

## **The Administrative Medical Assistant as Office Manager 10/2/12**

The Administrative Medical Assistant as Office Manager – Master understanding of job duties and office managerial tasks including your office’s policy & procedure manual, staff meetings, physician credentialing, and Clinical Documentation Improvement (CDI). Students will have the opportunity to navigate practice websites. Prerequisite: Daily Financial Practices

### **IT TRAINING COMP TIA A+ CERTIFICATION TRAINING**

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#### **Course Description**

This course will prepare students for CompTIA A+ certification. You can earn this certification after passing two essential exams. The CompTIA A+ Certification Exam 220-901, covers the foundational hardware knowledge a PC support technician should know. The CompTIA A+ Certification Exam 220-902 covers the operating system, virtualization, mobile device management and hardware troubleshooting skills.

CompTIA A+ Certification is vendor neutral and internationally recognized, giving professionals a competitive advantage no matter what country you're working in and what hardware you're working with. This course offers enrollment with vouchers. The vouchers are prepaid access to sit for the certifying CompTIA certification exams (CompTIA Core 1 220-1001) and Core 2 220-1002) upon completion of the course and eligibility.

This 16-week program is delivered via Remote Mentored Learning (RML). Students can view the video content from anywhere with a high-speed internet connection, and have access to an Online Mentor, who provides ongoing support throughout the program. This program is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined to pace the program effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

- Students are required to pass a certification exam to complete the seminar

#### **Admission Requirements:**

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.
- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:

o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.

- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.

<b>ComTIA A+ Certification Training</b>	<b>Lecture Hours</b>	<b>Lab Hours/Simulator</b>	<b>Total Hours</b>
CompTIA A+220-901			
Unit 1 CompTIA A+	24	4	28
Unit 2 CompTIA A+	20	8	28
Unit 3 CompTIA A+	10	2	12
Unit 4 CompTIA A+	21	11	32
Unit 5 CompTIA A+	15	2	17
Unit 6 CompTIA A+	23	8	31
CompTIA A+ 220-902			
Unit 1 CompTIA A+	20	4	24
Unit 2 CompTIA A+	27	3	30
Unit 3 CompTIA A+	19	10	29
Unit 4 CompTIA A+	10	3	13
Unit 5 CompTIA A+	14	6	26
Unit 6 CompTIA A+	17	9	20
<b>Total Program Hours</b>	<b>220</b>	<b>70</b>	<b>290</b>

#### Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours.

#### **COMP TIA A+ (220-901) UNIT 1 & UNIT 2 44/12/56**

UNITS 1 & 2: Learn to understand and operate BIOS/UEFI tools, motherboard components, CPU and RAM types, PC expansion cards, and power supplies. Understand storage devices, display devices, peripheral devices, network architecture devices, and characteristics of TCP/IP. Prerequisite: None

#### **COMP TIA A+ (220-901) UNIT 3 & UNIT 4 31/13/44**

UNITS 3 & 4: Master PC connection interfaces, network cables and connectors, Wi-Fi networking standards, internet connection types, and networking tools. In unit 4, learn about laptop components, displays, features, and mobile devices.

Prerequisite: COMP TIA A+ (220-901) UNIT 1 & UNIT 2

#### **COMP TIA A+ (220-901) UNIT 5 & UNIT 6 38/10/48**

UNITS 5 & 6: Understand SOHO's, printers, and how to maintain a printer. Cover troubleshooting best practices for RAMP, CPU, RAID, networks, mobile devices, and printers.

Prerequisite: COMP TIA A+ (220-901) UNIT 3 & UNIT 4

#### **COMP TIA A+ (220-902) UNIT 1 & UNIT 2 47/7/54**

UNITS 1 & 2: Learn the fundamentals of Microsoft Operating Systems. Continue on to learn about Windows OS security, Microsoft command line tools, and Windows control panel utilities. In unit 2, learn about the basic features of mobile operating systems, how to secure mobile devices, and how to configure basic mobile device network connectivity and email.

Prerequisite: COMP TIA A+ (220-901) UNITS 1-6

#### **COMP TIA A+ (220-902) UNIT 3 & UNIT 4 29/13/42**

UNITS 3 & 4: Understand client-side virtualizations, basic cloud concepts, Windows networking on a client/desktop, and SOHO wireless and wired networks. Additionally, learn about common security threats and vulnerabilities, security best practices, and how to safely destroy and dispose of data.

Prerequisite: COMP TIA A+ (220-902) UNITS 1 & 2

#### **COMP TIA A+ (220-902) UNIT 5 & UNIT 6 31/15/46**

UNITS 5 & 6: Develop an understanding of safety procedures, how to handle prohibited content and activity, proper communication techniques, and how to explain privacy to clients. Lastly, in unit 6 cover troubleshooting best practices for PC operating systems, PC security issues, common mobile and OS security issues, and you'll cover troubleshooting theory.

Prerequisite: COMP TIA A+ (220-902) UNITS 3 & 4

#### **COMPT TIA A+ Certification Training Resources**

Name	Publisher	Year Published
Video Lecture Instruction	Cengage	2016
Online Labs/Simulations	Cengage	2016
Book	A+ Guide to technical support, Ninth Edition	2017

## Basis of Grades

Only the Unit and Final Exams count toward the final, overall grade for this course. Additional resources in the classes are expected to be accessed and/or completed based on the need, experience level, and/or study goals for each student. To earn a certificate in CompTIA A+ Certification Training (Vouchers Included), students must complete 290 hours of training with a passing grade. although it is recommended for students to earn a 100% before continuing. This method is used as a formative assessment tool to assist students in improved learning. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content.

Exams are graded assessments that students can take up to two times. A score of 70% or higher is required to pass the exam. This method is used as a summative assessment to check what has been learned to date. This is to ensure students have a snapshot to allow the student to identify how well learning tasks or objectives have been completed.

## IT TRAINING NETWORK+ CERTIFICATION TRAINING

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Network + Certification validates that you have the knowledge needed to use and maintain a wide range of networking technologies and have proficiency in networking administration and support. Upon completion of this course, you will be prepared for the international, vendor-neutral certification in a growing and in-demand field.

This course is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined in order to pace the seminar effectively. In addition to viewing video content, students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career.

This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving one-on-one support from a qualified mentor.

- Students are required to pass a certification exam to complete the course

### Admission Requirements:

- Must be at least 18 years of age.
- Must present a valid picture ID and an original social security card.

- Must possess a high school diploma/GED or meet the Ability-to-Benefit requirements set forth in the admissions requirements section of this catalog. The following academic scores are required: Reading- 7th grade level, Math- 7th grade level, and Language- 7th grade level. The school will accept scores from the following tests for specific subjects:
  - o Tests of Adult Basic Education (TABE) scores are acceptable for reading, math and language.
- Pass a criminal background check and drug screening.
- Email capabilities and access to a personal email account.
- Successfully complete the 5 Keys to Excellence course within the allotted time, and prior to starting your online class.
- Individuals should have 6 months professional experience with computers and/or completed a computer-based certification course (i.e., A+ certification)

#### Course Outline

<b>GES329 - ComTIA Network+ Certification Training</b>	<b>Lecture Hours</b>	<b>Lab Hours/Simulator</b>	<b>Total Hours</b>
Unit 1 ComTIA Networking+	24	4	28
Unit 2 ComTIA Networking+	20	8	28
Unit 3 ComTIA Networking+	10	2	12
Unit 4 ComTIA Networking+	21	11	32
Unit 5 ComTIA Networking+	15	4	19
Unit 6 ComTIA Networking+	23	8	31
<b>Total Program Hours</b>	<b>113</b>	<b>37</b>	<b>150</b>

#### Synopsis/Summary of Subjects and Hours

Hours are expressed in W/X/Y format. W = clock lecture hours, X = clock lab hours Y = total hours

#### COMP TIA Network+ Certification Course

This course builds on existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that students will use on the job in any type of networking career. This seminar is a complete and thorough review of the knowledge needed to configure and troubleshoot both wireless and wired hardware. Sections covered include the following: Network architecture; Network Operations; Network Security; Troubleshooting; And Industry Standards, Practices, and Network Theory. In this course, students learn the fundamentals needed to prepare for the CompTIA Network+ certification exam (N10-007) and start a career as a network technician.

#### COMP TIA Network+ UNIT 1 & UNIT 2 44/12/56