

## Course Description: **Management Support Tech**

This course prepares individuals to conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively, including program-problem analysis and management consulting, using, and maintaining appropriate tools.

### **Subject Title**

Fundamentals of Business Management Technology

Organizational Study & Evaluation  
Systems Design & Procedures

Work Simplification & Measurement

Operations & Procedures Manual

Business Plan Essentials & Grants Writing

Marketing Essentials & Media Sales

Management Support Tools & Performance Control

Contemporary Computer Systems Proficiency

Problem Analysis & Synthesis of Solutions for Decision-Making

## Course Description: **Computer Support Specialist-Desktop Support Tech**

This course prepares individuals to analyze, evaluate, maintain, repair, and solve desktop and mobile computer problems using appropriate skills.

### **Subject Title**

Systems Orientation and Computers

How Computers Work  
Desktop Computer Layout

Desktop and Mobile Operating Systems

Hardware-Software Interface

Software Installation and Configuration

Desktop Maintenance and Repair

Desktop and Mobile System Assembly and Diagnostics

Contemporary Applications Software Systems Proficiency

Problem Analysis and Synthesis of Solutions for Decision-Making

### **Course Description: Computer Systems Analyst (IT Analyst)**

This course prepares individuals to be an IT Professional by analyzing, evaluating, designing, and solving computer system problems using appropriate skills. Individuals engage in writing requirements for new systems; developing logical scheme and codes; implementing and monitoring their effectiveness. Computer systems analysts analyze how well software, hardware, and the wider IT system fits the business needs of employers or clients; maintaining and modifying existing programs to ensure adherence to specifications; coding programs or subroutines developed by others for customization; consulting with users regarding programming, data processing, and debugging; conducting introductory user training dealing with system capabilities and project management.

#### **Subject Title**

System Development Orientation: Linking Business, Management, and Technology

How Computers Work

Systems Design Procedures and Capacity Planning

Operating Systems

Hardware-Software Architecture

Software Installation and Configuration

System Maintenance and Repair

System Assembly and Diagnostics

Contemporary Applications Software Systems Proficiency

Problem Analysis and Synthesis of Solutions for Decision-Making/PM

## Course Description: **Operations Research Analyst**

This course prepares individuals for high-level problem-solving, using advanced techniques such as optimization, data mining, Data Analytics, statistical analysis, and mathematical modeling, to develop solutions that help solve complex issues for businesses and organizations to operate more efficiently and cost effectively.

### **Subject Title**

Operations Management, and Technology

Organizational Study and Evaluation

Operating Systems Design

Work Simplification and Optimization

Operations and Procedures System

Technical Writing, Memos, and Reports.

Operations Modeling and Data Mining

Operations Research Techniques and Performance Control

Contemporary Applications Software Systems Proficiency

Problem Analysis and Synthesis of Solutions for Decision-Making/PM

## Course Description: **Database Administrator**

This course prepares individuals to source, analyze, evaluate, design data systems, organize, store data, and solve computer system problems using appropriate skills.

### **Subject Title**

Fundamentals of Business, Management and Technology

Database Essentials

Systems Design Procedures

Database Operating Systems

Capacity Planning, Data Mining and Data Migration

Software Installation and Configuration

System Maintenance and Repair

Performance Monitoring and Data Security

Contemporary Applications Software Systems Proficiency

Problem Analysis and Synthesis of Solutions for Decision-Making/PM

### **Course Description: Applications Software Developer**

This course prepares individuals to design computer application software, such as word processors, games, apps, and complex database for consumers, customers, and organizations, that people use over the Internet and within a company Intranet.

#### **Subject Title**

System Management Innovation and Technology

Software Development Life Cycle

Software Systems Design

Coding and Programming Tools

Capacity Planning, Data Mining and Data Migration

Gaming Software, Apps for Portable Systems, Installation and Configuration

System Maintenance and Repair

Performance Monitoring and Cyber Security

Contemporary Applications Software Systems Proficiency

Problem Analysis and Synthesis of Solutions for Decision-Making/PM

## Course Description: **Nurse Aide/Nursing Assistant**

This course trains and prepares the individual to perform routine nursing related services and provide patient care assistance. Upon completion of this course, the learner should be able to:

Communicate and maintain interpersonal skills with patients; Control infections, maintain safety, and emergency procedures; Perform basic nursing skills and patient personal care; Recognize mental, social health, cognitive, and restorative service needs; Apply residents' rights to confidentiality, personal choices, and grievances.

### **Subject Title**

Orientation; Fundamentals of Nurse Aide & Technology; Ethical & Legal Issues

Communication and Interpersonal Skills

Infection Control

Safety and Emergency Procedures, including the Heimlich Maneuver

Basic Restorative Services

Basic Nursing Skills, including Vital Signs, etc.

Personal Care Skills

Mental Health and Social Service Needs

Care of Cognitively Impaired Residents

Promoting a Resident's Independence and Rights

The length of time required for completion of each course is 24 weeks for day or evening students, except for nurse aide program, which is four weeks. **Single subject** may be taken individually at a cost of \$1,700.00 each, except for nurse aide program, and may include, but not limited to:

- 1) **Project Management**
- 2) **Human Resource Management**
- 3) **Management Analysis**
- 4) **Business Analysis**
- 5) **Management Technology Essentials**
- 6) **Operations Analysis**
- 7) **A+ prep**
- 8) **Systems Analysis**
- 9) **Database Essentials**
- 10) **Apps Software Coding**