body fat, and preserve lean muscle through a superior, nutrient delivery system, and the elimination of toxins in the body. Homecare, training you how to live in a eco- conscious home by saving energy, reducing toxicity, Composting to produce less trash and more. Living green shopping experiences where you will learn where to shop starting at local farm markets to cut down on Carbon Print. Receive enlightenment on healthy beauty products by learning what ingredients will harm your body over time. Understanding that most beauty products are consumed into the pores of the skin. Creating an environment for healthy children pertaining to the types of toys they play with, furniture, and the ingredients of disposable diapers, food etc.

### Outcome:

The overall outcome is to help people eliminate and replace destructive habits by using successful skills that will positively impact their health, marriage, relationships, family and to function and heal at optimal level.

# Wellness

## BREATH-VISUALIZATION-MOVEMENT™ — 6 HOURS

This course's focus is on total relaxation, using learned breathing techniques, visualization (mind relaxation) exercises and restorative movement that stimulate the parasympathetic nervous system, which increases the mind and body's ability to achieve a state of relaxation, consequently decreasing the stimulation of the sympathetic nervous system that is responsible for the destructive side effects of stress.

## MEDITATION — 6 HOURS

**Meditation** is a practice in which an individual trains the mind or induces a mode of consciousness, either to realize some benefit or as an end in itself.

The term *meditation* refers to a broad variety of practices (much like the terms *sports*) that includes techniques designed to promote relaxation, build internal energy or life force (*qi*, *ki*, *prana*, etc.) and develop compassion, love, patience, generosity and forgiveness. A particularly ambitious form of meditation aims at effortlessly sustained single-pointed concentration single-pointed analysis, meant to enable its practitioner to enjoy an indestructible sense of well-being while engaging in any life activity.

In this class you will be prompted to relax and go through a guided process of getting to a meditative state of mind. This session will be all about relieving stress, which in turn relieves physical and mental illnesses.

## SECRETS TO HEALTHY LIVING — 9 HOURS

This course will guide you through *201 Secrets to Healthy Living, and the impact it has on your personal and professional lifestyle. During this course, participants will discover practical keys to a happy, healthy, satisfying, and long life. Professional doctors and health-care providers share their knowledge of proven methods that inform, motivate, and help participants create a healthy successful lifestyle. Participants will also obtain easy-to-access information that will help them obtain and maintain health and wellness.*

Students will learn...

- The telltale heart attack symptoms you may be ignoring
- How you can double your immunity to colds and flu
- Natural ways to slow mental aging and increase memory
- How to avoid obesity and diabetes in just minutes a day
- Cancer treatments your doctor may not have told you about
- ...and more...



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# TECHNOLOGY

## MICROSOFT OFFICE – 12 HOURS

All levels (Beginner, Intermediate, Advanced) of Microsoft Word, Excel, PowerPoint, Access, Publisher, Project

## WHAT IS SERIES...1 HOUR

1 hour introduction to courses

## WHAT IS...BIG DATA-1 HOUR

Overview of concepts and practices of big data

## BIG DATA FUNDAMENTALS – 9 HOURS

The shift from computation intensive to data intensive processing is causing organizations to re- examine how they process their business transactions. Extracting, interpreting, and learning from large datasets is integral for the organization's 2020 outlook.

### Students will:

- Have a clear understanding of what of Big Data is
- Understand the necessity to switch to Big Data
- Understand Big Data's role in the corporate world
- Understand Big Data's role in providing better customer service
- See examples of Big Data in operation in different industries
- Understand the importance of data governance



## WHAT IS...DATABASE MANAGEMENT? - 1 HOUR

Overview of database management concepts.

## DATABASE MANAGEMENT – 15 HOURS

### Course Overview:

A foundation course in terminology, concepts and applications of database processing including file organization and data structures. Course emphasizes database design using various modeling techniques including Entity- Relationship and Semantic- Object models; database implementation using the relational model, normalization, and SQL; database application design including control mechanisms, forms, reports and menus. Students will design, create and process a database to demonstrate competency in the course content.

# TECHNOLOGY

## WHAT IS...SQL? - 1 HOUR

Overview of SQL terminology, purpose, and use.

## SQL FUNDAMENTALS – 8 HOURS

Did you know that virtually all databases employ the use of Standard Query Language?

### Topics Include:

Working with database objects	Inserting data
Relational Database Concepts	Updating data
Reading data	Deleting data
Creating tables	Working with multiple tables

## MICROSOFT ACCESS – 15 HOURS

An efficient means of managing data is by using databases. Information can be stored, linked, and managed using a database application such as Microsoft Office Access. In this training session, you will examine database concepts, and create and modify databases and their various objects using Microsoft Office Access.

### Learning Outcomes:

- Examine database concepts and explore the Microsoft Office Access environment.
- Design a simple database.
- Build a new database with related tables.
- Manage the data in a table.
- Query a database using different methods.
- Design a form.
- Generate a report.
- Import and export data.

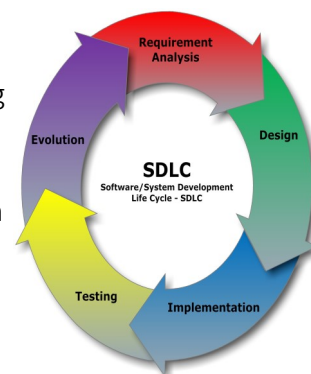
## WHAT IS,...SYSTEMS ANALYSIS AND DESIGN—HOUR

Overview of analyzing and designing systems

## SYSTEMS ANALYSIS AND DESIGN – 15 HOURS

This course provides an in-depth study of established and evolving methods of information system design and implementation. As a project based class, it demonstrates by example and experience the process of building systems from needs analysis and definition through specifications and implementation. Traditional life cycle methodologies are contrasted with object oriented analysis and prototyping.

Students are expected to obtain a proficient level of mastery of effective project plans creating and implementing and communicating. Students will demonstrate a mature level of mastery of applying systems design and analysis skill to address problems and opportunities in IT field by define requirements, perform feasibility study, conduct system modeling and build system with current technologies. Through implementation of a term project, students will exhibit communication, leadership, process analysis and superior computer skills.



# TECHNOLOGY

## QUICKBOOKS FOR BUSINESS – 8 HOURS

Learn to use QuickBooks to manage your business' finances.

### Topics Include:

- Learn to navigate the QuickBooks workspace and become comfortable with using shortcuts, menus, and icons.
- Learn to start, backup, and restore company files.
- Learn how to add new accounts.
- Learn how to create new customers, vendors, service items, and inventory items.
- Learn about forms.
- Learn how to enter sales receipts, invoices, and credit memos.
- Learn how to enter credit card transactions.

## WHAT IS...CRYSTAL REPORTS–1 HOUR

- Overview of crystal reports and uses

## CRYSTAL REPORTS 15 HOURS

Crystal Reports is a report generation that gives you versatile access to your data, so you can retrieve, manage, sort, and build reports.

In this class, learn how to:

- Develop reports to transform data into meaningful information
- Create advanced graphical and crosstab reports
- Add calculations and program logic with the Formula Workshop
- Connect to data sources and extract data to meet reporting needs
- Building reports from the ground up
- Connecting to data sources natively, via OLE DB and ODBC
- Designing a crosstab and drill-down report
- Developing a summary report with drill-down capabilities

# TECHNOLOGY

## BECOME A TECHNOLOGY ENTREPRENEUR – 12 HOURS

### Course Overview

Students will learn the fundamentals of technology entrepreneurship, and the process technology entrepreneurs use to start companies. Course teaches students how to start with a technology, evaluate its pros and cons, how to find high-potential commercial opportunity, acquire resources (talent and capital) learn to sell and market the idea, as well as how to manage rapid growth. The course will provide an overview of the process of creating and growing high potential ventures using several frameworks. Students will create and utilize a business model, and will leverage the power of teams to work on startup projects.

### Course Learning Objectives

#### Aspiring tech entrepreneurs will learn to:

- Set up shop: build the team, assemble necessary startup assets (including technology and intellectual property), and get legal and financial affairs in order
- Secure capital: ask for money, nail the term sheet, and ask for more money
- Get out: know when to sell, who to sell to, and how to make it a happy exit for all stakeholders, including the employees

*In addition, students will gain concept of the following:*

- Technology Entrepreneurship
- Analyze Financial Statements to Determine Health of Business
- How New Opportunities Affect Company's Financial Health
- From Idea to Opportunity (Difference between them)
- Creativity and Innovation – How to Manage Both
- Financing Your Dream
- Major phases in the Technology Company's Life Cycle
- Understand and Avoid Common Pitfalls
- Surviving Crisis

# TECHNOLOGY

## IP NETWORKING FUNDAMENTALS – 15 HOURS

### Course Overview

TCP/IP is a hot topic, because it's the glue that holds the Internet and the Web together, and network administrators need to stay on top of the latest developments. This course demystifies the amazing architecture and protocols of computers as they communicate over the Internet. While very complex, the Internet operates on a few relatively simple concepts that anyone can understand. Networks and networked applications are embedded in our lives, so understanding how these technologies work is invaluable. This course entails a detailed and practical overview of TCP/IP networking. The protocols are applied to make connectivity and other related services. Planning and deployment of network addressing structures, as well as router and switch configurations, are also examined. This course also introduces students to the field of networking. Emphasis is placed on network terminology and protocols, Local Area Networks (LANs), wide-area networks (WANs), OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols

### Course Learning Objectives

*Students will achieve understanding in the following:*

Transmission Control Protocol / Internet Protocol (TCP/IP) the de facto standard transmission medium worldwide for computer-to-computer communications; intranets, private internets, and the Internet

How to install and configure TCP/IP and its applications on clients and servers

Intranets, extranets, and virtual private networks (VPNs);

Information on building and enforcing security;

Newest protocols

Encryption, authentication, digital certificates, and signatures to set up a secure Internet credit card transaction

The latest information on building and administering a network, security, wireless and mobile networking, using Windows servers, working with Linux systems, and much more

# TECHNOLOGY

## BECOME A FRONTEND WEB DEVELOPER 12- HOURS

### Course Overview

This introductory course will focus on the hands-on business of writing HTML code (utilizing HTML 5, CSS, and JavaScript) knowledge of basic control structures, language syntax, and file structures. Students will learn how to plan and design website for target audiences. Class focuses on techniques for client interfacing, project development, and web page mock-up. Also, hypertext design, navigation, application interface, copyright and ownership issues, ethics, privacy, licensing, and trademark issues will be addressed.

### Course Learning Objectives

At this end of this course, the students should reach a mastery level of web design. Students should be able to design appealing Web pages using HTML and Cascading Style Sheets. Students should not only be able to produce visually exciting Web pages and developing dynamic contents using JavaScript, but also be able to manage and edit large projects. Students should exhibit communication, reasoning, critical thinking and problem solving skills toward achieving their goals.

#### *Course objectives are listed for each program outcome:*

Use and apply current IT discipline-related concepts and practices.

-Students will be able to design Web pages using HTML5.

-Students will be able to utilize Cascading Style Sheets to enhance visual effects of Web pages.

-Students will be able to integrate Java Script and multimedia technology into Web design.

Design and develop effective, IT-based solutions and integrate them into the user environment.

-Students will be able to design site structure and develop content for Web sites.

Create and implement effective project plans.

-Students will demonstrate the ability to plan, design and implement a functional Website.

Recognize the qualities necessary to succeed in a professional Environment.

Students will understand the roles and duties expected for a Webmaster.

# TECHNOLOGY

## BECOME A FULLSTACK WEB DEVELOPER-15 HOURS

### Course Overview

A Full Stack Web Developer has a general knowledge in all steps from concept to finished product; both client- and server-side web development. The full-stack developer will have an increasingly important role in the web development of the future. A full-stack web developer is versed in all layers of a technology stack: server-side and client-side. This course is the complement to the Front End Web Development course, where students learned to design for the client side of the web site. In this course students will learn how to program on the server side, implement databases using MySQL/PHP/Apache and communicate to the client side through APIs. Students will learn how to create server-side, data-driven web applications that support the front-end and can scale to support hundreds/ thousands of users. Students will apply their skills to build a fully functional web and with back-end support.

### Course Topics

- Server infrastructure
- Debugging the command line
- Web design
- Database administration
- Code versioning
- Backend language development

### Course Learning Objectives

An orientation to client-side development, covering HTML, CSS, and JavaScript. On the server side, students will learn to implement SQL databases, and will use and communicate to the client side APIs. Students will also learn to create hybrid mobile applications, Students will build a fully functional web and hybrid mobile application with back-end support. Students will utilize and understand the different components that comprise the front and back end of web development, using the following technologies

*HTML5*

*CSS*

*JavaScript*

Web server: *Apache*

Programming: *PHP*

Database: *MySQL*



# TECHNOLOGY

## SOFTWARE DEFINED NETWORKS (SDN) FUNDAMENTALS 15 HOURS

### Course Overview

SDN is an emerging paradigm in computer networking that allows a logically centralized software program to control the behavior of an entire network. Separating a network's control logic from the underlying physical routers and switches that forward traffic, allows network operators to write high-level control programs that specify the behavior of an entire network, taking the place of older conventional networks, that requires low-level device configuration. This course explores the emerging definitions, protocols, and standards for SDN—software-defined, software-driven, and programmable networks. Students will learn what's required for building networks that use software for bi-directional communication between applications and the underlying network infrastructure.

This course also discusses the historical networking environment that gave rise to SDN, as well as the latest advances in SDN technology. Students will learn how to configure, manage, troubleshoot, and debug an SDN. Topics include: History and evolution of SDN, Control and data plane separation, Control Plane, Network Virtualization, Data Plane, Programming SDNs, Verification and Debugging, Use Cases and Looking Forward.

### Course Learning Objectives

*Students will achieve understanding in the following:*

- The potential benefits, as well as the risks, in shifting parts of a network to the SDN model
- How to make intelligent decisions about when to integrate SDN technologies in a network
- How to decide if your organization should be developing its own SDN applications or looking to acquire these from an outside vendor
- How to accelerate the ability to develop your own SDN application
- The evolution of the switch platforms that enable SDN
- The current state of the OpenFlow model and centralized network control
- Distributed and central control, including data plane generation
- Structure and capabilities of commercial and open source controllers
- Available technologies for network programmability
- Desktop-centric to highly distributed models
- Connecting instances of network-function virtualization and service chaining
- Information on constructing and maintaining an SDN network topology
- Idealized SDN framework for controllers, applications, and ecosystems

# TECHNOLOGY

## BECOME A DATA ANALYST-15 HOURS

### Course Overview

**“We live in a data-driven world. Increasingly, the efficient operation of organizations across sectors relies on the effective use of vast amounts of data. Making sense of big data is a combination of organizations having the tools, skills and more importantly, the mindset to see data as the new “oil” fueling a company. Unfortunately, the technology has evolved faster than the workforce skills to make sense of it and organizations across sectors must adapt to this new reality or perish.”**

*- Andreas Weigend, Ph.D Stanford, Head of the Social Data Lab at Stanford, former Chief Scientist, Amazon.com*

This introductory course is designed to give students the necessary skills to analyze data, and is intended for individuals seeking to develop an understanding of Data Science. There are two components to this course. The first is a conceptual introduction to the ideas behind turning data into actionable knowledge. The second is a practical introduction to the tools that will be used in analyzing the data. In this course students will be introduced to main tools and ideas in the data analyst’s toolbox. The course gives an overview of the data, questions, and tools that data analysts work with. Students will understand how to change data into actionable knowledge using various data analysis tools. Students will learn the basics of Excel’s advanced functions, and use it to explore different types of data. They will also learn how to prepare data for analysis, compute various statistical measures, create meaningful data visualizations, create reusable functions, create models to predict expected future outcomes, and more!

### Course Topics

- Introduction to Data Analytics and Overview of Data Analysis Tools
- Data Types and Structures
- Exploring and Visualizing Data
- Using Excel’s Advanced Functions to Manage, Sort, Filter, Update, and understand Data
- Data Relationships and Their Importance to Business Decisions

### Course Learning Objectives

#### **To prepare students to:**

- Become an immediate contributor on a data science team
- Assist in reframing a business challenge as an analytics challenge
- Deploy a structured lifecycle approach to data analytics problems
- Apply appropriate analytic techniques and tools to analyze big data
- Tell a compelling story with the data to drive business action

# TECHNOLOGY

## DATA SCIENCE—12 HOURS

### Course Overview

Businesses operate and thrive in a data-driven environment, and are being transformed by data-driven discovery and prediction. This course introduces the fundamental principles of data science, and explores the "data-analytic thinking" necessary for extracting useful knowledge and business value from the data collected. Additionally, students will understand the many data-mining techniques in use today. Students will acquire skills required for data analytics include scalable data management on and off the cloud, parallel algorithms, statistical modeling, and proficiency with a complex ecosystem of tools and platforms. Students will learn the basic techniques of data science, including SQL solutions, and design algorithms for data management, data clustering, and data mining. Students will also become familiar with statistical modeling - linear and non-linear regression.

Additionally, students will review examples of real-world business problems to illustrate these principles, to not only learn how to improve communication between business stakeholders and data scientists, but also how participate intelligently in their company's data science projects. Students will also discover how to think data-analytically, and fully appreciate how data science methods can support business decision-making.

### Course Learning Objectives

*Students completing this course will be able to demonstrate comprehension in the following:*

- Understand how data science fits in your organization—and how you can use it for competitive advantage
- Treat data as a business asset that requires careful investment if you're to gain real value
- Approach business problems data-analytically, using the data-mining process to gather good data in the most appropriate way
- Learn general concepts for actually extracting knowledge from data
- Apply data science principles when interviewing data science job candidates

# TECHNOLOGY

## INTRODUCTION TO CYBER SECURITY –12 HOURS

### Course Overview

The cyber world and the related uses of internet are surely getting a wider spectrum day by day. From small individual shopping issues to large corporate business dealings, all are making use of internet, as a mode of transacting and dealing, which saves resources and time. But as the use of internet has increased, the threat of illegal and unauthorized activity has also increased because of the diverse and open platform provided by platform. It has raised a greater attention towards the issue of cyber security.

In order to reduce your risk profile from threats such as data leaks, unwanted system access, and system compromises you need to be proactive in implementing cyber security mechanisms. Cyber Security Principles covers the fundamentals of computer/information security and you can apply these principles to systems you want to secure from single computing devices to large network environments.

Course will provide learners with principles of data and technology that frame and define cybersecurity. Learners will gain insight into the importance of cybersecurity and the integral role of cybersecurity professionals. Users will explore foundational cybersecurity principles, security architecture, risk management, attacks, incidents, and emerging IT and IS technologies.

### Course Learning Objectives

*Students completing this course will be able to demonstrate comprehension in the following:*

- Preliminary knowledge regarding the working of internet
- Basic definition of cyber security and an introduction of related terminology
- Cyber security guidelines and standards prevalent in different parts of the world
- Chief issues pertaining to cyber security
- Cyber security tools and products available for a safe cyber space

# TECHNOLOGY

## INTRODUCTION TO COMPUTER SCIENCE –12 HOURS

### Course Overview

The course emphasizes object-oriented programming methodology with a concentration on problem solving and algorithm development, and is meant to be the equivalent of a first-semester college-level course in computer science. It also includes the study of data structures, design, and abstraction. This course examines some of the fundamental ideas of the science of computing. Students will learn via lectures and hands-on assignments that cover a wide variety of topics, such as hardware organization, Networking, OS, Computer Architecture, Algorithms, the Internet, computer programming, limits of computing, and graphics.

The course uses broad coverage and clear exposition to present a complete picture of the dynamic computer science field. The course format is accessible to students from all backgrounds, utilizing a language-independent context to encourage the development of a practical, realistic understanding of the field.

### Course Learning Objectives

*Students completing this course should:*

Understand core areas of the computer science field (e.g., databases, human-computer interaction, scientific computation, artificial intelligence, software engineering)

Understand binary and hexadecimal numbers and arithmetic and how they are used by computers.

Understand basic computer programming concepts and techniques as they appear in HTML (formatting, hyperlinks, forms) and JavaScript (variables, conditionals).

Understand advanced computer programming concepts and techniques (objects, functions, arguments, return values) as they appear in JavaScript.

Understand the relationship between software design and implementation.

Learn to communicate and solve problems effectively as a member of a team.

# TECHNOLOGY

## INTRODUCTION TO PROGRAMMING – 15 HOURS

## Course Overview

This beginner course is for anyone who wants to develop fundamental programming skills and create computer programs. The primary focus is on teaching the student how to program using a free implementation of BASIC called Just BASIC. The course will gain an understanding of the role computation can play in solving problems, and will be introduced to programming techniques that apply to different environments, including other operating systems and the Internet.

This course provides a solid foundation for advancing to different programming languages. Students will use BASIC programming language to understand fundamental principles of computing that will help them to think and approach a software engineer. Students will learn how to work with graphical user interfaces, controls, variables, arrays, and loops. They will also examine subroutines, functions, and debugging. Additionally, they will be able to add sound and graphics to BASIC programs.

## Course Learning Objectives

Students will gain confidence in their newly acquired programming abilities, and will demonstrate the ability to write small programs that allow them to accomplish useful goals.

**Students will learn:**

## Programming Concepts

## Programming Constructs and Structure

## The User Interface

## Utilizing Programming Logic to Make Decisions



# TECHNOLOGY

## BECOME AN ANDROID DEVELOPER – 12 HOURS

### Course Overview

There has never been a better time to make the jump into app development. Mobile phones are quickly replacing computers all over the world, and soon there will be millions, if not billions, of new users hungry for every kind of app imaginable. Creating an app for Android doesn't require a full-blown integrated development environment.

Learn several simple, easy-to-learn and easy-to-use tools that make programming and testing Android apps a breeze. We'll show you how to test apps on an Android emulator. Developing an app for the most popular operating system is exciting. Thousands of new apps are designed and released each day in this era of smart devices. Learn how to program for the most popular mobile operating system: Android. Write apps for Android devices, including Galaxy.

### Course Learning Objectives

Students will apply tools and techniques to create a fully functioning app, utilizing the following concepts:

- Basics of App Development

- What is XML

- What is Java

- What is the Development Environment

- Eclipse

- Android Studio

- Setting up PATH for Windows and Mac OSX

- Creating a Project

- Coding

- User Interface

- Layout and Views

- Fragments and Activities Basics of Intents

- Programming Languages



# TECHNOLOGY

## BECOME AN IOS DEVELOPER –12 HOURS

### Course Overview

Thousands of new apps are designed and released each day in this era of smart devices. Learn how to program for one of the most popular mobile operating system: IOS. Write apps for iPhone and iPad devices. Students will apply tools and techniques to create a fully functioning app.

Beginning with the basics, this course provides an outline of the steps necessary to set up an iOS development environment. An introduction to the architecture of iOS 9 and programming in Swift is provided, followed by an in-depth look at the design of iOS applications and user interfaces. More advanced topics such as file handling, database management, in-app purchases, graphics drawing and animation are also covered, as are touch screen handling, gesture recognition, multitasking, iAds integration, location management, local notifications, camera access and video and audio playback support.

### Course Learning Objectives

IOS programming is a really fun hobby, and can also be a very profitable venture if you create the right app. Students will discover how to create apps fast, and test them on the computer, as well as publish their app on the iTunes store.

### Students will learn:

- Necessary Tools for App Development
- XCode Platform
- SWIFT Code
- Anatomy Of An App
- Developing A Basic App
- Essential Swift Concepts
- How To Upload Your App To The iTunes Store

# TECHNOLOGY

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All courses can be modified  
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