SmarterSkills

CAREER ACADEMY

2022-2023

Student Catalog

SMARTeR SKILLS CAREER ACADEMY

Course Catalog

For

State Licensing with

Indiana Workforce Development – Career Schools and Colleges

SMARTeR SKILLS CAREER Academy

300 Main st

Ste. 323

Lafayette, IN 47901

(855) 775-4557

(855) 7 SKILLS

Catalog 2022 – 2023 Volume I

Published Sept 17, 2021

Effective January 1, 2022

Contents

PURPOSE

Smarter Skills is a strategic planning tools, training, coaching, and consulting company specializing in career and entrepreneurship strategic planning training, life career and business plans, online Web-based training, personal and small business productivity coaching, and business consulting.

Our key product is a professional development plan which lists actionable steps for achieving individual career goals. Our plan includes behavioral awareness coaching which helps to balance an individual's self-awareness and improves their skills with interpersonal relationships in work and personal life. Our professional development plans help our clients gain specific insight into how they can reach their career aspirations, such as earning a new Certification with the aim of improving their earning power. Innovatyve Solutions provides clients with guidance and advice every step of the way.

The company is expanding its services by becoming a career training college. Our growth plan is to become a main provider of the courses we send our clients out to take. Smarter Skills Career Academy is emerging from Innovatyve Solutions, Inc. As a career college, we have created partnerships and alliances with some of the top online course providers. In addition, we plan to roll out new products and services that are currently in development. The products that are being developed are in high demand, and the company plans to market and sell professional Certification training, strategic planning workshops, seminars, coaching and consulting services, and personal and business assessment products.

ACCREDITATION AND APPROVALS

Currently licensed by the state of Indiana, and the Indiana Workforce Development – Career Schools and Colleges.

FACILITIES AND EQUIPMENT

Smarter Skills Career Academy is located in an office building in Lafayette. The average size of our classrooms is 300 sq ft, and we provide one computer per student, with 10 places in each class. Other facilities and equipment for each class is a whiteboard and projector as well as access to helpful books and guides pertaining to your specific course. Classes will be held primarily online, with mandatory attendance of 1 week every 3 months.

Board of Trustees

Administration

Dr Ronke Taylor, CEO and Director

Deans

Social and Behavioral Sciences	Ronke Taylor
Technological Sciences	Oyin Shenbanjo
Engineering Science	Gregory Hu
Business and Marketing	Don Lewis
Research	Rikka Smith

Faculty and Staff

Don Lewis	…………………………………………………………	Instructor
Kirill Eremenko	…………………………………………………………	Instructor
Kayla Jackson	…………………………………………………………	Instructor
Aderonke Shenbanjo	…………………………………………………………	Head Administrative and Compliance
Darryl Anderson	…………………………………………………………	Operations Manager
Casey White	…………………………………………………………	Publicity (Book Marketeers)
Rebecca Young	…………………………………………………………	Administrative Assistant

TUITION AND FEES

Tuition	$8,500.00
Registration	$ 100.00
Books & Supplies	$ 500.00
Access Kit	$ 500.00
Total Cost	**$9,600.00**

**Single subjects making up this program may be taken individually at a cost of $190.00 per course hour. Entrance requirements for each single subject will be demonstration of skills or completion of the prerequisite subject.*

HOLIDAYS TO BE OBSERVED

Martin Luther King Day	Presidents' Day
Labor Day	Valentine's Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	The Friday after Thanksgiving Day
Christmas Eve	Christmas Day
New Year's Eve	New Year's Day

ENROLLMENT PERIODS

Enrollment periods are the four calendar weeks prior to the first day of classes for each program term.

DAILY CLASS SCHEDULE

Day students will attend class Monday through Friday from 8:00 AM to 5:00 PM for approximately six weeks (see Program Term Dates above). Class for evening students will be Monday through Friday from 6:00 PM to 10:00 PM for approximately sixteen weeks. For day students, a ten-minute break will be taken for the last ten minutes of each hour, and lunch will be from 12:00 PM to 1:00 PM. For evening students, there will be no mealtime, and a ten-minute break will be taken for the last ten minutes of each hour.

<u>OFFICE HOURS</u>

Office hours are 9:00 AM to 5:00 PM Monday through Friday Central Time, excepting the days school will be closed. The office will be closed for lunch from 11:45 AM to 1:00 PM

PROGRAM TERM DATES FOR 2022 – 2023

COURSE TIME HOURS

A course-time hour is at least 50 minutes of instruction during a 60-minute period.

ADMISSION REQUIREMENTS

Individuals applying for this course are required to:

a. interview with an admissions counselor;
b. be at least 17 years of age (applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll); and
c. present proof of secondary education (high school diploma or GED Certification) or,
d. a nationally recognized equivalent.

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

Not Applicable

REFUND / CANCELLATION POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.

Student Protection Fund IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a completed "Student Complaint Form." This form can be found on OCTS's website at http://www.in.gov/dwd/2731.htm.

OCTS Refund Policy

Revised 8/21/17

This institution is regulated by:
Department of Workforce Development
Office for Career and Technical Schools

10 N Senate Avenue, Suite SE 308

Indianapolis IN 46204

OCTS@dwd.in.gov

http://www.in.gov/dwd/2731.htm

COURSE LISTINGS

IBM Data Engineering (DE) Professional Certificate

1 - Course Objective/Purpose:

This Professional Certificate Award is for anyone who wants to develop job-ready skills, tools, and a portfolio for an entry-level data engineer position. Throughout the self-paced online courses, you will immerse yourself in the role of a data engineer and acquire the essential skills you need to work with a range of tools and databases to design, deploy, and manage structured and unstructured data.

By the end of this Professional Certificate Course, you will be able to explain and perform the key tasks required in a data engineering role. You will use the Python programming language and Linux/UNIX shell scripts to extract, transform and load (ETL) data. You will work with Relational Databases (RDBMS) and query data using SQL statements. You will use NoSQL databases and unstructured data. You will be introduced to Big Data and work with Big Data engines like Hadoop and Spark. You will gain experience with creating Data Warehouses and utilize Business Intelligence tools to analyze and extract insights.

Each course includes numerous hands-on labs & projects to apply the concepts and skills you learn. The program will culminate in a Capstone Project where you will bring together all of these skills to develop and implement an entire data platform with various data repositories and pipelines to address a real-world inspired data analytics problem.

This program does not require any prior data engineering, or programming experience.

2 - Course Outline

IBM Data Engineering (DE) Professional Certificate

Subj #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRDE01	Introduction to Data Engineering	10	10	0	20	2
CRDE02	Python for Data Science, AI & Development	20	10	0	30	3
CRDE03	Python Project for Data Engineering	10	10	0	20	2
CRDE04	Introduction to Relational Databases (RDBMS)	15	10	0	25	2
CRDE05	Databases and SQL for Data Science with Python	20	10	0	30	3
CRDE06	Introduction to NoSQL Databases	20	10	0	30	3
CRDE07	Introduction to Big Data with Spark and Hadoop	10	10	0	20	2
CRDE08	Data Engineering and Machine Learning using Spark	10	10	0	20	2
CRDE09	Hands-on Introduction to Linux Commands and Shell Scripting	5	10	0	15	1
CRDE10	Relational Database Administration (DBA)	10	10	0	20	2
CRDE11	ETL and Data Pipelines with Shell, Airflow and Kafka	10	10	0	20	2
CRDE12	Getting Started with Data Warehousing and BI Analytics	10	10	0	20	2
CRDE13	Data Engineering Capstone Project	10	10	0	20	2

EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	EV / PE internship/Research	0	10	60	70	1
	Total Hours for Program Completion	**220**	**200**	**60**	**480**	**34**

3 - Course Descriptions

IBM Data Engineering (DE) Professional Certificate

CRDE01 **CRDE01 - Introduction to Data Engineering**

Subject Hrs: 10

Prerequisites:

Description:

This course introduces you to the core concepts, processes, and tools you need to know in order to get a foundational knowledge of data engineering. You will gain an understanding of the modern data ecosystem and the role Data Engineers, Data Scientists, and Data Analysts play in this ecosystem. The Data Engineering Ecosystem includes several different components. It includes disparate data types, formats, and sources of data. Data Pipelines gather data from multiple sources, transform it into analytics-ready data, and make it available to data consumers for analytics and decision-making. Data repositories, such as relational and non-relational databases, data warehouses, data marts, data lakes, and big data stores process and store this data. Data Integration Platforms combine disparate data into a unified view for the data consumers. You will learn about each of these components in this course. You will also learn about Big Data and the use of some of the Big Data processing tools. The course also includes hands-on labs that guide you to create your IBM Cloud Lite account, provision a database instance, load data into the database instance, and perform some basic querying operations that help you understand your dataset.

CRDE02 **CRDE02 - Python for Data Science, AI & Development**

Subject Hrs: 20

Prerequisites: CRDE01 - Introduction to Data Engineering

Description:

Kickstart your learning of Python for data science, as well as programming in general, with this beginner-friendly introduction to Python. Python is one of the world's most popular programming languages, and there has never been greater demand for professionals with the ability to apply Python fundamentals to drive business solutions across industries. This course will take you from zero to programming in Python in a matter of hours—no prior programming experience necessary! You will learn Python fundamentals, including data structures and data analysis, complete hands-on exercises throughout the course modules, and create a final project to demonstrate your new skills. By the end of this course, you'll feel comfortable creating basic programs, working with data, and solving real-world problems in Python. You'll gain a strong foundation for more advanced learning in the field and develop skills to help advance your career. Upon completion of any of the above programs, in addition to earning a Specialization completion certificate from Coursera, you'll also receive a digital badge from IBM recognizing your expertise in the field.

CRDE03 **CRDE03 - Python Project for Data Engineering**

Subject Hrs: 10

Prerequisites: CRDE02 - Python for Data Science, AI & Development

Description:

This mini course is intended to apply foundational Python skills by implementing different techniques to collect and work with data. Assume the role of a Data Engineer and extract data from multiple file formats, transform it into specific datatypes, and then load it into a single source for analysis. Continue with the course and test your knowledge by implementing webscraping and extracting data with APIs all with the help of multiple hands-on labs. After completing this course, you will have acquired the confidence to begin collecting large datasets from multiple sources and transform them into one primary source, or begin web scraping to gain valuable business insights all with the use of Python.

CRDE04 **CRDE04 - Introduction to Relational Databases (RDBMS)**

Subject Hrs: 15

Prerequisites: CRDE03 - Python Project for Data Engineering

Description: Are you ready to dive into the world of data engineering? You'll need a solid understanding of how data is stored, processed, and accessed. You'll need to identify the different types of databases that are appropriate for the kind of data you are working with and what processing the data requires. In this course, you will learn the essential concepts behind relational databases and Relational Database Management Systems (RDBMS). You'll study relational data models and discover how they are created and what benefits they bring, and how you can apply them to your own data. You'll be introduced to several industry standard relational databases, including IBM DB2, MySQL, and PostgreSQL. This course incorporates hands-on, practical exercises to help you demonstrate your learning. You will work with real databases and explore real-world datasets. You will create database instances and populate them with tables.

CRDE05 **CRDE05 - Databases and SQL for Data Science with Python**

Subject Hrs: 20

Prerequisites: CRDE04 - Introduction to Relational Databases (RDBMS)

Description:

Much of the world's data resides in databases. SQL (or Structured Query Language) is a powerful language which is used for communicating with and extracting data from databases. A working knowledge of databases and SQL is a must if you want to become a data scientist. The purpose of this course is to introduce relational database concepts and help you learn and apply foundational knowledge of the SQL language. It is also intended to get you started with performing SQL access in a data science environment. The emphasis in this course is on hands-on and practical learning. As such, you will work with real databases, real data science tools, and real-world datasets. You will create a database instance in the cloud. Through a series of hands-on labs, you will practice building and running SQL queries. You will also learn how to access databases from Jupyter notebooks using SQL and Python.

CRDE06

CRDE06 - Introduction to NoSQL Databases

Subject Hrs: 20

Prerequisites: CRDE05 - Databases and SQL for Data Science with Python

Description:

This course will provide you with technical hands-on knowledge of NoSQL databases and Database-as-a-Service (DaaS) offerings. With the advent of Big Data and agile development methodologies, NoSQL databases have gained a lot of relevance in the database landscape. Their main advantage is the ability to effectively handle scalability and flexibility issues raised by modern applications. You will start by learning the history and the basics of NoSQL databases and discover their key characteristics and benefits. You will learn about the four categories of NoSQL databases and how they differ from each other. You will explore the architecture and features of several different implementations of NoSQL databases, namely MongoDB, Cassandra, and IBM Cloudant. You will then get hands-on experience using those NoSQL databases to perform standard database management tasks, such as creating and replicating databases, loading and querying data, modifying database permissions, indexing and aggregating data, and sharding (or partitioning) data.

CRDE07

CRDE07 - Introduction to Big Data with Spark and Hadoop

Subject Hrs: 10

Prerequisites: CRDE06 - Introduction to NoSQL Databases

Description:

Bernard Marr defines Big Data as the digital trace that we are generating in this digital era. In this course, you will learn about the characteristics of Big Data and its application in Big Data Analytics. You will gain an understanding about the features, benefits, limitations, and applications of some of the Big Data processing tools. You'll explore how Hadoop and Hive help leverage the benefits of Big Data while overcoming some of the challenges it poses. Hadoop is an open-source framework that allows for the distributed processing of large data sets across clusters of computers using simple programming models. Hive, a data warehouse software, provides an SQL-like interface to efficiently query and manipulate large data sets residing in various databases and file systems that integrate with Hadoop. Apache Spark is an open-source processing engine that provides users new ways to store and make use of big data. It is an open-source processing engine built around speed, ease of use, and analytics. In this course, you will discover how to leverage Spark to deliver reliable insights. The course provides an overview of the platform, going into the different components that make up Apache Spark.

CRDE08 **CRDE08 - Data Engineering and Machine Learning using Spark**

Subject Hrs: 10

Prerequisites: CRDE07 - Introduction to Big Data with Spark and Hadoop

Description:

Organizations need skilled, forward-thinking Big Data practitioners who can apply their business and technical skills to unstructured data such as tweets, posts, pictures, audio files, videos, sensor data, and satellite imagery and more to identify behaviors and preferences of prospects, clients, competitors, and others.

CRDE09 **CRDE09 - Hands-on Introduction to Linux Commands and Shell Scripting**

Subject Hrs: 5

Prerequisites: CRDE08 - Data Engineering and Machine Learning using Spark

Description:

This mini course provides a practical introduction to commonly used Linux / UNIX shell commands and teaches you basics of Bash shell scripting to automate a variety of tasks. The course includes both video-based lectures as well as hands-on labs to practice and apply what you learn. You will have no-charge access to a virtual Linux server that you can access through your web browser, so you don't need to download and install anything to perform the labs.

CRDE10

CRDE10 - Relational Database Administration (DBA)

Subject Hrs: 10

Prerequisites: CRDE09 - Hands-on Introduction to Linux Commands and Shell Scripting

Description:

Ongoing and proactive management is critical to the security and performance of database management systems. Database administration is the function of managing the operational aspects of database systems and maintaining them. Database administrators work to ensure that applications make the most efficient use of databases and that physical resources are used adequately and efficiently. In this course, you will discover some of the activities, techniques, and best practices for managing a database. You will learn about configuring and upgrading database server software and related products. You will also learn about database security; how to implement user authentication, assign roles, and assign object-level permissions. You will also gain an understanding of how to perform backup and restore procedures in case of system failures.

CRDE11

CRDE11 - ETL and Data Pipelines with Shell, Airflow and Kafka

Subject Hrs: 10

Prerequisites: CRDE10 - Relational Database Administration (DBA)

Description:

After taking this course, you will be able to describe two different approaches to converting raw data into analytics-ready data. One approach is the Extract, Transform, Load (ETL) process. The other contrasting approach is the Extract, Load, and Transform (ELT) process. ETL processes apply to data warehouses and data marts. ELT processes apply to data lakes, where the data is transformed on demand by the requesting/calling application. Finally, you will complete a shareable final project that enables you to demonstrate the skills you acquired in each module.

CRDE12

CRDE12 - Getting Started with Data Warehousing and BI Analytics

Subject Hrs: 10

Prerequisites: CRDE11 - ETL and Data Pipelines with Shell, Airflow and Kafka

Description:

Data is one of an organization's most valuable commodities. But how can organizations best use their data? And how does the organization determine which data is the most recent, accurate, and useful for business decision making at the highest level? After taking this course, you will be able to describe different kinds of repositories including data marts, data lakes, and data reservoirs, and explain their functions and uses. You will also be able to describe how data warehouses serve a single source of data truth for organization's current and historical data. Organizations create data value using analytics and business intelligence applications. Now that you have experienced the ELT process, gain hands-on analytics and business intelligence experience using IBM Cognos and its reporting, dashboard features including visualization capabilities. Finally, you will complete a shareable final project that enables you to demonstrate the skills you acquired in each module.

CRDE13

CRDE13 - Data Engineering Capstone Project

Subject Hrs: 10

Prerequisites: CRDE12 - Getting Started with Data Warehousing and BI Analytics

Description:

In this course you will apply a variety of data engineering skills and techniques you have learned as part of the previous courses in the IBM Data Engineering Professional Certificate Course. You will assume the role of a Junior Data Engineer who has recently joined the organization and be presented with a real-world use case that requires a data engineering solution.

IBM Machine Learning (ML) Professional Certificate

1 - Course Objective/Purpose:

This Machine Learning (ML) program focuses on the symbolic inference, representation, and simulation by computers and software of human learning and reasoning processes and capabilities, and the computer modeling of human motor control and motion. Includes instruction in computing theory, cybernetics, human factors, natural language processing, and applicable aspects of engineering, technology, and specific end-use applications. Close attention is paid to emerging policies worldwide, regarding bias in AI data and machine learning techniques, especially with regard to race, gender and privacy protection. Students are encouraged to think outside the box and pursue new research paradigms.

2 - Course Outline

IBM Machine Learning (ML) Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRML 101	Exploratory Data Analysis for ML	10	0	0	10	1
CRML 102	Supervised Machine Learning: Regression	10	0	0	10	1
CRML 103	Supervised ML: Classification	10	0	0	10	1
CRML 104	Unsupervised ML	10	0	0	10	1
CRML105	Deep Learning and Reinforcement Learning	10	0	0	10	1
CRML106	Specialized Models: Time Series and Survival Analysis	10	0	0	10	1
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	ML / Internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**110**	**50**	**60**	**320**	**10**

3 - Course Descriptions

IBM Machine Learning (ML) Professional Certificate

CRML101 - Exploratory Data Analysis for Machine Learning

Subject Hrs: 10 hours lecture

Prerequisites: None

Description: In this course you will realize the importance of good, quality data. You will learn common techniques to retrieve your data, clean it, apply feature engineering, and have it ready for preliminary analysis and hypothesis testing.

CRML102 - Supervised Machine Learning: Regression

Subject Hrs: 10 hours lecture

Prerequisites: CRML101 - Exploratory Data Analysis for Machine Learning

Description: This course introduces you to one of the main types of modelling families of supervised Machine Learning: Regression. You will learn how to train regression models to predict continuous outcomes and how to use error metrics to compare across different models. This course also walks you through best practices, including train and test splits, and regularization techniques.

CRML103 - Supervised Machine Learning: Classification

Subject Hrs: 10 hours lecture

Prerequisites: CRML102 - Supervised Machine Learning: Regression

Description: This course introduces you to one of the main types of modeling families of supervised Machine Learning: Classification. You will learn how to train predictive models to classify categorical outcomes and how to use error metrics to compare across different models. The hands-on section of this course focuses on using best practices for classification, including train and test splits, and handling data sets with unbalanced classes.

CRML104 - Unsupervised Machine Learning

Subject Hrs: 10 hours lecture

Prerequisites: CRML103 - Supervised Machine Learning: Classification

Description: This course introduces you to one of the main types of Machine Learning: Unsupervised Learning. You will learn how to find insights from data sets that do not have a target or labeled variable. You will learn several clustering and dimension reduction algorithms for unsupervised learning as well as how to select the algorithm that best suits your data. The hands-on section of this course focuses on using best practices for unsupervised learning.

CRML105 - Deep Learning and Reinforcement Learning

Subject Hrs: 10 hours lecture

Prerequisites: CRML104 - Unsupervised Machine Learning

Description: This course introduces you to two of the most sought-after disciplines in Machine Learning: Deep Learning and Reinforcement Learning. Deep Learning is a subset of Machine Learning that has applications in both Supervised and Unsupervised Learning and is frequently used to power most of the AI applications that we use on a daily basis. First you will learn about the theory behind Neural Networks, which are the basis of Deep Learning, as well as several modern architectures of Deep Learning. Once you have developed a few Deep Learning models, the course will focus on Reinforcement Learning, a type of Machine Learning that has caught up more attention recently. Although currently Reinforcement Learning has only a few practical applications, it is a promising area of research in AI that might become relevant in the near future.

CRML106 - Specialized Models: Time Series and Survival Analysis

Subject Hrs: 10 hours lecture

Prerequisites: CRML105 - Deep Learning and Reinforcement Learning

Description: This course introduces you to additional topics in Machine Learning that complement essential tasks, including forecasting and analyzing censored data. You will learn how to analyze data with a time component and censored data that needs outcome inference. You will learn a few techniques for Time Series Analysis and Survival Analysis. The hands-on section of this course focuses on using best practices and verifying assumptions derived from Statistical Learning.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: None

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding to navigate personal or organizational challenges such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a “Culture of Wellness”. The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Electric Vehicle and Power Electronics Specialization

1 - Course Objective/Purpose:

Electric vehicles are the future of transportation. Electric mobility has become an essential part of the energy transition strategy and will result in significant changes for vehicle manufacturers, governments, companies, and individuals. The first half of this program is designed for students to learn the nuances of designing, producing, and manufacturing of electric cars, electric buses, trucks, or motorcycles. In this program, you will be given a comprehensive view of electric mobility including the most important aspects of this new market, state-of-the-art technology of electric vehicles and charging infrastructure; profitable business models that can work for enterprises in this market; and effective policies for governmental bodies. This series of courses will deliver expertise you can apply to all aspects of electric mobility as its importance grows. It will help policy makers, engineers, and fleet managers to make sound strategic decisions about e-mobility products and their implications.

In the second part of this course, you will design modern switched-mode power converters; create high-performance control loops around power converters; understand efficiency, power density and cost trade-offs. This half of the specialization covers design-oriented analysis, modeling and simulation techniques leading to practical engineering of high-performance power electronics systems.

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of internship.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Electric Vehicle and Power Electronics.

2 - Course Outline

Electric Vehicle and Power Electronics Specialization

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
DXEV 101	Electric Cars: Introduction	20	0	0	20	1
DXEV 102	Electric Cars: Technology	20	0	0	20	1
DXEV 103	Electric Cars: Business	20	0	0	20	1
DXEV 104	Electric Cars: Policy	20	0	0	20	1
EQER 101	Job Search Skills	10	10	0	20	1
CRPE 101	Introduction to Power Electronics	10	10	0	20	1
CRPE 102	Converter Circuits	10	10	0	20	1
CRPE 103	Converter Control	10	10	0	20	1
CRPE 104	Magnetics for Power Electronic Converters	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	EV / PE internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**170**	**90**	**60**	**320**	**12**

3 - Course Descriptions

Electric Vehicle and Power Electronics Specialization

DXEV101 - Electric Cars: Introduction

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites:

Description: Get a basic understanding of electric cars and learn about leading technologies, development of profitable business models and effective policies.

DXEV102 - Electric Cars: Technology

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites:

Description: Get an in-depth understanding of the technology behind electric cars.

DXEV103 - Electric Cars: Business

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites:

Description: Get an in-depth understanding of varied profitable business models for electric cars.

DXEV104 - Electric Cars: Policy

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites:

Description: Learn about the role of public policy in steering technological innovation and infrastructural change toward zero-emission mobility.

CRPE101 - Introduction to Power Electronics

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites:

Description: This course introduces the basic concepts of switched-mode converter circuits for controlling and converting electrical power with high efficiency.

CRPE102 - Converter Circuits

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites: CRPE101- Introduction to Power Electronics

Description: Learn more advanced concepts of switched-mode converter circuits. Realization of the power semiconductors in inverters or in converters having bidirectional power flow is explained.

CRPE103 - Converter Control

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites: CRPE102- Converter Circuits.

Description: This course teaches how to design a feedback system to control a switching converter.

CRPE104 - Magnetics for Power Electronic Converters

Subject Hrs: 5 hours per week, for 4 weeks

Prerequisites: CRPE102- Converter Circuits.

Description: The course starts with an introduction to physical principles behind inductors and transformers. Covers the analysis and design of magnetic components, including inductors and transformers, used in power electronic converters.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding to navigate personal or organizational challenges such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a “Culture of Wellness”. The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Google IT Support Professional Certificate

1 - Course Objective/Purpose:

Get professional training designed by Google and get on the fast-track to a competitively paid job. There are 340,500 U.S. job openings in IT and a $50,800 average entry-level salary in IT support. Over 5 courses, learn in-demand skills that prepare you for an entry-level job. At under 10 hours per week, you can complete the Certification in less than 6 months. Upon completion, you can directly apply for jobs with Google and over 130 U.S. employers, including Walmart, Best Buy, and Astreya. Since the IT Support Certification launched in 2018, 82% of graduates have reported a positive career outcome like a new job, promotion, or raise within 6 months. This program also prepares you for the CompTIA A+ exams, the industry standard Certification for IT—you'll earn a dual credential when you complete both. One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of internship. The approximate time required to complete this program is 12 months. Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google IT Support

2 - Course Outline

Google IT Support Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGIT01	Technical Support Fundamentals	20	0	0	20	2
CRGIT02	The Bits and Bytes of Computer Networking	20	0	0	20	2
CRGIT03	Operating Systems and You: Becoming a Power User	20	0	0	20	2
CRGIT04	System Administration and IT Infrastructure Services	20	0	0	20	2
CRGIT05	IT Security: Defense Against the Digital Dark Arts	20	0	0	20	2
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GIT internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**150**	**50**	**60**	**260**	**14**

3 - Course Descriptions

Google IT Support Professional Certificate

CRGIT01 - Technical Support Fundamentals

Subject Hrs: 20 hours lecture

Prerequisites:

Description: This course is the first of a series that aims to prepare you for a role as an entry-level IT Support Specialist. In this course, you'll be introduced to the world of Information Technology, or IT. You'll learn about the different facets of Information Technology, like computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to give you an overview of what's to come in this Certification program.

CRGIT02 - The Bits and Bytes of Computer Networking

Subject Hrs: 20 hours lecture

Prerequisites:

Description: This course is designed to provide a full overview of computer networking. We'll cover everything from the fundamentals of modern networking technologies and protocols to an overview of the cloud to practical applications and network troubleshooting.

CRGIT03 - Operating Systems and You: Becoming a Power User

Subject Hrs: 20 hours lecture

Prerequisites:

Description: In this course -- through a combination of video lectures, demonstrations, and hands-on practice -- you'll learn about the main components of an operating system and how to perform critical tasks like managing software and users, and configuring hardware.

CRGIT04 - System Administration and IT Infrastructure Services

Subject Hrs: 20 hours lecture

Prerequisites:

Description: This course will transition you from working on a single computer to an entire fleet. Systems administration is the field of IT that's responsible for maintaining reliable computer systems in a multi-user environment. In this course, you'll learn about the infrastructure services that keep all organizations, big and small, up and running. We'll deep dive on cloud so that you'll understand everything from typical cloud infrastructure setups to how to manage cloud resources. You'll also learn how to manage and configure servers and how to use industry tools to manage computers, user information, and user productivity. Finally, you'll learn how to recover your organization's IT infrastructure in the event of a disaster.

CRGIT05 - IT Security: Defense Against the Digital Dark Arts

Subject Hrs: 20 hours lecture

Prerequisites:

Description: This course covers a wide variety of IT security concepts, tools, and best practices. It introduces threats and attacks and the many ways they can show up. We'll give you some background of encryption algorithms and how they're used to safeguard data. Then, we'll dive into the three A's of information security: authentication, authorization, and accounting. We'll also cover network security solutions, ranging from firewalls to Wi-Fi encryption options. The course is rounded out by putting all these elements together into a multi-layered, in-depth security architecture, followed by recommendations on how to integrate a culture of security into your organization or team.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a “Culture of Wellness”. The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Google Data Analytics Professional Certificate

1 - Course Objective/Purpose:

Prepare for a new career in the high-growth field of data analytics, no experience or degree required. Get professional training designed by Google and have the opportunity to connect with top employers. There are 337,400 U.S. job openings in data analytics with a $67,900 average entry-level salary. Data analytics is the collection, transformation, and organization of data in order to draw conclusions, make predictions, and drive informed decision making. You'll prepare yourself for jobs that include junior or associate data analyst, database administrator, and more. Upon completion of the Certification, you can directly apply for jobs with Google and over 130 U.S. employers, including Walmart, Best Buy, Astreya.

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of internship.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google Data Analytics.

2 - Course Outline

Google Data Analytics Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGDA01	Foundations: Data, Data, Everywhere	10	0	0	10	1
CRGDA02	Ask Questions to Make Data-Driven Decisions	20	0	0	20	2
CRGDA03	Prepare Data for Exploration	20	0	0	20	2
CRGDA04	Process Data from Dirty to Clean	20	0	0	20	2
CRGDA05	Analyze Data to Answer Questions	20	0	0	20	2
CRGDA06	Share Data Through the Art of Visualization	20	0	0	20	2
CRGDA07	Data Analysis with R Programming	20	10	0	30	3
CRGDA08	GDA Capstone: Complete a Case Study	10	0	0	10	1
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GDA internship/Research	0	0	60	60	1

	Total Hours for Program Completion	**190**	**60**	**60**	**310**	**19**

3 - Course Descriptions

Google Data Analytics Professional Certificate

CRGDA01 - Foundations: Data, Data, Everywhere

Subject Hrs: 10 hours lecture

Prerequisites:

Description: In this course, you'll be introduced to the world of data analytics through hands-on curriculum developed by Google. The material shared covers plenty of key data analytics topics, and it's designed to give you an overview of what's to come in the Google Data Analytics Certification.

CRGDA02 - Ask Questions to Make Data-Driven Decisions

Subject Hrs: 20 hours lecture

Prerequisites: CRDGA01- Foundations: Data, Data, Everywhere

Description: In this course, you'll build on your understanding of the topics that were introduced in the first Google Data Analytics Certification course. The material will help you learn how to ask effective questions to make data-driven decisions, while connecting with stakeholders' needs.

CRGDA03 - Prepare Data for Exploration

Subject Hrs: 20 hours lecture

Prerequisites: CRGDA02- Ask Questions to Make Data-Driven Decisions

Description: In this course, you'll be introduced to new topics that will help you gain practical data analytics skills. You'll learn how to use tools like spreadsheets and SQL to extract and make use of the right data for your objectives and how to organize and protect your data.

CRGDA04 - Process Data from Dirty to Clean

Subject Hrs: 20 hours lecture

Prerequisites: CRGDA03- Prepare Data for Exploration

Description: In this course, you'll continue to build your understanding of data analytics and the concepts and tools that data analysts use in their work. You'll learn how to check and clean your data using spreadsheets and SQL as well as how to verify and report your data cleaning results.

CRGDA05 - Analyze Data to Answer Questions

Subject Hrs: 20 hours lecture

Prerequisites: CRGDA04- Process Data from Dirty to Clean

Description: In this course, you'll take what you've learned to this point and apply it to your analysis to make sense of the data you've collected. You'll learn how to organize and format your data using spreadsheets and SQL to help you look at and think about your data in different ways. You'll also find out how to perform complex calculations on your data to complete business objectives. You'll learn how to use formulas, functions, and SQL queries as you conduct your analysis.

CRGDA06 - Share Data Through the Art of Visualization

Subject Hrs: 20 hours lecture

Prerequisites: CRGDA05- Analyze Data to Answer Questions

Description: In this course, you'll learn how to visualize and present your data findings as you complete the data analysis process. This course will show you how data visualizations, such as visual dashboards, can help bring your data to life. You'll also explore Tableau, a data visualization platform that will help you create effective visualizations for your presentations.

CRGDA07 -Data Analysis with R Programming

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: CRGDA06- Share Data Through the Art of Visualization

Description: In this course, you'll find out how to use RStudio, the environment that allows you to work with R. This course will also cover the software applications and tools that are unique to R, such as R packages. You'll discover how R lets you clean, organize, analyze, visualize, and report data in new and more powerful ways.

CRGDA08 -Google Data Analytics Capstone: Complete a Case Study

Subject Hrs: 10 hours lecture

Prerequisites: CRGDA07**-** Data Analysis with R Programming

Description: In this course, you'll have the opportunity to complete an optional case study, which will help prepare you for the data analytics job hunt. Case studies are commonly used by employers to assess analytical skills. For your case study, you'll choose an analytics-based scenario. You'll then ask questions, prepare, process, analyze, visualize and act on the data from the scenario.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a "Culture of Wellness". The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Google IT Automation Professional Certificate

1 - Course Objective/Purpose:

Get on a fast track to finding an in-demand job in IT. Learn to code to solve problems and automate solutions using Python, the language that is in the highest demand by employers. This program builds on your IT foundations to help you take your career to the next level. Learn how to program with Python and how to use Python to automate common system administration tasks from Google experts. You'll also learn to use Git and GitHub, troubleshoot and debug complex problems, and apply automation at scale by using configuration management and the Cloud. No experience necessary.

One academic semester credit hour is equal to a minimum course time of 15 hours of classroom lecture, 30 hours of laboratory experience, or 45 hours of internship.
The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google IT Automation.

2 - Course Outline

Google IT Automation Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGAU01	Crash Course on Python	20	10	0	30	3
CRGAU02	Using Python to Interact with the Operating System	20	10	0	30	3
CRGAU03	Introduction to Git and GitHub	20	0	0	20	2
CRGAU04	Troubleshooting and Debugging Techniques	20	0	0	20	2
CRGAU05	Configuration Management and the Cloud	20	0	0	20	2
CRGAU06	Automating Real-World Tasks with Python	10	0	0	10	1
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GAU internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**160**	**70**	**60**	**290**	**17**

3 - Course Descriptions

Google IT Automation Professional Certificate

CRGAU01 - Crash Course on Python

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: None

Description: In this course, you'll get hands-on experience with programming concepts through interactive exercises and real-world examples. It is designed to teach you the foundations in order to write simple programs in Python using the most common structures. By the end of this course, you'll understand the benefits of programming in IT roles; be able to write simple programs using Python; figure out how the building blocks of programming fit together; and combine all of this knowledge to solve a complex programming problem.

CRGAU02 - Using Python to Interact with the Operating System

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: CRGAU01- Crash Course on Python

Description: In this course, you'll be able to manipulate files and processes on your computer's operating system. You'll also learn about regular expressions -- a very powerful tool for processing text files -- and you'll get practice using the Linux command line on a virtual machine. You'll also write a program that processes a bunch of errors in an actual log file and then generates a summary file.

CRGAU03 - Introduction to Git and GitHub

Subject Hrs: 20 hours lecture

Prerequisites: CRGAU02 - Using Python to Interact with the Operating System

Description: In this course, you’ll learn how to keep track of the different versions of your code and configuration files using a popular version control system (VCS) called Git. We'll also go through how to setup an account with a service called GitHub so that you can create your very own remote repositories to store your code and configuration.

CRGAU04 - Troubleshooting and Debugging Techniques

Subject Hrs: 20 hours lecture

Prerequisites: CRGAU03 - Introduction to Git and GitHub

Description: In this course, we'll give you the tools to quickly identify and solve real-world problems that you might come across in your IT role. We'll look at several different strategies and approaches for tackling the most common pitfalls of your code and IT infrastructure. You'll learn strategies for approaching almost any technical problem and then see how those apply to solving different real-world scenarios.

CRGAU05 - Configuration Management and the Cloud

Subject Hrs: 20 hours lecture

Prerequisites: CRGAU04 - Troubleshooting and Debugging Techniques

Description: In this course, you'll learn how to apply automation to manage fleets of computers. You'll understand how to automate the process for deploying new computers, keeping those machines updated, managing large-scale changes, and a lot more. We'll discuss managing both physical machines running in our offices and virtual machines running in the Cloud.

CRGAU06 - Automating Real-World Tasks with Python

Subject Hrs: 10 hours lecture

Prerequisites: CRGAU05 - Configuration Management and the Cloud

Description: In the final course, we'll tie together the concepts that you've learned up until now. You'll tackle real-world scenarios in Qwiklabs that will challenge you to use multiple skills at once. At the end of this course, you'll be able to take a description of a problem and use your skills to create a solution.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a “Culture of Wellness”. The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

<u>Google UX Design Professional Certificate</u>

1 - Course Objective/Purpose:

Prepare for a career in the high-growth field of UX design, no experience or degree required. With professional training designed by Google, get on the fast-track to a competitively paid job. There are currently 113,700 U.S. job openings in UX design with an average entry-level salary of $58,600.[1] User experience (UX) designers focus on the interaction that users have with products, like websites, apps, and physical objects. They make those everyday interactions useful, enjoyable, and accessible.

Upon completion, you can directly apply for jobs with Google and over 130 U.S. employers, including Walmart, Best Buy, and Astreya.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google UX Design.

2 - Course Outline

Google UX Design Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGUX01	Foundations of User Experience (UX) Design	10	10	0	20	2
CRGUX02	Start the UX Design Process: Empathize, Define, and Ideate	10	10	0	20	2
CRGUX03	Build Wireframes and Low-Fidelity Prototypes	20	0	0	20	2
CRGUX04	Conduct UX Research and Test Early Concepts	20	0	0	20	2
CRGUX05	Create High-Fidelity Designs and Prototypes in Figma	20	10	0	30	3
CRGUX06	Responsive Web Design in Adobe XD	20	10	0	30	3
CRGUX07	Design a User Experience for Social Good & Prepare for Jobs	20	10	0	30	3
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GUX internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**170**	**100**	**60**	**330**	**21**

3 - Course Descriptions

Google UX Design Professional Certificate

CRGUX01 - Foundations of User Experience (UX) Design

Subject Hrs: 20 hours lecture

Prerequisites:

Description: Foundations of User Experience (UX) Design is the first of a series of seven courses that will equip you with the skills needed to apply to entry-level jobs in user experience design. UX designers focus on the interactions that people have with products like websites, mobile apps, and physical objects. UX designers make those everyday interactions usable, enjoyable, and accessible.

CRGUX02 - Start the UX Design Process: Empathize, Define, and Ideate

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: CRGUX01 - Foundations of User Experience (UX) Design

Description: In this course, you'll complete the first phases of the design process for a project that you'll be able to include in your portfolio. You will learn how to empathize with users and understand their pain points, define user needs using problem statements, and come up with lots of ideas for solutions to those user problems.

CRGUX03 - Build Wireframes and Low-Fidelity Prototypes

Subject Hrs: 20 hours lecture

Prerequisites: CRGUX02 - Start the UX Design Process: Empathize, Define, and Ideate

Description: In this course, you’ll continue to design a mobile app for your professional UX portfolio. You’ll start by creating storyboards and getting familiar with the basics of drawing. Then, you'll create paper wireframes and digital wireframes using the design tool Figma. You’ll also create a paper prototype and a digital low-fidelity prototype in Figma.

CRGUX04 - Conduct UX Research and Test Early Concepts

Subject Hrs: 20 hours lecture

Prerequisites: CRGUX03 - Build Wireframes and Low-Fidelity Prototypes

Description: In this course, you will learn how to plan and conduct a usability study to gather feedback about designs. Then, you will modify your low-fidelity designs based on insights from your research.

CRGUX05 - Create High-Fidelity Designs and Prototypes in Figma

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: CRGUX04 - Conduct UX Research and Test Early Concepts

Description: In this course, you will follow step-by-step tutorials to learn how to create high-fidelity designs, called mockups, in Figma, a popular design tool. Then, you’ll turn those designs into an interactive prototype that works like a finished product. You’ll conduct research to collect feedback about your designs and make improvements. Finally, you’ll learn how to share your designs with development teams and highlight your work in your professional UX portfolio.

CRGUX06 - Responsive Web Design in Adobe XD

Subject Hrs: 20 hours lecture, 10 hours lab

Prerequisites: CRGUX05 - Create High-Fidelity Designs and Prototypes in Figma

Description: In this course, you will design a responsive website using Adobe XD, a popular design tool. You will complete the design process from beginning to end, empathizing with users, defining their pain points, coming up with ideas for design solutions, creating wireframes and prototypes, and testing designs to get feedback.

CRGUX07 - Design a User Experience for Social Good & Prepare for Jobs

Subject Hrs: 30 hours lecture, 10 hours lab

Prerequisites: CRGUX06 - Responsive Web Design in Adobe XD

Description: In this course, you will design a dedicated mobile app and a responsive website focused on social good. You will showcase all that you've learned during the Certification program to complete the design process from beginning to end, empathizing with users, defining their pain points, coming up with ideas for design solutions, creating wireframes and prototypes, and testing designs to get feedback.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a “Culture of Wellness”. The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Google Project Management Professional Certificate

1 - Course Objective/Purpose:

Prepare for a new career in the high-growth field of project management, no experience or degree required. Get professional training designed by Google and get on the fastrack to a competitively paid job. There are 475,100 U.S. job openings in project management with a $59,000 average entry-level salary. Project managers are natural problem-solvers. They set the plan and guide teammates, and manage changes, risks, and stakeholders.

Upon completion, you can directly apply for jobs with Google and over 130 U.S. employers, including Walmart, Best Buy, and Astreya.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google Project Management.

2 - Course Outline

Google Project Management Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGPM01	Foundations of Project Management	10	0	0	10	1
CRGPM02	Project Initiation: Starting a Successful Project	20	0	0	20	2
CRGPM03	Project Planning: Putting It All Together	20	0	0	20	2
CRGPM04	Project Execution: Running the Project	20	0	0	20	2
CRGPM05	Agile Project Management	20	0	0	20	2
CRGPM06	Capstone: Applying Project Management in the Real World	10	20	0	30	3
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GPM internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**150**	**70**	**60**	**280**	**16**

3 - Course Descriptions

Google Project Management Professional Certificate

CRGPM01 - Foundations of Project Management

Subject Hrs: 10 hours lecture

Prerequisites:

Description: In this course, you'll discover foundational project management terminology and gain a deeper understanding of the role and responsibilities of a project manager. We'll also introduce you to the kinds of jobs you might pursue after completing this program.

CRGPM02 - Project Initiation: Starting a Successful Project

Subject Hrs: 20 hours lecture

Prerequisites: CRGPM01 - Foundations of Project Management

Description: This course will show you how to set a project up for success in the first phase of the project life cycle: the project initiation phase. In exploring the key components of this phase, you'll learn how to define and manage project goals, deliverables, scope, and success criteria. You'll discover how to use tools and templates like stakeholder analysis grids and project charters to help you set project expectations and communicate roles and responsibilities.

CRGPM03 - Project Planning: Putting It All Together

Subject Hrs: 20 hours lecture

Prerequisites: CRGPM02 - Project Initiation: Starting a Successful Project

Description: This course will explore how to map out a project in the second phase of the project life cycle: the project planning phase. You will examine the key components of a project plan, how to make accurate time estimates, and how to set milestones. Next, you will learn how to build and manage a budget and how the procurement processes work. Then, you will discover tools that can help you identify and manage different types of risk and how to use a risk management plan to communicate and resolve risks. Finally, you will explore how to draft and manage a communication plan and how to organize project documentation.

CRGPM04 - Project Execution: Running the Project

Subject Hrs: 20 hours lecture

Prerequisites: CRGPM03 - Project Planning: Putting It All Together

Description: This course will delve into the execution and closing phases of the project life cycle. You will learn what aspects of a project to track and how to track them. You will also learn how to effectively manage and communicate changes, dependencies, and risks.

CRGPM05 - Agile Project Management

Subject Hrs: 20 hours lecture

Prerequisites: CRGPM04 - Project Execution: Running the Project

Description: This course will explore the history, approach, and philosophy of Agile project management, including the Scrum framework. You will learn how to differentiate and blend Agile and other project management approaches. As you progress through the course, you will learn more about Scrum, exploring its pillars and values and comparing essential Scrum team roles.

CRGPM06 - Capstone: Applying Project Management in the Real World

Subject Hrs: 30 hours lecture

Prerequisites: CRGPM05 - Agile Project Management

Description: In this course, you will practice applying the project management knowledge and skills you have learned so far. You will "observe" a project manager in a real-world scenario and complete dozens of hands-on activities. You will analyze project documents to identify project requirements and evaluate stakeholders, complete a project charter, and use it as a tool to align project scope and goals among stakeholders, identify tasks and milestones and document and prioritize them in a project plan, define quality management standards and explore how to effectively share qualitative data, and demonstrate your project's impact through effective reporting.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a "Culture of Wellness". The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Google Cloud Engineering Professional Certificate

1 - Course Objective/Purpose:

This program provides the skills you need to advance your career in cloud architecture and provides a pathway to earn the industry-recognized Google Cloud Associate Cloud Engineer Certification. Through a combination of presentations, demos, and labs, you'll explore and deploy solution elements, including infrastructure components such as networks, systems and applications services; and you'll gain real world experience through a number of hands-on Qwiklabs projects that you can share with potential employers.

Upon successful completion of this program, you will earn a Certification of completion to share with your professional network and potential employers. If you'd like to earn your Google Cloud Certification, you will need to register for and pass the Certification exam. Please note that this program helps equip you with the skills you need to take the Certification exam, but the Certification and Certification fee is not included in the cost of this training program.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Google Cloud Engineering.

2 - Course Outline

Google Cloud Engineering Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
CRGCE01	Google Cloud Fundamentals: Core Infrastructure	10	10	0	20	2
CRGCE02	Essential Google Cloud Infrastructure: Foundation	10	10	0	20	2
CRGCE03	Essential Google Cloud Infrastructure: Core Services	10	10	0	20	2
CRGCE04	Elastic Google Cloud Infrastructure: Scaling and Automation	10	10	0	20	2
CRGCE05	Architecting with Google Kubernetes Engine: Foundations	10	10	0	20	2
CRGCE06	Preparing for the Google Cloud Engineer Exam	10	10	0	20	2
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	GCE internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**110**	**110**	**60**	**280**	**16**

3 - Course Descriptions

Google Cloud Engineering Professional Certificate

CRGCE01 - Google Cloud Fundamentals: Core Infrastructure

Subject Hrs: 10 hours lecture

Prerequisites:

Description: This course introduces you to important concepts and terminology for working with Google Cloud Platform (GCP). You learn about, and compare, many of the computing and storage services available in Google Cloud Platform, including Google App Engine, Google Compute Engine, Google Kubernetes Engine, Google Cloud Storage, Google Cloud SQL, and BigQuery. You learn about important resource and policy management tools, such as the Google Cloud Resource Manager hierarchy and Google Cloud Identity and Access Management. Hands-on labs give you foundational skills for working with GCP.

CRGCE02 - Essential Google Cloud Infrastructure: Foundation

Subject Hrs: 10 hours lecture

Prerequisites: CRGCE01 - Google Cloud Fundamentals: Core Infrastructure

Description: In this course, you will learn how to use the Google Cloud through the console and Cloud Shell. You'll also learn about the role of a cloud architect, approaches to infrastructure design, and virtual networking configuration with Virtual Private Cloud (VPC), Projects, Networks, Subnetworks, IP addresses, Routes, and Firewall rules.

CRGCE03 - Essential Google Cloud Infrastructure: Core Services

Subject Hrs: 10 hours lecture

Prerequisites: CRGCE02 - Essential Google Cloud Infrastructure: Foundation

Description: In this course, participants explore and deploy solution elements, including infrastructure components such as networks, systems, and applications services. This course also covers deploying practical solutions including customer-supplied encryption keys, security and access management, quotas and billing, and resource monitoring.

CRGCE04 - Elastic Google Cloud Infrastructure: Scaling and Automation

Subject Hrs: 10 hours lecture

Prerequisites: CRGCE03 - Essential Google Cloud Infrastructure: Core Services

Description: In this course, participants explore and deploy solution elements, including securely interconnecting networks, load balancing, autoscaling, infrastructure automation and managed services.

CRGCE05 - Architecting with Google Kubernetes Engine: Foundations

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: CRGCE04 - Elastic Google Cloud Infrastructure: Scaling and Automation

Description: In this course, you get a review of the layout and principles of Google Cloud, followed by an introduction to creating and managing software containers and an introduction to the architecture of Kubernetes.

CRGCE06 - Preparing for the Google Cloud Associate Cloud Engineer Exam

Subject Hrs: 10 hours lecture

Prerequisites: CRGCE05 - Architecting with Google Kubernetes Engine: Foundations

Description: This course helps prospective candidates structure their preparation for the Associate Cloud Engineer exam. The session will cover the structure and format of the examination, as well as its relationship to other Google Cloud Certifications. Through lectures, demos and hands-on labs, candidates will familiarize themselves with the domains covered by the examination.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a "Culture of Wellness". The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
  - The first meeting serves as orientation before starting.
  - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
  - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

<u>Developing a Family Business Professional Certificate</u>

1 - Course Objective/Purpose:

Nowadays, family businesses are indispensable in our economy. However, it is very important to identify the tools and strategies of success that allow them to transcend in a competitive environment. For that reason, this entrepreneurship course gives you the opportunity to know and apply best practices, taking into account entrepreneurship and innovation models that will allow you to take advantage of the strengths that family business possesses, in order to create a suitable business for next generations.

In this entrepreneurship course you will have the opportunity to know the instruments and components that involve entrepreneurship; from ideation, market validation and value proposition, to present your sales plan to attract investors (Business Pitch).

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Developing a Family Business.

2 - Course Outline

Developing a Family Business Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
DXFB101	Fundamentals of Entrepreneurship in the Family Business	40	0	0	40	4
DXFB102	Leadership in the family business	40	0	0	40	4
DXFB103	EQ for Family Business	10	0	0	10	1
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	FB internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**140**	**50**	**60**	**250**	**13**

3 - Course Descriptions

Developing a Family Business Professional Certificate

DXFB101 - Fundamentals of Entrepreneurship in the Family Business

Subject Hrs: 40 hours lecture

Prerequisites:

Description: Learn best practices, entrepreneurship, and innovation models and how to take advantage of the strengths of the family business in order to achieve success. During this course you will carry out a transgenerational entrepreneurship project.

DXFB102 - Leadership in the family business

Subject Hrs: 40 hours lecture

Prerequisites: DXFB101 - Fundamentals of Entrepreneurship in the Family Business

Description: Learn the dynamics of family businesses, in order to apply the skills, tools and instruments that involve leading and orchestrating a successful family business.

DXFB103 - EQ for Family Business

Subject Hrs: 10 hours lecture

Prerequisites: DXFB102 - Leadership in the family business

Description: An introduction to the importance of cultivating emotional intelligence in family business. Listen to stories from family business members and learn ways to develop your own traits to help you build rapport and strengthen relationships. Learn how cultivating emotional intelligence can help your company achieve a competitive advantage.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a "Culture of Wellness". The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
  - The first meeting serves as orientation before starting.
  - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
  - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

Agri-Entrepreneur Professional Certificate

1 - Course Objective/Purpose:

The Agri-Entrepreneur Professional Certificate is designed to provide students with skills that will enhance employment and small business opportunities in the food and fiber industry, namely management of food production, manufacturing, processing, marketing, distribution, finance, and value chain. This experience is valuable for startup entrepreneurs and corporate innovators. Learners interested in developing and commercializing their own ideas into a product or service-based startup can do so in this Professional Certificate. For learners interested in acquiring the knowledge, competencies, and relationships to solve innovation challenges within established companies and organizations, this Professional Certificate is equally valuable.

This course distills vast amounts of research in psychology, sociology, marketing, strategy, and finance into a practical how-to guide for aspiring and active startup entrepreneurs and corporate innovators. Our world-class, award-winning faculty present a whole new understanding of entrepreneurial ideas and actions in relation to agriculture. By harnessing these insights within our curriculum, we share how to create and transform your business ideas into new ventures that are lasting successes.

The approximate time required to complete this program is 12 months.

Upon successful completion of the program, the student will receive a Professional Certificate Award of Completion in Agri-Entrepreneurship.

2 - Course Outline

Agri-Entrepreneur Professional Certificate

Subject #	Subject Title	Lecture	Lab	Ext	Total	Cr Hrs
DXAB101	Identifying Entrepreneurial Opportunities	10	0	0	10	1
DXAB102	Creating Innovative Business Models	10	10	0	20	2
DXAB103	Marketing Innovative Products and Services	10	10	0	20	2
DXAB104	Understanding Agribusiness	10	0	0	10	1
DXAB105	Financing Innovative Ventures	10	0	0	10	2
EQER 101	Job Search Skills	10	10	0	20	1
EQER 107	Emotional Intelligence	10	10	0	20	0.5
EQER 108	Emotional Resilience	10	10	0	20	0.5
EQER 109	Goal Setting and Getting Things Done	10	10	0	20	0.5
EQER 110	Health and Wellness at Work	10	10	0	20	0.5
EQER 111	AB internship/Research	0	0	60	60	1
	Total Hours for Program Completion	**100**	**70**	**60**	**230**	**12**

3 - Course Descriptions

Agri-Entrepreneur Professional Certificate

DXAB101 - Identifying Entrepreneurial Opportunities

Subject Hrs: 10 hours lecture

Prerequisites:

Description: This course explores how anyone can be a successful startup entrepreneur or corporate innovator by thoughtfully examining themselves and the business opportunity. By harnessing these insights and cultivating an entrepreneurial spirit, you can create and transform an entrepreneurial idea into a new startup company or corporate venture.

DXAB102 - Creating Innovative Business Models

Subject Hrs: 10 hours lecture

Prerequisites: DXAB101 - Identifying Entrepreneurial Opportunities

Description: The course provides an innovative model to create the value proposition, team strategy, market strategy, and financial strategy to effectively design value propositions that directly align with your target customers' interests. With these skills, you will be equipped to lead customer discovery and customer validation, understand business strategy and customer segmentation, create innovative products, enter new markets, design revenue models with predictable revenue stream, and achieve a sustainable competitive advantage.

DXAB103 - Marketing Innovative Products and Services

Subject Hrs: 10 hours lecture

Prerequisites: DXAB102 - Creating Innovative Business Models

Description: This course provides a practical, how-to guide for navigating these marketing challenges to bring innovative new products and services to market. With learning modules on product strategy, go-to-market strategies, and growth strategies, you will build your skills in understanding and applying the latest marketing strategies and tactics. We'll explore how to develop an informed marketing plan that aligns with customer needs based on real market research.

DXAB104 - Understanding Agribusiness, Value Chains, and Consumers in Global Food Systems

Subject Hrs: 10 hours lecture

Prerequisites: DXAB103 - Marketing Innovative Products and Services

Description: Learn about the dynamic business of food and agriculture, exploring value chain thinking and the role consumers play in our rapidly evolving food systems.

DXAB105 - Financing Innovative Ventures

Subject Hrs: 10 hours lecture

Prerequisites: DXAB104 - Understanding Agribusiness, Value Chains, and Consumers in Global Food Systems

Description: This course will demystify key financial concepts to give aspiring and active entrepreneurs and innovators a guide for understanding their financials and securing funding.

EQER107 - Emotional Intelligence

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites:

Description: Emotional intelligence can help you build effective personal and work relationships. Executive coach and organizational psychologist Dr Ronke Taylor explains the meaning and importance of emotional intelligence (EQ) in modern society. Learn how you can realize a more meaningful relationship with yourself and better understand and impact others around you.

EQER108 - Emotional Resilience

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Resilience is a skill that can be built but needs to be underpinned by strong foundations. Students learn to recognize where their habits are helping or hindering them. They gain a new kind of freedom by building personal resilience and a deep understanding navigate personal or organizational challenge such as restructure or redundancy.

EQER109 - Goal Setting and Getting Things Done

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: Upon completion of this course students will be able to: 1) develop clear path to realizing an ultimate goal or desire, 2) ensure that the success mindset becomes a part of each person's thinking and actions, 3) be able to demonstrate the qualities of a great leader 4) understand the relationship between the mind and body and 5) improve their productivity by becoming more organized and increasing focus on tasks that are meaningful to the bottom line.

EQER110 - Health and Wellness at Work

Subject Hrs: 10 hours lecture, 10 hours lab

Prerequisites: EQER107- Emotional Intelligence. Can be taken concurrently.

Description: The Health and Wellness at Work course will help any organization to create a "Culture of Wellness". The course reviews common issues, such as smoking cessation, nutrition, weight loss, and preventative care. Health and Wellness is the responsibility of everyone in an organization so take the positive step and create a program within your organization.

EQER 111 Internship / Research Thesis / Project Design

- The internship schedule for students will be up to 240 hours for 3 to 6 months.
- Copies of internship agreements between the school and internship sites will be provided prior to the commencement of internship.
- Evaluation of interns with verbal critique by the work site supervisor will occur daily. Written evaluation will be accomplished at the midpoint and end of the internship. Ratings on the written evaluations will be averaged for the final report.
- An internship coordinator will visit the internship sites at least once per week and will maintain regular or daily telephone contact with the internship site supervisor.
- Interns are required to attend a meeting on the first and last day of their internship.
    - The first meeting serves as orientation before starting.
    - During the last meeting they will discuss their internship observations/experiences and will turn in their internship report.
    - Although not required, students are encouraged to keep a daily journal of their internship experiences and observations.
- Students are required to write a final report that will be turned in on the last day of their internship meeting.
- Some students may prefer to conduct a written research paper or design a project instead of an internship. The same rules above apply to this option. Students requesting research or design roles should inform their Career Coach.

BLANK PAGE FOR SPACING

GRADING POLICY

A student's final numeric grade for a subject will be compiled from the grades earned by the student for work assigned and then weighted by the instructor according to the proportions shown in the "basis of grades" sections of the subject syllabi provided to students by their instructors. To determine the student's final average for course completion, the subject numeric grades are converted to grade points based on a 4.00 scale using the table below:

Numeric Grade	Letter Grade	Grade Points
90 - 100	A	4.00
80 - 89	B	3.00
70 - 79	C	2.00
60 – 69	D	1.00
Below 60	F	0.00
*Incomplete	I	0.00
**Withdrawal	W	0.00

SATISFACTORY PROGRESS

To remain in good standing, the student must maintain at least a minimum grade point average of 2.00 with no more than one subject class grade below 70.

Progress will be evaluated at the end of classes for each subject (3 to 10 days depending on the subject). Written numeric grade reports for each subject will be provided to students by the second school day after the completion of classes for the subject. Grade reports will also be provided to a student's sponsors if applicable (ex: VA, WIA, TAA).

ACADEMIC PROBATION

A student who is not making satisfactory progress as defined above at the completion of a subject class will be placed on academic probation for the next subject class. If a student on academic probation achieves satisfactory progress for the subsequent subject class but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more subject class. If a student on academic probation fails to achieve satisfactory progress for the first probationary subject class, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive subject classes will be terminated.

When a student is placed on academic probation, the school will counsel the student prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

After one six-week term has elapsed, a student whose enrollment was terminated for unsatisfactory progress may re-enroll in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy.

The school will place a student who returns after his/her enrollment was terminated for unsatisfactory progress on academic probation for the next subject class of the term. The school will advise the student of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment will be terminated.

***Incomplete:** An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

****Withdrawal:** A student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete.

A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study and will be issued a refund in accordance with the refund policy below.

REMEDIAL WORK AND REPEATED COURSES

SMARTeR does not offer remedial work. When a subject class is repeated, the higher grade for the repeated subject class will be considered in the determination of the student's grade average for the course of study.

ATTENDANCE POLICY AND MAKE-UP WORK

Students are expected to attend all lectures, labs, and the externship and to be punctual in attending classes. Instructors will maintain a positive record of attendance for the evening classes and for both the morning and afternoon sessions of the day classes. A tardy is defined as arriving in the classroom after the designated time for the beginning of the class or for the continuation of class after breaks. Five tardies to class will be counted as one absence. All tests missed due to the absence of a student must be taken on the first day of attendance after the student's absence.

MAKE-UP WORK

No more than 5% of the total course time hours for a program may be made up. Make- up work shall:

(1) be supervised by an instructor approved for the class being made up;

(2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;

(3) be completed within two weeks of the end of the grading period during which the absence occurred;

(4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and

(5) be signed and dated by the student to acknowledge the make-up session.

Note: Make-up of missed hours of the externship must be arranged with the externship site supervisor. Make-up time for absences during the externship is limited to 10 hours. This time may be further limited due to supervised make-up work earlier in the term.

A student who misses more than 10% of class hours will be placed on attendance probation with conditions stipulated by the school director. Enrollment in the program will be *terminated for a student who is absent for more than 20% (41 hours) of the class hours of the program. A student whose enrollment was terminated due to unsatisfactory attendance may re-enroll on attendance probation in a subsequent term in the next 12 calendar months. Such reenrollment does not circumvent the approved refund policy. If the re-enrolled student on attendance probation is absent for more than 20% of the class hours, the student's enrollment in the program will be *terminated, and the student will not be readmitted to the program.

*SMARTeR will not terminate the enrollment of a student for lack of attendance at a point at which a refund would not be due.

Leave of Absence

The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 60 calendar days during that period. School attendance records will clearly define the dates of the student's leave of absence.

A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. (See Grading Policy/Incomplete for the work completion timeline and fee information.)

STUDENT CONDUCT EXPECTATIONS

Students on the SMARTeR campus are expected to behave in a manner that will create a safe and orderly academic environment for themselves and others. Students found in violation of these conduct expectations will be subject to disciplinary action which may include written warning, suspension, dismissal, and/or referral to law enforcement officials. Below is a partial list of inappropriate behaviors that will be subject to disciplinary action. This list is not all-inclusive.

1. Academic dishonesty, including any form of plagiarism, cheating, falsification of records, or collaboration with others to defraud

2. Actions that disrupt teaching, learning, administration, or interfere with the rights of others

3. Non-compliance with the directives of school faculty and staff

4. Violation of written policies, rules, or procedures

5. Theft of any kind, and related behaviors such as possessing stolen property or using the property of others without their permission

6. Damage to property or destruction of property

7. Creation of unsafe conditions

8. Carrying out a false alarm or creating an emergency situation such as a fire or a bomb threat

9. Hurting others, threatening others, or engaging in behavior that may result in harm to others

10. Selling, consuming, and/or possessing alcoholic beverages

11. Possessing or using drugs not prescribed for the student by a physician; selling any drugs; possessing or using illegal drugs or narcotics

12. Possessing a firearm or other deadly or dangerous weapons such as knives, knuckles, clubs, baseball bats, and hammers while on the property of the school or in any part of the school building

13. Sexual harassment in any form by students or any member of the administration, faculty, or staff is prohibited. The school is committed to creating and maintaining an environment for all school personnel and students that is free of harassment, forced sexual activity, or any other sexual communication or conduct that interferes with performance in the classroom or the workplace.

Frequently asked questions

How is the honor code upheld?

Smarter Skills requires individuals who enroll in its courses on partner sites (Coursera, edX) to abide by the terms of the affiliate partner's honor code. Smarter Skills will take appropriate corrective action in response to violations of the respective honor code, which may include dismissal from the Smarter Skills course; revocation of any Certifications received for the Smarter Skills course; or other remedies as circumstances warrant. No refunds will be issued in the case of corrective action for such violations. Enrollees who are taking Smarter Skills courses as part of another program will also be governed by the academic policies of those programs.

How does my participation contribute to research?

By registering as an online learner in our open online courses, you are also participating in research intended to enhance Smarter Skills' instructional offerings as well as the quality of learning and related sciences worldwide. In the interest of research, you may be exposed to some variations in the course materials. Smarter Skills does not use learner data for any purpose beyond the Academy's stated missions of education and research. For purposes of research, we may share information we collect from online learning activities, including Personally Identifiable Information, with researchers beyond our partner course providers. However, your Personally Identifiable Information will only be shared as permitted by applicable law, will be limited to what is necessary to perform the research, and will be subject to an agreement to protect the data. We may also share with the public or third parties aggregated information that does not personally identify you. Similarly, any research findings will be reported at the aggregate level and will not expose your personal identity.

Please read the SSCA Privacy Policy for more information regarding the processing, transmission, and use of data collected through the SSCA platform.

How are non-discrimination and anti-harassment supported?

Smarter Skills is committed to maintaining a safe and healthy educational and work environment in which no member of the community is excluded from participation in, denied the benefits of, or subjected to discrimination or harassment in our program. All members of the Smarter Skills community are expected to abide by state policies on nondiscrimination, including sexual harassment, and the prevailing Terms of Service. If you have any questions or concerns, please contact admin@smarterskills.academy and/or report your experience through the Smarter Skills Career Academy contact form.

Sexual Harassment Defined
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Re-enrollment after Dismissal for Violation of Student Conduct Expectations After one six-week term has elapsed, a student whose enrollment was terminated for violation of student conduct expectations that did not result in the involvement of law enforcement officials will have one opportunity for re-enrollment in a subsequent term in the next 12 calendar months.

GRADUATION REQUIREMENTS

A Certification of Completion in (Program) plus EQ/ER will be awarded to each student who completes all the subjects of the course of study, participates in 90% (36 hours) of the externship, maintains at least a minimum grade point average of 2.00, and has no more than one subject class grade below 70.

Two discretionary awards will be given to all students upon successful completion of (Program) plus EQ/ER (as indicated above). The first award will be made to celebrate student efforts during the program. The second award is to help students meet various financial obligations such as bill payment after program completion, student loan reduction, or to assist with business start-up or marketing costs (Business / Entrepreneurship Programs). **Awards are disbursed in full or in scheduled monthly payments.**

A student who has completed the course of study but does not meet course completion requirements can contact the registrar for one opportunity to repeat subject classes with unsatisfactory grades in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was originally enrolled. There will be no additional administrative fees charged for students who exercise this option; however, there may be additional fees for books, supplies and other relevant charges.

PLACEMENT SERVICES

Job placement assistance is available at no charge for all students who are awarded the Certification of Completion in (Program). SMARTeR invites area employers to participate in a campus job fair at the end of each twelve-week term.
Students also meet potential employers during the Employment Skills and Externship classes. Job notices from businesses seeking qualified entry-level computer and network job applicants are posted on the bulletin board in the student break room and updated at least weekly. While the SMARTeR team takes great pride in the SMARTeR graduate working in the computer support field in this community and beyond, neither the school, its board, administration, or any faculty or staff member can guarantee employment.

STUDENT COMPLAINTS

(Grievance Procedure)

Complaints are defined as any student concern regarding the school programs, services, or staff. A student who has a concern about a school-related issue is encouraged to schedule a conference with the school director to find resolution. If an issue is not resolved to a student's satisfaction through the conference, the student can file a formal complaint in writing with the school director who will formally investigate the complaint, take appropriate action, and provide a written response to the student by the 10th business day after the day the formal written complaint is received by member of the school faculty or staff. Note: a conference with the director is not required before a student files a formal written complaint.

Notification of Complaint to the Indiana Workforce Commission

A student who is dissatisfied with the school director's response can file a complaint with the Indiana Workforce Commission:

Department of Workforce Development
Office for Career and Technical Schools
10 N Senate Ave, Suite SE 308
Indianapolis, IN 46204
Phone: (317) 232-6702

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at https://www.in.gov/dwd/career-training-adult-ed/octs/.

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Tawakalit Taylor - CEO