American Advanced Institute of Technology
2014-2015
CATALOG

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American Advanced Institute of Technology

Feasterville Campus

HOURS OF OPERATION
The school provides classes during the following hours:
Day Program: Monday Through Friday 8:30 a.m.—6:00 p.m.
Evening Program: Monday Through Friday 5:30 p.m.—11:00 p.m.
Saturday: 8:30 a.m. – 6:00 p.m..
Administration offices are open from 10:00 a.m.—6 p.m., Monday through Friday.
The Admissions Office is open from 10 a.m.—6 p.m. Monday - Friday, Saturday hours 10 a.m.—12 p.m.

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106 E Pennsylvania Blvd, Feasterville, PA 19053
(267) 840-9000 phone
(267) 684-6947 fax
info@aaitschool.com

Mission, Purpose, and Objectives

Mission Statement

The American Advanced Institute of Technology (AAIT) is committed to providing a curriculum that is intellectually challenging, preparing graduates to integrate into American society, to help them improve their English-language skills in order to obtain employment in positions for which they have pre-existing skills and experience, and to offer training in computer specific areas such as understanding both the fundamental concepts in computing as well as the computing profession within the context of a larger society.

Our mission is to provide high quality English as a Second Language, and specialized vocational preparation and personal enhancement that will help both high school graduates and aspiring professionals gain the advanced knowledge and skills they need to fulfill their career aspirations.

Through highly qualified and experienced faculty, advanced curriculum, state of the art facility, and our career counseling program, students will be given every advantage available in order to help them achieve their lifelong personal and professional goals and make a smooth transition from students to trained working professionals.

AAIT encourages all students to reach their potential of intellectual, social, personal and professional development. Class and lab projects provide students with the opportunity to interact within a culturally rich and socially diverse student body. Our hope is to inspire appreciation of different values and goals while creating a channel for enhancing communication and interpersonal skills.

AAIT offers relevant, current, and effective training that will ensure a realistic opportunity for employment, as well as provides direct, though not guaranteed, assistance to qualified graduates in obtaining employment.

Our Purpose

The purpose of the programs offered is to create an opportunity for people to receive training in the field where they will be able to find employment and help improve language skills for those who have insufficient language proficiency for further career advancement.

The faculty utilize the most recent technology and teaching methods to fulfill its mission.

The ESL Programs cover the Beginners and Intermediate through Advanced Intermediate Levels to cover the needs of students with various proficiency levels.

The programs offered in Computer Applications and Software Development Tools serve the purpose of providing a broad based knowledge in various contemporary computer science fields such as computer architecture and organization, algorithm design and analysis, computer programming, database management systems, and computer networks and data communication.

These programs include courses that provide the base knowledge required for understanding basic computer concepts, as well as, computer science topics, for gaining the skills required for entry-level in diverse careers in private and public sectors and pursue further studies.

Educational Objectives

Consistent with its mission, AAIT has established the following objectives:

- To enroll students who demonstrate the aptitude and attitude to successfully pursue programs offered;
- To provide programs designed to meet the needs of business and industry while maintaining an awareness of individual student requirements;
- To prepare students so that they can understand and appreciate benefits of life-long learning.
- To assist graduates in securing training-related careers.
- To maintain a professional and positive integrity, which serves as a role model for enrolled students.

School Information
Administration, Staff, and Faculty

The American Advanced Institute of Technology employs highly qualified and experienced staff and faculty members who bring diverse educational and work experience from their fields. These professionals are committed to the mission of the school and strive to make the students' learning experience exciting and challenging.
Our state of the art hands on training programs help students become competitive professionals.

School Facilities

AAIT LS is located just outside of Philadelphia, with proximity to New York City, Washington DC, the Pocono Mountains and the New Jersey shore. Philadelphia is a major US historical center and second largest city on the east coast with rich cultural, athletic, social, and political life. http://www.visitphilly.com
AAIT LS offers classes on two campuses. Both are conveniently located within minutes of each other, near major intersections and accessible through public transportation. Both campuses have easy access to Pennsylvania Turnpike (Interstate 276), Business Route 1, 95, Bustleton Pike, Street road, County Line Road. Students who prefer Public Transportation can connect with bus route #58 making a stop near the School at Bustleton and Street, Feasterville PA. Free parking areas are provided on the school grounds. Resource materials are available to students during daytime and evening hours.

Equipment

In keeping with the AAIT's high educational standards the teaching materials and equipment used in our programs allow the students to develop a working, hand-on knowledge of the tools and materials that are most likely to be used at the place of their possible employment.

Each of the two classrooms is equipped with white boards, student and teacher desks. For computer programs there is internet access laptop computers connected to the training server via super-fast gigabit network. All laptop computers are preset to the following configuration: Each Laptop has the following specs: 15.6" Widescreen, Windows 7 professional 64Bit, 250GB Hard drive, 4GB RAM, 802.11b/g wireless, Webcam, Microsoft Office 2010 (Word, Excel, Power Point, Project, Visio), SQL Server 2008 R2, Visual Studio 2010. Laptops are all connected to the network through MS Windows 2008 domain controller and all accounts are setup through Active Directory. SQL Server 2008 is also installed on the domain controller and each laptop has SQL Server express 2008 R2 that is connected to the main server. Network/internet connections are setup through domain account on Domain Controller via wireless technology through secure encryption.
Telephone system is setup through TrixBox Linux software based on VoIP technology.

Admission Requirements & Procedures

Applicants to the American Advanced Institute of Technology must meet the following requirements to apply for admission: In English Language Programs:

- Have a high school diploma from a U.S. high school* or foreign high school; or an equivalent of such Diploma.

Applicants to the American Advanced Institute of Technology in Computer and Information Systems programs must meet the following requirements to apply for admission:

In Computer Software Programs:

- Have a high school diploma from a U.S. high school* or foreign high school; or an equivalent of such Diploma.
- Basic understanding of programming concepts is a plus but not required
- Bachelor's Degree in Technology or related fields is required.

In "Microsoft Office Applications (Word/Excel/PPT)

- Have a high school diploma from a U.S. high school or foreign high school; or an equivalent of such Diploma.

All applicants must attend an information interview, complete the required admission documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule of the Enrollment Agreement.

All applicants must complete the Enrollment Agreement (if the applicant is under 18 years of age the Enrollment Agreement must be signed by a parent or a guardian) and submit the enrollment fee. This fee is non-refundable.

All applicants must complete financial arrangements prior to starting classes.

Students are admitted to fill the capacity of classes and applications will be accepted any time throughout the year.

The Institute will consider awarding credit for prior learning and/or work experience. The awarding of credit and determination of equivalency of the prior experience to related coursework will require documented proof and will be evaluated by the instructors who teach related courses. Credit for the previous work will not exceed 25% of the total program and will not be used in calculating the cumulative GPA.

Nondiscrimination Policy

Students are considered for admission to AAIT without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status.

Additional information

Individuals may be denied admission to AAIT, enrollment in courses and/or programs and participation in certain AAIT sponsored activities if it is determined that such access is likely to pose a serious threat to the safety of the applicant and/or members of the AAIT community. Such determination would be made on a case by case basis by a review board under the guidance of the AAIT Director.

Student Information and Services

Students who enter the AAIT academic community make a commitment to serious work and acknowledge that the academic and social success of the community depends on respect for the rights of others, considerate behavior, and good judgment. Students are expected to maintain high standards of personal conduct; behavior should reflect maturity and respect for the rights of all members of the community. The AAIT affirms that the responsibility to create an environment conducive to the freedom to learn is shared by all members of the academic community. The academic policies and procedures have been developed to support such learning.

Students' Rights and Responsibilities:

Students have the right to quality academic programs with appropriate instructional methodologies and content, instructors with sufficient educational qualifications and expertise in the areas of instruction and academic environment that stimulates creativity in learning as well as personal and professional growth.

Students have the right to a fair and objective evaluation of their academic performance. At the beginning of each course students will receive information outlining the method of evaluating the student's progress towards the course goal and objectives, including the method by which the final grade is determined.

Students may form their own reasoned judgment as to the data and views offered in any course of study, but they are responsible for learning the academic content of any course for which they are enrolled.

Students have the right to a full disclosure and an explanation by AAIT of all fees and financial obligations.

Students have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the mission and goals of AAIT.
Students are expected to treat staff, faculty and their fellow students with honesty and respect.

Students are responsible to comply with directions by AAIT faculty and staff who are acting within the scope of their employment, subject to their rights and responsibilities.

Conduct

Registration at AAIT means a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior. Each student is expected to comply willingly with AAIT regulations, and to abide by local, state, and federal laws. The Institute's regulations governing student conduct are intended to safeguard the welfare of its student body, and promote the best possible environment for professional study.

Suspension and Termination

All students are expected to conduct themselves as responsible adults, attend classes regularly and maintain a satisfactory level of academic achievement.

AAIT reserves the right to terminate a student's training if the student:

- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards (misses seven consecutive instructional days and all of the days are unexcused)
- Fails to meet financial obligations to the School

For additional information on attendance policy and termination refer to "Attendance & Termination" in the General Academic Regulations section of this Catalog.

Refunds will be made within thirty (30) calendar days of the determination of the withdrawal date.*

*Please refer to the Refund Policy located in the Financial Information section of the Catalog.

Certain classes of misconduct are universally recognized as being disruptive to the educational process. Committing one or more of the following acts of misconduct may subject the student to suspension or termination of the student's enrollment contract:

- Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism). Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person.

- Knowingly furnishing false information to the School. Forgery, unauthorized alteration, or misuse of School documents, records, or identification.

- Obstruction or disruption of teaching, research, administration, security, student conduct procedures, or other School activities on- or off-campus, and fire, police or emergency services.

- Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any member of the School community or any other conduct that threatens or endangers the health, safety, or well–being of any such person.

- Failure to comply with direction of School officials acting in the performance of their duties, and/or failure to comply with school regulation when requested to do so.

- Attempted or actual theft of and/or damage to School property or services, including but not limited to: graffiti, destruction of School publications; theft or other abuse of computer facilities/resources; theft or damage to the property of a member of the AAIT community; and/or knowingly possessing stolen property. Additional guidelines are set forth in the Acceptable Use of Network and Computer Resources policies located in this Catalog.

- Unauthorized entry to or use of School facilities, equipment, or resources; or unauthorized possession, duplication, or use of keys/key cards to any School premises.

- Use, possession, manufacturing, or distribution of alcoholic beverages while on School property or at School-sponsored activities, or public intoxication*. Use, manufacture, distribution, or possession of illegal drugs or drug paraphernalia. Misuse or abuse of over-the-counter or prescription medications.

- Possession of any weapons or weapon facsimiles.

- Behavior that is self-destructive, threatening the safety of the individual.

- Sexual assault. Discrimination, harassment, or retaliation.

- Posting announcements/flyers in the School without the approval of School Administration and/or in areas not designated for posting.

- Violating the terms of any student conduct sanction imposed in accordance with this Catalog.

- Violating any other School policy, rule, or regulation published in hard copy or available electronically, including on the School's website or other locations.

- Violating any federal, state, or local law.

* Alcoholic beverages may not, under any circumstances be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Additional details on the use of alcoholic beverages are set forth in the Drug and Alcohol Prevention Awareness section of this Catalog.

Acceptable Use of Network and Computer Resources

The American Advanced Institute of Technology provides access to local, national, and international networks, as well as computing resources in order to support its mission and goals.

General Principles

Access to network and computing resources owned or operated by AAIT imposes certain responsibilities and obligations and is granted subject to all AAIT policies, as well as local, state, and federal laws. Acceptable use should always be only for educational activities, legal and ethical, reflect academic honesty, show restraint in the consumption of shared resources, and reflect AAIT standards. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and annoyance.

Guidelines

There are responsibilities that must be met as a part of the privilege of access to network and computing resources.

These include, but are not limited to, the following:

A student must not

- Use resources for any purpose that is inappropriate or inconsistent with his/her relationship with AAIT.
- Allow anyone to use or fail to protect his/her accounts (user IDs), passwords, and access assigned to him/her.
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization.
- Misrepresent himself/herself or attempt to circumvent any data protection or network security measures.
- Use network resources to gain or attempt to gain unauthorized access to remote computers.
- Attach any equipment, including wireless access points, or install any software that could potentially impair the performance, integrity, or security of any AAIT computers, networks, or data.
- Attempt to decode passwords or data, or to monitor another user's communications.
- Deliberately perform an act that interferes with the operation of computers and/or network traffic.
- Engage in any activity that could be purposely harmful to systems or information such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to data.
- Use resources for commercial, political, or profit-making purposes without authorization.
- Perform acts that are wasteful of computing resources or unfairly monopolize resources to the exclusion of other authorized users.
- Violate any software license agreements or terms and conditions.
- Infringe any copyright, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing.
- Engage in any other activity that does not comply with the General Principles presented above.

Enforcement

AAIT considers any violation of acceptable use principles or guidelines to be a serious offense. AAIT reserves the right to copy and/or examine any files or information resident on AAIT resources allegedly related to unacceptable use. In cases of misuse or abuse which involve an immediate threat to the network, data, or rights of other users, AAIT has the right to temporarily suspend a user's access or to disconnect the offending system or network subdivision to which it is attached without prior notice. Violators are subject to suspension or termination of their enrollment contract.

Information Disclaimer

Individuals using network and computing resources at AAIT do so subject to local, state, and federal laws, and all policies in effect at AAIT. Information, messages, and materials made available via AAIT network resources do not necessarily reflect the attitudes, opinions, or values of AAIT, its faculty, staff, or students.

Drug & Alcohol Prevention Awareness

AAIT is in compliance with the Drug-Free work place Act of 1988 (Public Law 101-690) and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). AAIT does not allow the use of either illegal drugs or alcohol by students or employees. Students or employees who feel they may have a substance abuse problem can seek assistance from the following agencies.

- People Acting to Help (PATH) 215-728-4600
- Narcotics Anonymous 215-440-8400
- Alcoholics Anonymous 215-574-6900
- Achievement Through counseling & treatment 215-276-8400
-

Student Complaint / Grievance Procedure

AAIT administration encourages students to bring all complaints or grievances* about academically related situations, current or final grades to its attention. Many questions and concerns that students may have can be resolved through an informal discussion.

A student may present a grievance through the following complaint and dispute-resolution procedures which provide full and prompt investigation of all complaints:

The first step is to bring grievance to the attention of the appropriate instructor or staff member.
If the issue is not resolved, the student should next bring the grievance to the attention of the Dean of Academics or Acting Director who will work with the student and the instructor to resolve the matter.

Should the student's grievance be not resolved to the student's satisfaction after completing steps one and two, the student should next bring the grievance in writing to the attention of the AAIT Director. The AAIT Director has the responsibility for reaching a decision that is in balance with the best interests of both the student and the School.

Complaints, which can not be resolved by direct negotiation with the School in accordance with its written grievance policy, may be filed in writing with the State Board of Pennsylvania Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th floor, Harrisburg, PA 17126-0333, 717- 783 – 8228

- A grievance is a student's written complaint about the conditions of enrollment, or treatment by instructors, other students or staff. Anonymous calls or unsigned letters will not be acknowledged.

Dress code and Personal appearance

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code, guided by the principle that what is appropriate for the workplace is proper for classes. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.
Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

Property Loss and Injury

AAIT assumes no responsibility for loss or damage to a student's personal property or vehicle, nor does it accept liability or provide hospitalization coverage in the event of student injuries.

Confidentiality of Student Records:

AAIT like other private educational institutions is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA is a Federal law that protects the privacy of student education records.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their educational records including:

The right to review their academic records during normal school hours with an appointment within 45 days of the day the Administration received a written, dated request for access. Students may also obtain copies of their records.

The right to challenge records for purposes of correcting or deleting any of the contents if the student believes that such records are inaccurate, misleading, or a violation of privacy. In order to request an official amendment of education records, students should submit a written, dated appeal to the AAIT Director/Acting Director, clearly identifying the part of the record they want to be changed, and specify why it is inaccurate, misleading or a violation of privacy.

If the school decides against the amendment the student will be notified in writing or verbally about the decision and the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to hearing.

The right to consent to disclosures of personally identifiable information contained in the student's records. AAIT may neither release nor disclose the student's personally identifiable information to outside employers, agencies, or individuals without first securing a written authorization from the parent or eligible student, as applicable, unless permitted by the Act. The student is the only person who can authorize disclosure of his/her records if the student is 18 or older.

As an exception to the above policy students' personally identifiable information can be released without consent to AAIT officials with legitimate educational interests, or a person or company with whom AAIT is affiliated or has contracted (such as an attorney, auditor, or collection agent). Faculty and administration are granted access to students' records for purposes of recording grades, attendance, and academic and career counseling.

Students have the right to appeal to the U.S. Department of Education concerning alleged failures by AAIT to comply with the requirements of FERPA. Such complaints should be directed to:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4604

AAIT does not permit students to inspect or review confidential student guidance notes maintained by the School, or financial records (including any information those records contain) of their parents or guardians.

AAIT considers the following to be a student's directory information (information that can be released to a third party without the consent of a student):

Student name; Date and place of birth; Major field of study; Dates of attendance; Degrees and awards received;

Any student who does not want any or all of the above information to be released without his or her prior written consent must inform the Administration before the end of the second week of classes of a regular quarter (by the end of the first week of classes of a summer quarter). The information listed above will become directory information or public information as of the specified time.

Career Services

AAIT will also support the efforts of those students who desire to obtain employment on their own. Career services* will offer students career counseling and assistance with resume writing, preparing for interviews. If students require assistance in securing part-time employment while attending classes, AAIT Career Services will make a reasonable effort to assist them in their search.

Although AAIT will provide career and job search assistance, AAIT does not guarantee job placement to graduates upon program completion or upon graduation.

*Fees for certain types of services may apply.

General Academic Regulations

Hours of Operation

The school provides classes during the following hours:
Day Program: Monday through Friday 8:30 a.m.-6:00 p.m.
Evening Program: Monday through Friday 6:00 p.m.-11:00 p.m.
Saturday: 8:30 a.m. – 5:45 p.m..

Administration offices are open 10:00 a.m.- 6 p.m., Monday through Friday.

The Admissions Office is open from 10 a.m.- 6 p.m. Monday through Friday,
Saturday hours 10 a.m.12 p.m.

Class Size

The average ESL class size is 12 students, Programming class - 4 students.

Definition of a Unit of Credit*

AAIT measures its programs and courses in quarter credit hours. One quarter credit hour equals:

- a minimum of 10 lecture clock hours
- a minimum of 20 laboratory clock hours
- a minimum of 30 externship clock hours

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, laboratories, demonstrations and other class activities are conducted.

- AAIT does not guarantee the transferability of credits to a college, university or another educational institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Supervised Study/Reading Time

Apart from regular classroom work, a student is involved under the guidance/supervision of an academic advisor in the required classroom preparatory reading assignments. Students are responsible for completing these classroom activities based on the materials issued by their instructors. All assignments must be completed in class and will be used by the instructor as facilitating material.

Attendance Policy & Termination

AAIT expects students to attend all scheduled classes. Poor attendance (and lateness) hinders the students' ability to master the subject matter and may result in failing the course. Attendance is closely monitored. Students are required to attend at least 80% of the scheduled class time for the program in which they enrolled in order to meet graduation requirements.

If, for any reason, a student is unable to attend a class on any given day, he or she should contact the instructor or the school's Director/Acting Director to inform her or him of their absence at least 24 hours in advance. If a student is absent and does not follow this procedure, a school official will try to contact the student to identify the reason for the absence and to ensure that the student will return the next time class meets.

A student who is absent seven (7) consecutive instructional days without excuse will be terminated from his or her program of study. Refund will be given based on rules set forth in Enrollment Agreement and in "Withdrawal Procedures" described in the Financial Guidelines section of this Catalog.

Academic Calendar 2014-2015

Programming classes start twice a year in the Fall and Spring term upon filling up the class to capacity. Each class follows its individual schedule posted on School premises.

Programming school will enjoy the closings on the following Holidays:

Valentine's Day, February 14

Easter, April 3,4, 5

Memorial Day, May 25

Independence Day, July 3, 4

Labor Day, September 7

Thanksgiving Day, November 26, 27, 28

Christmas, December 24, 25

New Year's Eve and New Year's Day, December 31 and January 1

Tardiness & Early Departures

Regular class attendance for all scheduled hours is vital to students' academic success. Lateness to class is discouraged as it can be disruptive to the learning environment of others, and it may affect a student's attendance record. Repeated lateness may lead to a student being placed on attendance probation. Student attendance is recorded in fifteen (15) minute increments. A total of three partial absences will constitute a full absence. Unauthorized departures from class will also affect the hours present. Lateness and early departures are recorded as hours missed for attendance purposes.

Attendance Probation

When students have absences that exceed twenty-percent (20%) of the scheduled course class hours, they will be placed on attendance probation and will remain on probation for the remainder of that course. Any student whose attendance rate does not show improvement and whose overall attendance is less than 80% may be subject to dismissal from the school and any unused tuition will be refunded according to the Refund Policy.

Leave of Absence

Students may submit a written request for a leave of absence (LOA) to AAIT Director/Acting Director. Requests for a leave of absence must be approved by AAIT Director/Acting Director and processed before the start of a term or course. A student may be granted a leave of absence in the event of unforeseen circumstances, for example, medical reasons affecting the student or a member of the student's immediate family, military service (the student only), or jury duty (the student only). The total amount of time of absence cannot exceed 180 days within the 12-month period. The request must be submitted in a written form, must be signed by the student and must include the date of submission, the effective date, length of the leave of absence, and the reason for the leave of absence.

Make-Up Standards

Students are encouraged to attend classes every day and be in class on time. If a student is absent from class it is the student's responsibility to find out the material covered during the student's absence and to make sure that all missed work is made up in compliance with AAIT academic guidelines.
The instructor will not re-teach material, so it is recommended that after the absence students contact their instructor to review the classes missed and to schedule appropriate tutoring and make-up lab sessions*.
Hours of make-up work will not be accepted in lieu of hours of class attendance.

Exam Make-up policy: it is the responsibility of a student to make arrangements one week prior to the exam as to when the student will take the exam. Usually it will be given early, not late.

*For description of rules for tutoring sessions with AAIT instructors see "Academic Counseling & Tutoring".

Academic Counseling & Tutoring

Students who experience educational, problems may seek advice from AAIT faculty. Tutoring* is available to students who feel the need to improve their study skills and academic performance.

Such tutoring will be arranged on AAIT campus upon permission secured from AAIT Director.
Tutoring fees will be payable to AAIT Business Office.

*Tutoring fees apply.

Graduation Requirements

AAIT awards Certificates and Diplomas for successful completion of day and/or evening programs. Students must meet the degree requirements as outlined in the Academic Catalog current at the time of application for graduation.

Students must successfully complete all courses in the program of study and earn the required total amount of credit hours for the program. Previously earned credit from another institution may be used to qualify as successful completion of a course. The awarding of credit and determination of equivalency of the prior experience to related coursework will require documented proof and will be evaluated by the instructors who teach related courses. Credit for the previous work will not exceed 25% of the total program and will not be used in calculating the cumulative GPA.

Students must earn a cumulative grade point average of 2.0 (grade of "C" or better) for all course work completed at AAIT.

Students must return all property belonging to AAIT.

Students must be in good financial standing and fulfill all financial obligations to the School prior to graduation unless previous satisfactory arrangements have been made. I satisfactory financial arrangement have not been made, the graduation credentials will be withheld.

Student Academic Records and Transcripts

Students' records are supervised by the School Director/Acting Director.
AAIT retains the student's official academic records (transcripts). A transcript is the final, accurate record of academic accomplishment.

Current and former students may request one free copy of their official transcript by submitting a written request to the School Director with the name and address where the transcript will be mailed. A fee of $5 will be charged for each additional copy and must be paid in advance before the requests are processed. Transcripts sent directly to the student will be marked as unofficial copies. Official transcripts will not be released for students who have a past due account with the school.
Student financial records are retained for three years plus the current year.

Credit Transferability

AAIT does not guarantee the transferability of credits to a college, university or another educational institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

Diplomas and Certificates

Diplomas and Certificates are awarded upon satisfactory completion of all courses in the student's program. A certificate or diploma will not be issued nor will record of graduation of the program be posted to a student's academic record until all the requirements for graduation are met. If a student does not complete the necessary credit or courses for graduation, a certificate of completion indicating the amount of clock/credit hours earned will be awarded.

Certificates are awarded to a student upon successful completion of the requirements of one of the career programs consisting of a single course.
Diplomas are awarded upon successful completion of a structured sequence of courses.

Inclement Weather Guidelines

In the event of inclement weather, the college may adjust campus opening/closing times or close the campus entirely. AAIT students and staff should tune into local **TV News or Radio stations** for severe weather alerts as well as call school number to hear school closing notifications 267-840-9000.

Students should be aware that the bad weather does not mean that AAIT will close. Those students who have children must make arrangements when their school or day care is closed and AAIT is open. It is important to make arrangements prior to any expected severe weather.

For inclement weather notices, you may call AAIT at 267-840-9000, or go to AAIT Web site at www.aaitschool.com

Academic Standing

Grading System

Grading symbols and points they earn are listed below. Some symbols are not grades but designations of administrative action regarding course work.

A—Excellent The student has demonstrated outstanding proficiency in mastering course objectives. (4 points per credit in computation of grade point average)

B—Above Average The student has demonstrated above average proficiency in mastering course objectives. (3 points per credit in computation of grade point average)

C—Average The student has demonstrated average proficiency in mastering course objectives. (2 points per credit in computation of grade point average)

F—Failing The student has not demonstrated a minimum passing proficiency in mastering course objectives. (0 points per credit in computation of grade point average)

I—Incomplete Due to extenuating circumstances, a student may be given an extension of time to complete course objectives. An "I" grade must be made up prior to the end of the succeeding quarter or it becomes an "F." (Does not count in computation of grade point average.) Assignment of "I" grades is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder due to unusual or extenuating circumstances.

IW—Instructor Withdrawal An "IW" is an indication of an action by a faculty member. (Does not count in the computation of a grade point average.) A student is notified of the "IW" action and may appeal to the instructor if this action is considered an error.

P—Pass A "P" is an indication that the student has completed the coursework satisfactorily. It is used at the discretion of the School. (Does not count in the computation of grade point average.)

V—Audit An audit (no credit) does not count in computation of a grade point average. Audit forms must be signed by the student and the course instructor and submitted to the School Director.

W—Withdrawal A "W" is an indication of an action requested by the student. A "W" may not be changed to a grade. (Does not count in the computation of grade point average)

Grade Point Average (GPA) – Students transcripts reflect Grade point average (GPA) that is determined by dividing the total number of grade points earned by the total number of credits attempted in those courses which count toward the student's grade point average.

Academic Integrity Standards

All work that contributes to a student's grade will be the unaided work of the student. Copying another's work, working together, asking others for help and giving help are not ethical and prohibited. These rules apply to tests, quizzes, laboratory exercises, examinations. When exceptions are made; as in the case of group projects, the cooperation that is allowed will be explained by the instructor.

Scholastic Honors

Students who graduate with a GPA of 3.67 are honored by a Certificate with Honors. Students with a quarter GPA of 3.3 or higher and a minimum quarter attendance of 95% are placed on the Honor Roll List.

All perfect attendance students are honored on a quarter-by-quarter basis and at graduation.

Student Academic Progress

To encourage satisfactory progress throughout continuous quarter-terms of enrollment, the AAIT academic progress policy establishes specific standards that must be met by all students enrolled in credit courses.

Instructors will assess students' progress in completing course objectives. Academic progress will be measured during the quarter and throughout the enrollment.

Satisfactory Academic Progress Chart

Successful Completion of Hours Attempted	Cumulative Grade Point Average
25%	1..25
50%	1.5
75%	1.75
100%	2.0

Students experiencing academic difficulty are required to meet with their instructor to discuss the cause of academic difficulty and to determine the best course of action for the student to follow to improve his/her academic performance.

Academic Warning - A student is placed on academic warning when his/her grade point average falls below satisfactory academic progress for the first time.

Academic Probation - A student is placed on academic probation the second time his/her grade point average falls below satisfactory academic progress.

Academic Dismissal - A student will be dismissed if he or she fails to achieve the required minimum standards at the above levels of evaluation by the next marking period.

Process for Grade Appeals:

The student who believes there is an inaccuracy in his/her official academic record (transcript) must notify the Administration Office immediately. The appeal process for course grades or other course matters must be initiated no later than the end of the quarter (last class day) following the quarter in which the course was completed.

A student who wishes to appeal a grade or other course matters should follow the appeal procedure listed in "Student Complaint/Grievance Procedure" of this Catalog.

Academic Reinstatement

To be reinstated to regular status, a dismissed student must seek to correct academic status by retaking courses they have failed. Once a student has met the minimum satisfactory academic progress standards, they may apply for reinstatement as a regular student.
Reinstated students will be on probation until the conditions of academic probation are satisfied.

Financial Guidelines

Tuition and Fees Payment Procedures

General Payment Procedures Related to All Payment Plans

Program and/or Course tuition and fees are payable on a quarterly basis
- either in full by the first day of class for the fall, winter, spring and summer quarters,
- or according to a Payment Plan that has been agreed upon by the student and AAIT Business Office. The Payment Plan is considered to be approved after it has been signed and dated by the student and accepted (signed and dated) by AAIT Official. After its approval the Payment Plan becomes an official rider to this Enrollment Agreement.

All payments of charges (tuition, fees, etc.) are due by the first day of class in a respective quarter.

If payment arrangements are not made by the first day of class in a respective quarter, Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month.

We accept Cash, Check, all major credit cards. Please note that 3% surcharge fee will be added for all credit card payments.

Payment Plans

Option 1: Pay Quarter Tuition and Fees in Full

For single quarter-long courses and programs full payments are made by the first day of class.
For multi quarter-long courses and programs the total tuition and fees cost is split into equal portions according to the number of quarters in the Course/Program. Each amount is payable in full by the first day of class of the respective quarter.

Option 2: Installment Payment Plan

AAIT offers an Installment Payment Plan for students who cannot pay the full cost of the Program for the quarter by the first day of class. The payment plan is interest free and there is a $70 sign up fee. This option allows students to manage their charges in two prorated installments.

The First payment is made by the first instructional day of the corresponding quarter and equals 60% of the quarter tuition and fees. The second payment (40% of the total quarter tuition and fees) will be paid according to the Installment Payment Plan Schedule given below.

Installment Payment Plan schedule

	Fall quarter	Winter Quarter	Spring Quarter	Summer Quarter
First Installment Due Date	September 1	November 12	February 28	June 6
Second Installment Due Date	October 1	December 17	April 1	July 1

Withdrawal Procedures

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student.

Discontinuing a course will affect your transcript (permanent record) by showing a "W" for that course. If you simply stop attending class and do not officially withdraw from the course, you will receive an "F" grade for each course in which you are still enrolled.

The student will receive a transcript with the date of withdrawal.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the anticipated start and end date of such leave. If the student fails to return from the leave of absence at the agreed date and has provided no excuse, the student will be considered withdrawn from the date determined as the end date of the leave of absence.

Refunds are based upon the last day of recorded attendance*. T he student will receive a copy of the calculation

*Please refer to the Refund Policy located below.

Cancellation & Refund Policy

An applicant not accepted for admission by AAIT is entitled to a refund of all monies paid. An applicant who provides written notice of cancellation within five (5) calendar days of executing the enrollment agreement if no classes have been attended, lessons completed or materials used, is entitled to a refund of all monies paid including the $125 registration fee. A request for cancellation that is not made in writing must be confirmed in writing within five additional calendar days. An applicant requesting cancellation more than five (5) days after signing this Enrollment Agreement and making an initial payment, but prior to the first day of classes is entitled to a refund of all monies paid, less the $125 nonrefundable registration fee. Withdrawals after the start of classes will follow the refund schedule below:

Return and Withdrawal Policy Refund Chart

During the first 7 calendar days of the quarter	75% of Quarter Tuition & Fees
After the first 7 calendar days and through 25% of the quarter	55% of Quarter Tuition & Fees
After more than 25% and through 50% of the quarter	30% of Quarter Tuition & Fees
After more than 50% and through a 100% of the quarter	No refund

Refunds are based upon the last day of recorded attendance

Programs

Low Beginners (ESL 101)

This program is designed for those who have limited background in the English language and would like to improve their English-language skills in order to obtain employment in positions for which they have pre-existing skills and experience. Working from the alphabet up, the students are introduced to conversational English with an emphasis primarily on communication.

Upon successful completion of this program, students will develop English-language speaking, listening, reading, and writing **skills** in basic language that covers first words, goods, colors, phrases, body, numbers, time, shopping and countries.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

Course #	Course Name	Class Clock Hours		Total Class Clock Hours	Credit Hours
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

Beginners (ESL 102)

This program is designed for those who have limited background in the English language and would like to improve their English-language skills in order to obtain employment in positions for which they have pre-existing skills and experience. Working from the alphabet up, the students are introduced to conversational English with an emphasis primarily on communication.

Grammar instruction is used to help students understand how basic sentences are formed, and will have the opportunity to apply knowledge learned through completing various reading and writing activities.

Upon successful completion of this program, non-English speaking adults will be able to get successfully integrated into American everyday life by increasing their language skills to solve individual practical and communication problems they may face each day in their work place and family environments, and to face them with increased confidence.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

Course #	Course Name	Class Clock Hours		Total Class Clock Hours	Credit Hours
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

High Beginners (ESL 103)

This program is designed for those who have limited background in the English language and would like to improve their English-language skills in order to obtain employment in positions for which they have pre-existing skills and experience. Working from the alphabet up, the students are introduced to conversational English with an emphasis primarily on communication.
Grammar instruction is used to help students understand how basic sentences are formed, and will have the opportunity to apply knowledge learned through completing various reading and writing activities.

Upon successful completion of this program, students will develop English-language speaking, listening, reading, and writing **skills** in most routine interchanges in daily life. In addition, students will develop basic understanding of American society, culture, workplace practices and expectations, basic computer skills; as well as job-application skills - locating job vacancies, resume preparation, and interviewing skills.

The **goal** of the Program is to help students become eligible for employment in the United States in a variety of entry-level positions that integrate their pre-existing skills and experience with their English-language competencies acquired in this program.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

| Course # | Course Name | Class Clock Hours | | Total Class Clock Hours | Credit Hours |
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

Low Intermediate (ESL 201)

This course will challenge students to become more fluent in their English-speaking abilities.
This course is an integrated course, which consists of a combination of English grammar, vocabulary, reading, writing, speaking, and listening instruction.

Upon successful completion of the Intermediate ESL program, the student will be able to have a good grasp in the usage of basic grammar and phrasal verbs, communicate with some confidence in casual social conversations and in some less routine situations on familiar every-day and work environment topics.

The **goal** of the Program is to help students become eligible for employment in the United States in a variety of positions that integrate their pre-existing skills and experience with their English-language competencies acquired in this program.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

| Course # | Course Name | Class Clock Hours | | Total Class Clock Hours | Credit Hours |
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

Intermediate (ESL 202)

This competency-based program is designed to develop language proficiency in the skills of listening, speaking, reading, and writing with special emphasis on vocabulary development. The course introduces high frequency English idioms, fixed expressions and phrasal verbs in context.

Grammar instruction is used to help students understand how basic sentences are formed, and will have the opportunity to apply knowledge learned through completing various reading and writing activities.

Upon successful completion of the Intermediate ESL program, the student will develop intermediate English-language speaking, listening, reading, and writing skills and will be able to communicate facts and ideas in some detail, follow the main ideas and identify key words and important details in verbal communication and in other every day and work contexts

The **goal** of the Program is to help students become eligible for employment in the United States in a variety of positions that integrate their pre-existing skills and experience with their English-language competencies acquired in this program.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

Course #	Course Name	Class Clock Hours		Total Class Clock Hours	Credit Hours
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

Advanced Intermediate (ESL 203)

This program is designed for those who would like to attain a greater fluency in English, further develop the vocabulary and grammar skills, and develop enough English-language confidence in order to obtain employment in positions for which they have pre-existing skills and experience. Students will be introduced to various conversational techniques and will have the opportunity to practice those techniques through classroom discussions. Students will also be encouraged to apply conversational skills learned through this course to situations experienced outside of the classroom including work-related.
Grammar instruction is used to help students understand how basic sentences are formed, and will have the opportunity to apply knowledge learned through completing various reading and writing activities.

Upon successful completion of the Intermediate ESL program, the student will develop intermediate English-language speaking, listening, reading, and writing skills; a deeper understanding of American society, culture, workplace practices and expectations, basic computer skills; as well as job-application skills - locating job vacancies, resume preparation, and interviewing skills.

The **goal** of the Program is to help students become eligible for employment in the United States in a variety of positions that integrate their pre-existing skills and experience with their English-language competencies acquired in this program.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.

Course #	Course Name	Class Clock Hours		Total Class Clock Hours	Credit Hours
		Lect.	Class Lab.		
ESL101-1	Conversational English	144	56	200	15
ESL101-2	English Grammar	144	56	200	15
ESL101-3	English Pronunciation	25	5	30	2.5
ESL101-4	American Culture & Society	50	20	70	4.5
ESL101-5	Prof. English/Job Application Skills	25	5	30	2.5
C102	Computer Basics	25	5	30	2.5
	Total:	413	147	560	42

Computer Software, .Net & ASP Applications

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.
The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level IT **positions** dealing with the research, design, and development of .Net systems software (.Net Developer/Programmer,.Net Web Developer, C# Developer, Software Developer/Engineer, etc.), This program provides students with knowledge and a variety of skills in developing complex real life working Windows Forms and Web based .NET applications using C# 2008 programming language, SQL 2005 database server and Visual Studio 2008. Some of the main program goals include, but are not limited to, a solid knowledge of Windows and Web Forms design, object-oriented programming concepts, database programming, advanced features of the C# language, application deployment.
Graduates will use the acquired skills in the medical, industrial, communications, business, scientific, and general areas.
The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.
Upon successful completion of the program, graduates will be awarded a **Diploma**.
Although AAIT will assist students with job placement, finding a job is the individual responsibility of the student. AAIT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course #	Course Name	Clock Hours		Total Clock Hours	Credit Hours
		Lect.	Lab.		
C102	Computer Basics	20	20	40	3
C103	Introduction to Programming	20	20	40	3
C311	Introduction to Microsoft .NET Software Development: .NET Framework 3.5, Design and Development of Windows Forms Applications	20	20	40	3
C312	Introduction to Microsoft .NET Software Development: Basic Coding Skills	20	20	40	3
C313	Introduction to Microsoft .NET Software Development: Advanced Coding Skills	20	20	40	3
C321	Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Classes	20	20	40	3
C322	Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Interfaces, Generics and Database Programming	20	20	40	3
C323	Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Data Sources, Bound Controls and ADO	20	20	40	3
C331	Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008	20	20	40	3
C332	Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008: HTML, Server and Validation Controls	20	20	40	3
C333	Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008: Master Pages, Themes, Database Programming	20	20	40	3
C341	Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Database programming, LINQ and Website Security	20	20	40	3
C342	Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Profiles, SMTP and AJAX	20	20	40	3
C343	Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Configuration, Deployment of ASP.NET Application, Web Services	20	20	40	3
	Total:	280	280	560	42

Systems Software, SQL Applications

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level **positions** of SQL DBA, SQL Applications Developer, Programmer Analyst, SQL Software Designer, SQL Server Developer, etc., where they will be expected to develop, create, and modify general computer applications software or specialized utility programs. The successful graduates will be able to analyze user needs and develop software solutions, understand basic database design principles and implement them in SQL Server, have knowledge of the fundamentals of writing Transact-SQL queries that retrieve or modify data,   design software or customize software for client use with the aim of optimizing operational efficiency.

The length of the program is **560** clock hours over a period of **31** weeks. All students must complete the program with a minimum of **42** quarter credit hours.
Upon successful completion of the program, graduates will be awarded a **Diploma**.

Although AAIT will assist students with job placement, finding a job is the individual responsibility of the student. AAIT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course #	Course Name	Clock Hours		Total Clock Hours	Credit Hours
		Lect.	Lab.		
C102	Computer Basics	20	20	40	3
C103	Introduction to Programming	20	20	40	3
C211	SQL Server 2005 Overview & Basic Features: Installation, Tools and Database Fundamental Concepts	20	20	40	3
C212	SQL Server 2005 Overview & Basic Features: Data Manipulation	20	20	40	3
C213	SQL Server 2005 Overview & Basic Features: T-SQL Fundamentals	20	20	40	3
C221	Advanced SQL Server 2005 Development: Views and Stored Procedures	20	20	40	3
C222	Advanced SQL Server 2005 Development: Triggers and T-SQL Essentials	20	20	40	3
C223	Advanced SQL Server 2005 Development: Advanced T-SQL	20	20	40	3
C231	SQL 2005 Administration: Architecture and Tools	20	20	40	3
C232	SQL 2005 Administration: SQL Server Security	20	20	40	3
C233	SQL 2005 Administration: Automating Administrative Tasks, Disaster Prevention and Recovery	20	20	40	3
C241	SQL 2005 Services: Reporting and Integration Services	20	20	40	3
C242	SQL 2005 Services: Importing, Exporting and Replication	20	20	40	3
C243	SQL 2005 Services: Service Broker, Subscription and Notification Services	20	20	40	3
	Total:	280	280	560	42

<u>Microsoft Office Applications (Word/Excel/PP)</u>

This program is designed to provide high quality, specialized vocational preparation for both high school graduates and professionals who are pursuing clerical and managerial positions which require advanced knowledge of computer skills and Microsoft Office Applications.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue competitive entry-level clerical office positions with highly specific computer requirements and knowledge of Microsoft Office 2007 Applications (Word, Excel &.Power Point).

In modern days virtually any clerical and managerial office job requires some degree of data processing and manipulation. Microsoft Office Suite is the most popular, versatile, and widely used set of programs that handles most of day to day operations in the office and therefore it is implied that employees are able to use it at advance level. This course gives an overview of the core Office products (Word, Excel, PowerPoint, Outlook, Access, Publisher). The course introduces students to basic and advanced features within each of the applications including Microsoft Outlook for managing your email, appointments, meetings, and contacts; the essentials of the Microsoft Word 2007 program, with many intermediate to advanced features; the essentials of the Excel 2007 program, creation and modification of professional presentations using Microsoft PowerPoint.

The length of the program is **144** clock hours over a period of **8** weeks. All students must complete the program with a minimum of **12.0** quarter credit hours.

Upon successful completion of the program, graduates will be awarded a **Certificate**.

Although AAIT will assist students with job placement, finding a job is the individual responsibility of the student. AAIT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

<u>Curriculum</u>

Course #	Course Name	Clock Hours		Total Clock Hours	Credit Hours
		Lect.	Lab.		
C103	**Microsoft Office Applications (Word/Excel/PP)**	60	60	120	9

Course Descriptions

ESL Courses

Low Beginners (ESL 101)

English Conversation (ESL101-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners Conversational English.
Prerequisite: None

English Grammar (ESL101-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners English Grammar.
Prerequisite: None

English Pronunciation (ESL101-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners English Pronunciation.
Prerequisite: None

American Culture & Society (ESL101-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners American Culture & Society.
Prerequisite: None

Professional English/ Job Application Skills (ESL101-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners Professional English and Job Application Skills.
Prerequisite: None

Computer Basics (C102)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low beginners Computer Basics.
Prerequisite: None

Beginners (ESL 102)

English Conversation (ESL102-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners Conversational English.
Prerequisite: ESL (101-1)

English Grammar (ESL102-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners English Grammar.
Prerequisite: ESL (101-2)

English Pronunciation (ESL102-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners English Pronunciation.
Prerequisite: ESL (101-3)

American Culture & Society (ESL102-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners American Culture & Society.
Prerequisite: ESL (101-4)

Professional English/ Job Application Skills (ESL102-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners Professional English and Job Application Skills.
.
Prerequisite: ESL (101-5)

Computer Basics (C102)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in beginners Computer Basics.
Prerequisite: None

High Beginners (ESL 103)

English Conversation (ESL103-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners Conversational English.
Prerequisite: ESL (102-1)

English Grammar (ESL103-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners English Grammar.
Prerequisite: ESL (102-2)

English Pronunciation (ESL103-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners English Pronunciation.
Prerequisite: ESL (102-3)

American Culture & Society (ESL103-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners American Culture & Society.
Prerequisite: ESL (102-4)

Professional English/ Job Application Skills (ESL103-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners Professional English and Job Application Skills.
.
Prerequisite: ESL (102-5)

Computer Basics (C102)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high beginners Computer Basics.
Prerequisite: None

Low Intermediate (ESL 201)

English Conversation (ESL201-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate Conversational English.
Prerequisite: None

English Grammar (ESL201-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate English Grammar.
Prerequisite: None

English Pronunciation (ESL201-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate English Pronunciation.
Prerequisite: None

American Culture & Society (ESL201-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate American Culture & Society.
Prerequisite: None

Professional English/ Job Application Skills (ESL201-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate Professional English and Job Application Skills.
.
Prerequisite: None

Computer Basics (C102)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in low intermediate Computer Basics.
Prerequisite: None

Intermediate (ESL 202)

English Conversation (ESL202-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate Conversational English.
Prerequisite: ESL (201-1)

English Grammar (ESL202-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate English Grammar.
Prerequisite: ESL (201-2)

English Pronunciation (ESL202-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate English Pronunciation.
Prerequisite: ESL (201-3)

American Culture & Society (ESL202-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate American Culture & Society.
Prerequisite: ESL (201-4)

Professional English (ESL202-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate Professional English and Job Application Skills.
.
Prerequisite: ESL (201-5)

Computer Basics/ Job Application Skills (C102)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in intermediate Computer Basics.
Prerequisite: None

Advanced Beginners (ESL 203)

English Conversation (ESL203-1)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate Conversational English.
Prerequisite: ESL (202-1)

English Grammar (ESL203-2)
15.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate English Grammar.
Prerequisite: ESL (202-2)

English Pronunciation (ESL203-3)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate English Pronunciation.
Prerequisite: ESL (202-3)

American Culture & Society (ESL203-4)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate American Culture & Society.
Prerequisite: ESL (202-4)

Professional English (ESL103-5)
1.5 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate Professional English and Job Application Skills.
.
Prerequisite: ESL (202-5)

Computer Basics / Job Application Skills (C202)
3.0 quarter credit hours
The students will develop English-language speaking, listening, reading, and writing skills in high intermediate Computer Basics.
Prerequisite: None

Computer Courses

Systems Software, SQL Applications

(Diploma)

C102
Computer Basics

3.0 quarter credit hours

This course is designed for students who had little or no prior experience in working with computers. In this course students will get a basic idea about the major computer components (the system block, input and output peripheral devices such as the keyboard, the mouse, the monitor, the printer, etc). They will then work their way inside the computer, learning about the Operating System, Files, Printing, Internet and other everyday tasks computer can bring to the table. Finally students will get a scope of what makes computers so powerful and useful – Programming. They will learn basic programming concepts and practice a few entry level programming scripts.
Prerequisite: None

C103
Introduction to Programming
3.0 quarter credit hours

This course is designed for students who had little or no prior experience in working with computers. In this course students will learn the Basics of computer programming. This course focuses on the concepts of Operators, Programming Logic, Loops, Arguments and Functions. They will also practice writing a few entry level programs.
The students will explore basic level programming concepts: variables, scope, control structures, sub procedures and functions and discuss scripting, compiled and hybrid languages and concepts related to object oriented programming.
Prerequisite: None

C211
SQL Server 2005 Overview & Basic Features: **Installation, Tools and Database Fundamental Concepts**

3.0 quarter credit hours

This course covers fundamental concepts of defining data, such as understanding and creating databases, creating tables, understanding normalization. This course also concentrates on using SQL development tools such as Query Editor and Surface Area Configuration Tool. In addition this course also explains how to install SQL Server 2005 and it's features.

Prerequisite: C102, C103

C212
SQL Server 2005 Overview & Basic Features: **Data Manipulation**

3.0 quarter credit hours

This course covers fundamental concepts of defining data, such as understanding and creating databases, creating tables, understanding normalization, retrieving and manipulating data using SELECT, INSERT, UPDATE, and DELETE commands, as well as showing how to increase performance by using INDEX.

Prerequisite: C102, C103, C211

C213
SQL Server 2005 Overview & Basic Features: **T-SQL Fundamentals**

3.0 quarter credit hours

This course covers fundamentals of the Transact SQL (T-SQL) and teaches how to manipulate data using SELECT, INSERT, UPDATE, and DELETE commands. In addition this course also teaches how to work with different SQL functions.

Prerequisite: C102, C103, C211, C212

C221
Advanced SQL Server 2005 Development: : Views and Stored Procedures

3.0 quarter credit hours
This course covers advanced concepts of database processing; conceptual, logical, and physical design of databases; the use of SQL and DBMS technology for relational database implementation; and general business database management issues.
The general goal of this course is to provide adequate technical detail while emphasizing the organizational and implementation issues relevant to the management of data in an organizational environment.
The course covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Students learn to create advanced objects such as VIEWS and STORED PROCEDURES.
Prerequisite: C102, C103, C211,C212, C213

C222
Advanced SQL Server 2005
Development: Triggers and
T-SQL Essentials

3.0 quarter credit hours

This course covers advanced concepts of database processing; conceptual, logical, and physical design of databases; the use of SQL and DBMS technology for relational database implementation; and general business database management issues.
The general goal of this course is to provide adequate technical detail while emphasizing the organizational and implementation issues relevant to the management of data in an organizational environment.
The course covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Students learn to create advanced objects such as TRIGERS, retrieve data by using advanced aggregation functions such as SUM, MAX, RANKING, set operators and more. They also learn to write SQL and T-SQL using Management studio.

Prerequisite: C102, C103,
C211,C212, C213,C221

C223
Advanced SQL Server 2005
Development: Advanced T-SQL

3.0 quarter credit hours

This course covers advanced concepts of database processing; conceptual, logical, and physical design of databases; the use of SQL and DBMS technology for relational database implementation; and general business database management issues.
The general goal of this course is to provide adequate technical detail while emphasizing the organizational and implementation issues relevant to the

management of data in an organizational environment.
The course covers the concepts of relational databases and the powerful SQL programming language. Students are taught to create and maintain database objects and to store, retrieve, and manipulate data. Students learn to create advanced objects such as FUNCTIONS, TRIGERS, retrieve data by using advanced aggregation functions such as SUM, MAX, RANKING, set operators and more. They also learn to write SQL and T-SQL using Management studio.

Prerequisite: C102, C103,
C211,C212, C213,C221,C222

C231
SQL 2005 Administration:
Architecture and Tools

3.0 quarter credit hours

In this course, students will learn and practice skills to administer SQL Server 2005 with SQL Server Management Studio and Transact-SQL and explore typical tasks that database administrators perform at their jobs on day to day basis.

Prerequisite: C102, C103,
C211,C212, C213,C221,C222,C223

C232
SQL 2005 Administration:
SQL Server Security

3.0 quarter credit hours

In this course, students will learn and practice skills to administer SQL Server 2005 with SQL Server Management Studio and Transact-SQL and explore typical tasks that database administrators perform at their jobs on day to day basis.

Prerequisite: C102, C103,
C211,C212,C213,C221,C222,C223,
C231

C233
SQL 2005 Administration:
Automating Administrative
Tasks, Disaster Prevention and
Recovery

3.0 quarter credit hours

In this course, students will learn and practice skills to administer SQL Server 2005 with SQL Server Management Studio and Transact-SQL and explore typical tasks that database administrators perform at their jobs on day to day basis. This course concentrates on Automating Administrative Tasks, Disaster Prevention and Recovery, and Transaction Replication.

Prerequisite: C102, C103,
C211,C212, C213,C221,C222,C223
C231,C232,C233

C241
SQL 2005 Services:
Reporting and Integration
Services

3.0 quarter credit hours

In this course, students will learn and practice skills to work with Business intelligence suite of tools and services in SQL Server 2005 such as SSRS (Reporting services), ETL through SSIS (Integration Services). It teaches students how to build reports from scratch, create different reporting structures, work with Integration Services Run-Time and Data-Flow.

Prerequisite: C102, C103,
C211,C212, C213,C221,C222,C223
C231,C232,C233

C242
SQL 2005 Services:
Importing, Exporting and
Replication

3.0 quarter credit hours

In this course, students will learn and practice skills to work with Importing and Exporting tools, DTS packages creation, Extract, Transform and Load data, use of the Data Replication tools.
It also concentrates on what are the package elements and how to create simple packages and use of the Subscription Wizard.

Prerequisite: C102, C103,
C211,C212, C213,C221,C222,C223
C231,C232,C233,C241

C243
SQL 2005 Services: Service
Broker, Subscription and
Notification Services

3.0 quarter credit hours

In this course, students will learn and practice skills to work with Business intelligence suite of tools and services in SQL Server 2005 such as Notification and Broker Services. This course concentrates on the Service Broker Elements such as Conversations, Contracts, and Queues. It is also teaches how to implement Dialog Security and Transport Security. As part of the Notification Services teaches how to use Subscription features

Prerequisite: C102, C103,
C211,C212, C213,C221,C222,C223
C231,C232,C233,C241,C242

Computer Software, .Net & ASP Applications
(Diploma)

C102
Computer Basics
3.0 quarter credit hours
See information on P.31

C103
Introduction to Programming
3.0 quarter credit hours
See information on P.31

C311
Introduction to Microsoft .NET
Software Development: .NET
Framework 3.5, Design and
Development of Windows Forms
Applications

3.0 quarter credit hours

In this course, students will learn and practice skills in C# .NET by building actual working .NET applications. To save time and effort, Visual Studio environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience.

Prerequisite: C102,C103

C312
Introduction to Microsoft .NET
Software Development: Basic
Coding Skills

3.0 quarter credit hours

In this course, students will learn and practice skills in C# .NET by building actual working .NET applications. To save time and effort, Visual Studio environment has been set up for students with all

of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. They will learn how to code controls structures, methods, events, exception handling and data validation.

Prerequisite: C102,C103,C311

C313
Introduction to Microsoft .NET
Software Development:
Advanced Coding Skills

3.0 quarter credit hours

In this course, students will learn and practice skills in C# .NET by building actual working .NET applications. To save time and effort, Visual Studio environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. Students will learn how to work with different types of arrays, collections, dates, and strings.

Prerequisite: C102,C103,C311,
C312

C321
Developing Windows Forms
Applications using C# 2008 and
Visual Studio 2008: Classes

3.0 quarter credit hours

Prerequisite: C102,C103,C311,
C312,C313

C321
Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Classes

3.0 quarter credit hours

This course provides students with the knowledge and skills needed to develop more complicated applications Microsoft C#.NET language and SQL database for the Microsoft .NET platform. The course focuses on object-oriented concepts: classes, class members, inheritance.

Prerequisite: C102,C103,C311, C312,C313

C322
Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Interfaces, Generics and Database Programming

3.0 quarter credit hours

This course provides students with the knowledge and skills needed to develop more complicated applications Microsoft C#.NET language and SQL database for the Microsoft .NET platform. The course focuses on object-oriented concepts us as interfaces, generics as well as database programming,

Prerequisite: C102,C103,C311, C312,C313,C321

C323
Developing Windows Forms Applications using C# 2008 and Visual Studio 2008: Data Sources, Bound Controls and ADO

3.0 quarter credit hours

This course provides students with the knowledge and skills needed to develop more complicated applications Microsoft C#.NET language and SQL database for the Microsoft .NET platform. The course focuses on database programming: Data Sources, Bound Controls and ADO.

Prerequisite: C102,C103,C311, C312,C313,C321,C322

C331
Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008

3.0 quarter credit hours

In this course, students will learn and practice skills in ASP.NET using C# .NET programming language by building actual working web applications. To save time and effort, Visual Studio environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course focuses on the developing one-page and multi-page web applications.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323

C332
Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008: HTML, Server and Validation Controls

3.0 quarter credit hours

In this course, students will learn and practice skills in ASP.NET using C# .NET programming language by building actual working web applications. To save time and effort, Visual Studio environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course focuses on the HTML, Server and Validation Controls.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323,C331

C333
Introduction to Web Applications Development using ASP.NET 3.5 with C# 2008: Master Pages, Themes, Database Programming

3.0 quarter credit hours
In this course, students will learn and practice skills in ASP.NET using C# .NET programming language by building actual working web applications. To save time and effort, Visual Studio environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course concentrates on developing master and content pages, themes, website navigation, and database programming.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323,C331 C332

C341
Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Database programming, LINQ and Website Security

3.0 quarter credit hours

In this course students will learn how to create and maintain web sites using ASP.NET 3.5 with C# .NET. To save time and effort, Visual Studio 2008 environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course concentrates on the database programming, LINQ and web site security.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323,C331 C332,C333

C342
Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Profiles, SMTP and AJAX

3.0 quarter credit hours

In this course students will learn how to create and maintain web sites using ASP.NET 3.5 with C# .NET. To save time and effort, Visual Studio 2008 environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course concentrates on profiles, MultiView and Wizard controls, SMTP service in IIS, web portals and AJAX.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323,C331 C332,C333,C341

C343
Advanced Web Applications Development using ASP.NET 3.5 with C# 2008: Configuration, Deployment of ASP.NET Application, Web Services

3.0 quarter credit hours

In this course students will learn how to create and maintain web sites using ASP.NET 3.5 with C# .NET. To save time and effort, Visual Studio 2008 environment has been set up for students with all of the features needed to build a .NET application. Using these tools, students will build .NET-based projects that will be evaluated by their instructor, contributing to their portfolio and gaining valuable experience. This course concentrates on the ASP.NET web application configuration and deployment, web services.

Prerequisite: C102,C103,C311, C312,C313,C321,C322,C323,C331 C332,C333,C341,C342

Microsoft Office Applications (Word, Excel, PPT)

(Certificate)
C104
Microsoft Office Applications (Word/Excel/PPT)

3.0 quarter credit hours

The Course consists of 4 Modules (Introduction to Microcomputers, Microsoft Excel, & Microsoft Word) and provides students with the knowledge and skills to perform operations with word processing, spreadsheet & Power Point applications in an office environment. It is designed to provide necessary computer skills and hands-on instruction for developing foundation **Word, Excel & Power Point** skills for office

assistant or administrative assistant careers in business and industry.
Introduction to Microcomputers. Module 1 introduces the fundamental concepts and operations necessary to use microcomputers. Emphasis is placed on basic functions and familiarity with computer use. Topics include: computer terminology, introduction to the Windows environment, introduction to networking, introduction to word processing, introduction to spreadsheets.
Microsoft Word. In Module 2 the learner will receive hands-on experience using Word Application. Features included are: document creation, basic editing, formatting, working with multiple page documents, inserting footnotes/endnotes, applying styles, using templates and wizards, inserting and formatting tables, creating envelopes and labels, using mail merge, and sending a Web document by email.
Microsoft Excel. In Module 3 the learner will receive hands-on experience using Excel Application. Topics include creating and formatting worksheets, using formulas, using multiple worksheets, creating charts, filtering and extracting data, creating macros and using templates.
Power Point. Module 4 provides a study of creating, modifying and delivering presentations. Topics include: creating a presentation, formatting content, collaborating with others, managing a presentation, creating output and delivering a presentation.

Prerequisite: None

Other Information

Course Descriptions – Irene Klewin, Leon Kriner.
Catalog Production Editor – Irene Klewin

Published August 2014
Reviewed February 2015

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