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ILEARN INSTITUTE CATALOG

Welcome to iLearn Institute! This catalog is designed to give you information about program offerings and school rules and procedures. You should thoroughly review our catalog and its contents to make an informed decision prior to enrollment. This catalog is updated annually and iLearn Institute reserves the right to change, modify or amend information contained in it during this catalog period. Changes made to educational programs, educational services, procedures, or policies prior to the annual update will appear at the time they are made as an insert or supplement.

MISSION AND OBJECTIVES

iLearn Institute's mission is to provide a variety of computer and communication skills to students who are unable or reluctant to learn computers in a traditional classroom. With a majority of students who are new computer users, our goal is to help them move beyond their fear of technology and gain confidence in their proficiency. Our objective is to build on computer competency of our students and infuse them with enthusiasm for continued learning, so important for entry or reentry into today's labor market. Through a combination of personalized, hands-on training, a flexible learning environment and emphasis on the use of computer and multimedia learning tools we are able to provide a quality education that takes into account the learning needs of our students as individuals.

iLearn Institute supports first-time entrants to the job market as well as those wishing to

accelerate their career advancement with the goal of retooling them with the computer and communication skills essential to becoming competitive in today's job market.



APPROVAL

iLearn Institute, a private institution, located at 870 Market Street, Suite 579, San Francisco, California, 94102, has been verified exempt by the Bureau for Private Postsecondary Education.

iLearn Institute is a California eligible training provider on the California Eligible Training Provider's List (ETPL).

ACCREDITATION

iLearn Institute is not accredited by an accrediting agency recognized by the United States Department of Education.

SCHOOL FACILITIES AND EQUIPMENT

iLearn Institute offers both classroom and offsite training. Students enrolled in classroom training will attend classes in one of our six classrooms located in:

San Francisco
870 Market Street, Suite 579

Oakland
436 14th Street, Suite 1212

Salinas
6 West Gabilan Street, Suite 16

Stockton
343 East Main Street, Suite 710-B

The main campus of iLearn Institute is located in the heart of downtown San Francisco, in the venerable Flood Building at 870 Market Street, San Francisco, CA. Our administrative offices are in Suite 579 and our two classrooms are one floor below in Suite 446.

All iLearn Institute students have the option of training in one of our classrooms, offsite at home or at another suitable location closer to home..

LEARNING RESOURCES

Wireless internet is provided in our classrooms and at offsite training locations. iLearn Institute instructors utilize the internet during training, teach students how to make use of online resources, and encourage the use of online resources as well as local public libraries.

Student guides and textbooks provided to the student for each class are referenced during class and belong to the student for ongoing access to learning materials. These materials contain technical information that is specifically designed to provide students with review of skills learned and the acquisition of more advanced skills. No outside books or materials are required in order to successfully complete the classes.

TRAINING BENEFITS

Instructors guide students through lessons one-on-one, in a concentrated but thorough and personalized learning experience. iLearn Institute programs are the quickest way to learn the skills you need and apply them to advancing your career or enriching your personal life. Students have the option of training in the a school classroom, at home or off-site a suitable location close to home at. We provide the flexibility to learn with consideration for students' busy schedules and other possible limitations.

MEET OUR FOUNDER

Jeff Malmuth, M.S.
School Director

In the greater San Francisco Bay Area, Jeff Malmuth is an instrumental provider and leading authority in the field of vocational rehabilitation and career counseling. As the founder and president of Jeff Malmuth & Co. Vocational and Career Services, located in San Francisco, California, his sole focus for the last 20 years has been the development of comprehensive vocational training plans for individuals with a broad range of industrial injuries or impairments.

Since receiving his Masters of Science in Counseling from San Francisco State University, Mr. Malmuth has built an extraordinary record of achievements in vocational counseling, training and education. He holds multiple credentials, including: Certified Rehabilitation Counselor (Certificate #X3402), The Commission on Rehabilitation Counselor Certification, American Board of Vocational Experts Diplomat (Certificate #64052), I.V.E. (California State List of Independent Vocational Evaluators), and Registered C.A.R.R.P. Member.

Mr. Malmuth has not only personally guided thousands of individuals through vocational rehabilitation, but he has built a thriving company that serves to empower individuals in their career endeavors, most notably monolingual individuals in the Hispanic and Asian community. As a counselor, educator, consultant, and entrepreneur, he is regarded as one of the vocational education industry's most knowledgeable and widely-quoted spokespersons.

MEET OUR TEACHERS

Carlos A Hernandez

Carlos has a degree in computer engineering from Universidad National in El Salvador. He received his teaching credential at U.C Berkeley Extension. He is also MOS (Microsoft Office) Certified. Carlos has worked in IT for nonprofit organizations and as a computer consultant for several small businesses. He comes to iLearn Institute with 20 years of experience teaching adults in Berkeley and Contra Costa.

Edgar Lujano

Edgar has dedicated the last 15 years to the field of information technology. He especially enjoys “helping, guiding, and teaching ease of use to those struggling with new technologies”. Edgar is fully fluent in Spanish. He is currently on the path to an Associate of Science degree in Information Technology. Edgar has been serving our South Bay students since July 2013.

Francisco Caamano

Francisco most recently worked in security IT orienting new employees and training new users on company computer systems. Before that he spent over 5 year as an interpreter facilitating communication between patients and doctors and emergency personnel. He has had formal training in A+ hardware, CompTIA Network+ and medical terminology. He also completed a certificate in Graphics, Multimedia and Web Design. Francisco lives in Torrance. He teaches our students in Southern California and beyond!

Marco Ortiz

Marco has a Bachelor of Science in Information Systems from Guadalajara University as well as formal training in HTML, Dreamweaver, Fireworks and Flash. Marco is A+ certified, fully fluent in Spanish, and has been teaching at iLearn Institute since 2008. He has a background providing technical and networking support for home based computer systems.

Michael Austin

Michael has a Master's of Science in Environmental Engineering from Vanderbilt University and has worked as an instructor for over 12 years. He was selected Kaplan teacher of the year for Nashville in 2005, and was subsequently promoted to teacher trainer! Michael has taught a variety of subjects including math, science, and test prep. He now adds to his resume the teaching of computer software in the Shasta Lake/Redding area. When he is not teaching for iLearn Insitute, he runs his web-based company, Pro Style Sports, which sells baseball, football, and softball wallets.

Oscar Wong

With over 20 years of experience teaching computers and computer applications, we are proud to have Oscar as the newest member of our team. Oscar graduated with a B.A. in Education, at San Francisco State University. Since then he has worked as a computer instructor all over the Bay Area including CCSF, Chabot College, United Way/Chinese Newcomer Center, and Oakland Unified Adult School. He taught courses related to graphic design and illustration at Academy of Art College and

SF State University. He is bilingual, fluent in Cantonese and enjoys helping Cantonese speaking adults with limited English.

Francisco O'Meany

Francisco is iLearn Institute's newest instructor, though he is anything but new to information technology. With over 20 years' professional experience in information technology, Francisco has worn many hats; as systems engineer, Web developer, consultant and instructor. He is fully fluent in Spanish and represents iLearn Institute as an instructor in and around Stockton/San Joaquin County.

Roney Miranda

Roney brings his interest and experience in training, graphic design, web design, customer service to all his teaching at iLearn Institute. He is currently also working on his B.S. degree in Business Management. Roney is expert with systems and applications in both Apple and PC environments, and he is also familiar with many commercial applications for multi-media production.

INSTITUTE POLICIES AND PROCEDURES

These policies and procedures provide the foundation for the academic standards of iLearn Institute. They are intended to provide guidelines for upholding academic excellence and effectiveness.



ADMISSION REQUIREMENTS

As a school that provides each student with their own instructor for individualized instruction, admission to iLearn Institute is open to all.

TRAINING IN A LANGUAGE OTHER THAN ENGLISH

iLearn Institute offers instruction delivered in Spanish. Other languages may be accommodated subject to approval.

GRADING STANDARDS

To receive a Certificate of Completion from iLearn Institute, students must receive a “Pass” grade in the final of each program, indicating competency in all course module material. Grading is “Pass/Fail” only and students are required to achieve 70% on the final to pass the program. Assignments and quizzes are supplementary and should be completed as prescribed.

ATTENDANCE

Students at iLearn Institute are expected to be available and participate as scheduled.

Students enrolled for offsite instruction who, without notice, are unable to receive instruction at the agreed and scheduled date and time will revert to receiving instruction at iLearn Institute classroom. This includes but is not limited to: Student not present at agreed date, time and place; student arrives to agreed time and place more than 30 minutes late; and/or student who for any reason is unavailable for entire duration of allotted class time.

LEAVE-OF-ABSENCE

Students requiring an extended period of absence may request a leave-of-absence of up to one calendar year. iLearn Institute programs are scheduled individually with each student, so that resumption can occur anytime within that year, or after the year by arrangement with the Director. A student wishing to take a leave-of-absence from a course must notify the school and submit a letter stating their intention to the iLearn

Institute administrative offices. A student who does not return before their one year leave-of-absence period expires may request an extension of their leave to the Director, or submit a request to receive a pro-rated refund (to be paid to student or third party payor as appropriate) subject to the iLearn Institute refund policy.

STUDENT CONDUCT

No iLearn Institute student shall be deprived of equal treatment and equal access to educational programs, due process, presumption of innocence prior to proof otherwise, free expression, or privacy of thought. Students have the rights to an education, as well as certain responsibilities of citizenship, including respect for the rights of others, as well as compliance with the policies, regulations and procedures of iLearn Institute. Each student bears full responsibility for his or her actions.

The following types of misconduct will not be tolerated at iLearn Institute:

Disruptive behavior, willful disobedience, habitual use of profane or vulgar language, or abuse of school personnel; assault, battery, or any threat of force or violence upon students or school personnel; theft of, or damage to, school property, school employees, students or visitors; Interference with the normal operations of the school; cheating or plagiarism in work of any kind; failure to return borrowed property when reasonable attempts have been made to retrieve it; physical or verbal abuse, or conduct which intimidates, threatens, or endangers the health or safety of any person or group; physical, verbal, or sexual harassment; the unlawful possession, use, or distribution of alcohol or illicit drugs on

school premises; failure to comply with lawful directions of School officials, faculty, and staff.

GRIEVANCE

Students at iLearn Institute have the opportunity to file a written grievance with the Director should they feel that they have received an undeserved “fail” grade for a course final or a course as a whole, with the following requirements:

- Before submission of a written grievance, a student must consult with the instructor from whom they feel they have received an incorrect grade.
- If, after consultation, a solution cannot be reached between the student and the instructor, the student may submit a formal written appeal to the Director, including the following information:
 - a. Nature of the grading dispute
 - b. The date(s) of occurrence of the grading dispute
 - c. The name of the instructor involved
 - d. Copies of all relevant documents
 - e. A brief statement outlining justification for the grade change sought by the student, and the reasons why consultation with the instructor failed to reach this decision

This information will be kept confidential, only viewable by the Director. Within five (5) working days of receipt of a written grievance, the Associate Director will notify

the student of the receipt of the written complaint. Meetings with the student and the instructor will be set up within thirty (30) working days of the receipt of the written appeal by the student. Within five (5) working days from this meeting, the Director shall give a written decision to the student.

The decision by the Director shall be final and there shall be no further appeals.

GRADUATION REQUIREMENTS

To receive a Certificate of Completion from iLearn Institute in any program, students must receive a "Pass" grade in the final of each course, indicating competency in all course module material. Grading will be determined by the program instructor.

DISMISSAL AND PROBATION

Unruly, inappropriate, or delinquent behavior, as determined by course instructors, and not covered under attendance policies, may result in termination of the training session and/or permanent dismissal of the student from the program. Such a request must be submitted in writing to the Director by the instructor, with the following information:

- a. Nature of the problem(s) or disruption(s) caused by the student
- b. The date(s) of occurrence
- c. The name of the student involved
- d. A statement outlining the reasons why dismissal is sought

This information will be kept confidential, only viewable by the Director. Meetings with the student and the instructor will be set

up within ten (10) working days of the receipt of the written request by the instructor. Within five (5) working days from this meeting, the Director will present a written decision separately to the instructor and student.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at iLearn Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in an iLearn Institute program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending iLearn Institute to determine if your certificate will transfer.

PRIVACY

iLearn Institute recognizes the importance of protecting the privacy of student and applicant records. Therefore personally identifiable information from a student or applicant's record may not be disclosed to individuals (with the exception of qualified iLearn Institute employees for legitimate educational interests) except with the student's written permission.

FINANCIAL AND ADMINISTRATIVE GUIDELINES

TUITION AND FEES

Enrolling in iLearn Institute and signing of the enrollment agreement is a legally binding contract. The student is responsible for the full cost of tuition unless student shows evidence of eligibility for school funding through a third-party payor. Under these circumstance, request for payment will be sent to third-party payors.

iLearn Institute makes every effort to maintain reasonable and affordable tuition and fee rates. iLearn Institute reserves the right to change the tuition and fees as needed. We will honor the tuition and fees listed in an enrollment agreement even if it is signed just prior to tuition and/or fee changes. An explanation of the various fees is listed below:

Registration Fee

The fee covers the administrative expenses associated with the student's enrollment to iLearn Institute.

Offsite Training Fee (optional)

This fee applies when training is provided to students in their homes or other off-site location.

SCHEDULE OF STUDENT CHARGES

Registration Fee (non-refundable)	\$100
Optional Off-site Training Fee For all programs, except PC Technician. Calculated according to distance from classroom or nearest instructor.	Up to 30 miles \$50/day Up to 60 miles \$100/day Up to 90 miles \$150/day Over 90 miles \$150-\$300/day
Program Tuition and Required Materials	See Tuition and Required Textbooks and Learning Media below.

CANCELLATION AND REFUNDS

A student may cancel his/her class or classes for a refund of all charges paid (less non-refundable registration fee and cost of materials, services and equipment tendered) through attendance in the first half of the first class session, or the seventh calendar day after enrollment, whichever is later.

Refund will be paid and sent to the original payor of the agreement (either student or third party payor, as appropriate.)

After the end of the initial cancellation period, students who cancel or withdraw will receive (or third party payor, as appropriate will receive) a pro rata refund if he/she has completed 60 percent or less of the scheduled days in his/her enrollment period. Refund will be remitted within forty five (45) days of cancellation or withdrawal.

A student may terminate enrollment by signing a Notice of Cancellation form, and deliver in person or by certified mail to iLearn Institute. The effective cancellation date is the date of postmark or in-person delivery. Once purchased and provided, program materials and equipment are the property of the student. iLearn Institute makes no refunds for materials or equipment provided before cancellation or withdrawal.

The school shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Students who do not attend their scheduled classes for any reason and who do not formally withdraw from their program are free to reschedule and retake their iLearn Institute classes any time in the future, so long as the classes in which they enrolled are still offered. In the event a student who did not attend his/her scheduled classes returns to iLearn Institute and their class or classes are no longer available, the school will make every effort to offer equivalent alternative classes for the student's consideration. iLearn Institute is committed to providing every opportunity for students to complete and excel in their iLearn Institute courses, and will endeavor to accommodate their scheduling needs.

Students enrolled in off-site instruction who are unable to receive instruction at the time and date agreed upon and scheduled with their instructor will revert to receiving instruction at iLearn Institute classroom. This includes but is not limited to students not present at agreed date, time and place, student arrives to agreed time and place more than 30 minutes late, and/or student who for any reason is unavailable for entire duration of allotted class time. Student is allowed to reschedule an appointment for personalized training if he or she notifies the school 24 hours in advance.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

FINANCIAL AID

At this time, iLearn Institute does not participate in federal or state financial aid programs.

TUITION RELIEF

iLearn Institute reserves the right to grant tuition relief to students at its own discretion. Factors considered for the grant of tuition relief by iLearn Institute include, but are not limited to, insufficient resources, either personal or through a training benefit, for the student's chosen program of individualized studies at iLearn Institute. Students in need of tuition relief should discuss their situation with their iLearn Institute representative.



STUDENT RECORDS

iLearn Institute maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program. iLearn Institute maintains permanent records of:

- The certificate granted and the date on which that certificate was granted;
- The courses on which the certificate was based; and
- The grades earned by the student in each of those courses.

iLearn Institute will maintain indefinitely all student transcripts and academic records.

PLACEMENT SERVICES

No placement services are provided at iLearn Institute.

SCHOOL FINANCIAL DISCLOSURE

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition against it within the preceding five years, or has had a petition bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code. (11U.S.C. Sec. 1101 et seq)

STUDENT SERVICES

FLEXIBLE SCHEDULES AND LEARNING ENVIRONMENTS

Personalized learning allows students the flexibility to set their own learning schedules. Students are expected to engage actively in the course content, participate in student-instructor communications, and complete assignments and exams according to the requirements and time frames supplied by the instructor. Students must organize their time, workload and study environment to promote learning, focus and to meet the instructional goals of each program.

All iLearn Institute classes are offered on weekdays and weekends to meet students' schedules.

Home-based or off-site learning enables iLearn Institute to accommodate the student's personal and physical needs and/or restrictions.

Classroom learning allows students to interact and learn from one another. This is offered to students who enjoy a more traditional setting for learning.



EQUIPMENT AND STUDY MATERIALS

Required study materials, such as books, software and supplies are provided for each program. As a special service to students with SJDB vouchers through their Workers' Compensation claims, iLearn Institute helps them redeem their vouchers and claim the computer equipment to which they are entitled.

PROGRAM LISTING

Introduction to Computers
Microsoft Windows
Microsoft Word
Microsoft Excel
Introduction to Photoshop Elements
Introduction to QuickBooks Pro
Introduction to Dragon NaturallySpeaking
Introduction to Rosetta Stone Language Software
Introduction to iOS
iOS for Work
Introduction to Sound Design Guide Using Pro Tools
Introduction to Website Design
PC Technician
Professional Development



INTRODUCTION TO COMPUTERS

Description

This program is designed for the student who has little to no experience on a computer. *Introduction to Computers* introduces the student to the fundamentals of the computer, operating system, and Internet. Basic skills taught through hands-on training include how to use the mouse and keyboard and how to navigate the desktop and the Internet.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1: Introduction to the Computer and Its Components

Lesson 2: Connecting Your Computer

Lesson 3: Introduction to the Windows Operating System

Lesson 4: Introduction to Internet Browsing and Computer Safety

Educational Objectives

To familiarize students with basic computer concepts and functions.

Learning Outcomes

Students should be able to identify computer hardware and peripheral devices; utilize the keyboard, mouse and/or touchpad; perform basic functions of file and program window management, including create, copy, move, delete, and rename folders and files; browse the Web using the browsers Chrome, Internet Explorer or Safari; utilize the Internet to obtain information and to send/receive e-mail, email “netiquette”; and identify computer risks and safety.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student’s home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Computer Basics Absolute Beginner's Guide, Windows 10 Edition, Michael Miller (9/7/2015)
- Introduction to Computers: An iLearn Learning Guide
- Mavis Beacon Teaches Typing Application

MICROSOFT WINDOWS

Description

Microsoft Windows provides basic training in the commands and elements of the current and most up-to date Microsoft Windows operating system, with emphasis on task-oriented procedures that pertain to a variety of personal and business scenarios. Covered topics include: customization of the system, adding and working with software, file management, computer security concerns and methods, internet and tools.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Sequence

Lesson 1: Getting Started and Customizing with Windows

Lesson 2: Working with Programs

Lesson 3: Working with Files

Lesson 4: Managing User Accounts and Features

Lesson 5: Using Internet, E-mail, Contacts and Calendar

Lesson 6: Security and Maintenance of Your Computer

Educational Objectives

To familiarize students with the main features of Windows operative system.

Learning Outcomes

Students should be able to demonstrate how to configure the Windows operating system; set up a user account, manage folders work with files and applications; install applications; change settings and personalize their desktop; use the search facility to find files, programs and apps; use the Internet, E-mail, Contacts and Calendar; keep their computer secure and utilize basic maintenance procedures.

Method of Instruction

One-on-one training in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Teach Yourself VISUALLY Windows, Paul McFedries (8/24/2015)
- Microsoft Windows: An iLearn Learning Guide

MICROSOFT WORD

Description

Microsoft Word provides basic training in the latest word processing application in MS Office Suite. The program begins with Word fundamentals and then moves on to more advanced topics like styles, charts, and mail merge. General themes include: efficiently creating documents, formatting, mail merge, and creating charts and tables.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1: Introduction to Microsoft Word

Lesson 2: Formatting with Microsoft Word

Lesson 3: The basics of editing in Microsoft Word

Lesson 4: Word features, such as styles and mail merge

Lesson 5: Data analysis features, such as charts and tables

Educational Objectives

To familiarize students with the concepts, functions and usage of Microsoft Word.

Learning Outcomes

Upon completion of this program students should be able to create and save various types of documents using MS Word; open and edit an existing MS Word document utilizing menu commands, toolbars, functions and troubleshooting techniques; print MS Word documents, including business letters and flyers with graphics; format file management and other select commands, customize and change settings of MS Word; utilize spell check and features that improve readability.

Method of Instruction

One-on-one training in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Microsoft Office Home and Student
- Teach Yourself VISUALLY Word, (11/2/2015)
- Microsoft Word: An iLearn Learning Guide

MICROSOFT EXCEL

Description

Microsoft Excel provides basic training in the current and most up-to date spreadsheet application in MS Office Suite. The program starts with Excel fundamentals and then moves on to advanced topics like functions, PivotTables, and macros. General themes include: working with cells and worksheets, using powerful formulas and functions and working with analysis tools and external data.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Sequence

Lesson 1: Introduction to Microsoft Excel

Lesson 2: The basics of creating and managing an Excel worksheet

Lesson 3: Entering and formatting data

Lesson 4: Sorting and filtering data

Lesson 5: Functions and formulas

Educational Objectives

To familiarize students with the concepts, functions and usage of Microsoft Excel.

Learning Outcomes

Upon completion of this program the graduate should be able to create and modify spreadsheets using Microsoft Excel software; design spreadsheets using menu commands, toolbars and functions; enter and format data; identify cells in a worksheet by their names; perform operations by column or row; perform simple arithmetic calculations directly in a cell; create and utilize formulas; create simple graphs and charts, troubleshoot and use help features.

Method of Instruction

One-on-one training in residence in our classroom or at the student's home, as preferred by the students.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Microsoft Office Home and Student
- Teach Yourself VISUALLY Excel, McFedries, Paul (10/19/2015)
- Excel: An iLearn Learning Guide

INTRODUCTION TO PHOTOSHOP ELEMENTS

Description

Learn the basics of using Photoshop Elements, a powerful yet simple software, to manage your digital photos. Photoshop Elements offers tools to import, organize and improve photos right on your desktop. Learn how to set up preferences, organize photos, use albums and search, the foundation for creating greeting cards, slide shows, interactive web galleries and more.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1: Getting Started with Photoshop Elements

Lesson 2: Organizing with Photoshop Elements

Lesson 3: Creating with Photoshop Elements

Lesson 4: Basic Editing Tools of Photoshop Elements

Educational Objectives

To introduce students to Photoshop Elements and familiarize them with basic concepts, functions and usage of the program.

Learning Outcomes

Students should be able to upload and organize photos in albums; transfer photos from other applications; understand and utilize Photoshop Element's basic tools and features to correct, enhance and share photographs; adjust photo colors to make them crisp and clear; crop and resize photos and images; and add layers.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Adobe Photoshop Elements software
- Adobe Photoshop Elements Classroom in a Book, John Evans (12/13/2015)
- Photoshop Elements: An iLearn Learning Guide
- Digital camera (12 MP or higher)

INTRODUCTION TO QUICKBOOKS PRO

Description

This program is a hands-on introduction to QuickBooks, the popular automated business record-keeping system and accounting software that provides an easy and efficient way to collect and summarize accounting information. QuickBooks creates a variety of important accounting reports that are useful when managing a business. Students will learn basic concepts, functions and usage of the program, including how to setting up a new company and chart of accounts; recording transactions, vendors and customers; managing lists; and Quickbooks Pro security.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1 Getting Started in Quickbooks
Lesson 2 Bookkeeping with Quickbooks
Lesson 3 Financial Planning and Reporting
Lesson 4 Managing Quickbooks

Educational Objectives

To introduce students to Quickbooks Pro and familiarize them with basic concepts, functions and usage of the program.

Learning Outcomes

Upon completion of this program, the student should be able to identify menus, toolbars and other parts of the screen; set up accounts, customers, vendors, items and jobs; prepare invoices, sales receipts, credit memos, refunds, bank deposits and customer statements; process checks, bills and payments; protecting QuickBooks data; describe a variety of financial statements and have basic understanding of how they are created and used.

Method of Instruction

One-on-one training in residence in our classroom or at the student's jhome, as preferred by the students.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Intuit QuickBooks Pro
- QuickBooks 2016: The Missing Manual, Bonnie Biafore (11/6/2015)
- Quickbooks Pro: An iLearn Learning Guide

INTRODUCTION TO DRAGON NATURALLY SPEAKING

Description

Voice recognition software offers an effective alternative to mouse and keyboard usage for hands-free keyboarding. iLearn Institute's *Dragon NaturallySpeaking* program provides basic training in Dragon NaturallySpeaking voice recognition software. Topics covered include: fundamentals of voice dictation, correction, editing, controlling the operating system by voice, using the MyCommands Editor; and how to integrate Dragon with other software.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1: Getting Started with Voice Recognition Software

Lesson 2: Dictation, Correction, and Editing

Lesson 3: Integrating Dragon with Applications, Controlling Windows, and Formatting Text

Lesson 4: Using the MyCommands Editor

Educational Objectives

To familiarize students with the basic concepts, functions and usage of the Dragon NaturallySpeaking software.

Learning Outcomes

Upon completion of this program the graduate should be able to employ Dragon NS speech recognition on a PC or Mac; compose emails by voice; utilize Dragon NS menus, toolbars, concepts and techniques; and how to integrate Dragon NS with other applications.

Method of Instruction

One-on-one training in residence in our classroom or at the student's home, as preferred by the students.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- ScanSoft Dragon NaturallySpeaking Premium Edition
- Zephyr-TEC Fasttrack Learning Guide and Macros for NaturallySpeaking

INTRODUCTION TO iOS

Description

This program is an introduction to using the iOS operating system found in iPads and iPhones. The iOS operating system is being used increasingly in business and industry. Topics covered include getting acquainted with the basics of iOS, getting online on your iOS device, engaging with and managing content, understanding iCloud, taking and editing photos and videos, communicating through applications such as Skype and Go ToMeeting, word processing, and using maps, calendars and other tools. Students learn how to use iTunes for music, videos, podcasts and elearning, and how to download apps from the App Store.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Sequence

Lesson 1: Getting Started and Customizing your iOS device.

Lesson 2: Connecting to the Internet, Syncing with a Computer, and Browsing the Web

Lesson 3: Working with Music, Videos and Photos

Lesson 4: Communicating with Email, iMessage, Twitter, FaceTime, Skype and Facebook

Lesson 5: Word Processing and Spreadsheets

Lesson 6: Contacts, Calendars and Maps

Educational Objectives

To introduce students to iOS, and to familiarize them with basic concepts, functions and usage of the iOS operating system.

Learning Outcomes:

Upon completion of this program students should be able to engage with and manage content on the iOS platform; customize an iOS device through settings; sync with a computer; understand iCloud and browse the web; communicate using email, iMessage, and social media such as Twitter, FaceTime and Facebook; take, edit and share photos and videos; use maps, calendars and other tools; download apps; and purchase music, videos, podcasts and other web content.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Apple iPad mini or iPhone 8 (student's choice)
- My iPad, 8th Edition, Gary Rosenzweig (11/2/2015)
- Introduction to iOS Learning Guide: An iLearn Learning Guide
- Apple iTunes card (for program apps)

iOS for Work

Description

This program is for the student interested in acquiring iOS business and productivity skills needed in a variety of work and business settings. iOS devices are used increasingly in business and industry where working anywhere and any time of day is valued. Students learn how to turn their iOS devices into mobile offices with the use of specialized productivity apps. Topics covered include editing and managing spreadsheets, documents and professional presentations; web hosting; notetaking and archiving.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Sequence

Lesson 1: Getting started: device settings, features and apps.

Lesson 2: Communicating and collaborating through webex, skype, mobile scanning & faxing.

Lesson 3: Social media, LinkedIn and job search

Lesson 4 Word processing, spreadsheets and presentations

Lesson 5: Notetaking, archiving and organizing

Lesson 6: Tricks and shortcuts for speed and efficiency

Educational Objectives

To familiarize students with the basic concepts, functions and usage of iOS work and productivity apps.

Learning Outcomes

Upon completion of this program students should be able to utilize an iOS device for work; set device settings, features and apps; communicate and collaborate through webex, skype, mobile scanning and faxing; utilize LinkedIn and apps for web-based job search; apply basic skills of word processing, spreadsheets and presentations; utilize specialized apps for taking notes, archiving and organizing work flow; work quickly and efficiently through shortcuts.

Method of Instruction

One-on-one training in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Apple iPad mini or iPhone 8 (student's choice)
- iPad at Work in Easy Steps, Nick Vandome (7/19/16)
- Introduction to iOS for Work: An iLearn Learning Guide
- Apple iTunes card (for program apps)

INTRODUCTION TO ROSETTA STONE LANGUAGE SOFTWARE

Description

Introduction to Rosetta Stone Language Software trains students of all proficiency levels in the use of this multimedia-assisted, self-guided language training software. The student builds a foundation of essential language skills in one of 30 languages offered by Rosetta Stone language software. Students learn how to use this state-of-the-art multimedia-assisted software as they make their way through Rosetta Stone exercises. This course maintains the flexibility to serve students at any level of computer proficiency.

Program Schedule

The program is intended for completion in 6 hours. This program may be started at any time.

Program Sequence

Module 1: Getting started; the basic structure of Rosetta Stone software

Module 2: Program operations: program settings and troubleshooting

Module 3: Technical skills/practice

Educational Objectives

To familiarize students with the concepts, functions and usage of Rosetta Stone language learning software.

Learning Outcomes

Upon completion of this program the graduate will be able to independently advance through Rosetta Stone units for building and reinforcing conversational language skills in ESL or a second language of their choice; work with RS Lessons and Online Live Sessions to strengthen pronunciation and vocabulary; utilize Help Option, Program Preferences, speech recognition tool and RS Live Tutoring.

Method of Instruction

One-on-one training in residence in our classroom or at the student's jhome, as preferred by the students.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Rosetta Stone language software, Levels 1, 2, & 3 (ESL or language of choice)
- Introduction to Rosetta Stone software: An iLearn Learning Guide
- Dictionary for language of choice

INTRODUCTION TO SOUND DESIGN USING PRO TOOLS

Description

This program is designed for the student who has little to no experience with sound design and manipulation. Sound design encompasses the creation or acquisition of audio, editing, mixing, and in some instances mastering of a final product. This course will introduce students to the basic concepts of sound theory, hardware and software, as well as editing and mixing techniques that enable them to produce a professional quality product.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Program Content

Lesson 1: Acquiring, converting, and enhancing sound

Lesson 2: Editing and manipulating sound

Lesson 3: Mixing with multiple tracks

Lesson 4: Mastering

Educational Objectives

To familiarize students with basic concepts and functions of sound editing using a Digital Audio Workstation (Industry-standard Pro Tools software).

Learning Outcomes

Students should be able to setup recording sessions, trim, split, and fade regions or clips. Work with, and manipulate multiple tracks. Use a virtual mixing board, use effects, automation, and other tools to polish the final mix. Additionally, students will learn to bounce and export tracks or projects as needed.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Pro Tools 12 Software – 1
- Pro Tools | First 12 - How it Works: A Different Type of Manual - the Visual Approach Paperback – August 12, 2016
- Introduction to Sound Design Using Pro Tools: An iLearn Learning Guide

INTRODUCTION TO WEBSITE DESIGN

Learn how to create your own website to express yourself or manage a business utilizing Wix, a leading cloud-based website development platform. From choosing a domain name to selecting the right layout, graphics and fonts and customizing your site, you'll learn valuable skills for today's digital age and finish the class with your own website. Basic skills in Photoshop Elements for photo editing is included as part of this course.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time

Program Content

Lesson 1: Website Overview

Lesson 2: Website Layout, Elements, and Pages

Lesson 3: Naming, Designing, and Hosting your Website

Lesson 4: Finding Perfect Pictures and Editing your Website

Lesson 5: Attracting Visitors and Making Money

Educational Objectives

To familiarize students with basic concepts and functions of website design utilizing Wix cloud-based website development platform, and to introduce them to Photoshop Elements for integrating photos with website content.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student's home, as preferred by the student.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Create your Own Website the Easy Way, Alannah Moore (2016)
- Adobe Photoshop Elements 15 Classroom in a Book
- Adobe Photoshop Elements software
- \$30 pre-loaded debit card (for in-class purchase of graphics)
- Introduction to Website Design: An iLearn Learning Guide

PC TECHNICIAN

Description

This program provides the foundational skills needed by students preparing to enter the IT workforce or who want to consider pursuing CompTIA A+ certification. Students build practical job skills for computer hardware and operating systems, including installation, maintenance, and troubleshooting of common devices such as desktops, laptops, network and wireless devices, printers, and monitors.

Program Schedule

This program is intended for completion in 12 hours over 2 days, and may be started at any time.

Program Content

Lesson 1: Technology and computer hardware basics

Lesson 2: Compatibility issues and common errors

Lesson 3: Software functions, installation, configuration and upgrading

Lesson 4: Ensuring connectivity of PCs and other devices to networks

Lesson 5: System security

Lesson 6: Preventative maintenance

Educational Objectives

To familiarize students with concepts, functions and basic hands-on maintenance of computers and networks.

Learning Outcomes

Upon completion of this program the graduate should understand technology concepts and computer terminology; understand and identify compatibility issues, common errors, security risks and prevention; perform software installation and basic preventative maintenance practices and ensure device connectivity to networks.

Method of Instruction

One-on-one training in residence in our classroom. (Off-site training is not available for the program.)

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- CompTIA A+ Certification All-in-One Exam Guide, Ninth Edition (Exams 220-901 & 220-902) 9th Edition
- PC Technician: An iLearn Learning Guide

PROFESSIONAL DEVELOPMENT

Description

This program is designed for the student looking to evaluate career choices and sharpen their job search skills. Self-assessment, coaching, interview skill building, resume and cover letter writing and learning how to find job resources online are all covered through personalized training.

Program Schedule

This program is intended for completion in 6 hours and may be started at any time.

Lesson Sequence

Lesson 1: Career Decisions: Exploring Your Options

Lesson 2: Identification of Personal Strengths and Self-Management Skills

Lesson 3: Applications, Resumes and Online Job Search

Lesson 4: Interview Preparation

Educational Objectives

To familiarize students with the skills and tools required for entering or re-entering the job market.

Learning Outcomes

Upon completion of this The Quick Resume and Cover Letter Book the graduate will be able to identify and articulate their skills and qualifications for work and career; set the stage for promoting their qualifications for work or career through resume, cover letters, interviewing and follow-up; demonstrate an understanding of effective job seeking skills; self-direct the job search process utilizing tools such as online job sites, career fairs, social media and alumni and personal networks; present a professional image; and answer common interview questions fluidly and accurately.

Method of Instruction

One-on-one training in residence in our classroom only. Off-site instruction is not available for this program.

Evaluation

To successfully complete this program and receive a Certificate of Completion, the student must pass the final exam with a score of 70% or higher.

Program Materials

- Microsoft Office Home and Student
- Professional Development: An iLearn Learning Guide
- Job Interviews for Dummies, Joyce Lain Kennedy (12/27/2011)
- The Quick Resume and Cover Letter Book, Michael Farr (11/1/2007)

SKILLS ENRICHMENT

Description

Have you ever wanted a computer instructor at your side to fill in the gaps in your knowledge about your computer, the internet or applications that you like to use? This program is designed for the student who requires or desires personalized instruction to enhance their general computer proficiency. Skills Enrichment offers a student-directed and individualized learning experience.

Program Schedule

This program is provided in 3 hour increments and may be started at any time.

Program Content

Program content includes any of a selection of computer related topics including but not limited to computer basics, computer troubleshooting, Microsoft products, Adobe products, advanced search techniques, ecommerce.

Educational Objectives

To advance the skills associated with the content or area of study that the student has selected.

Learning Outcomes

Students participating in Skills Enrichment will increase their competency and improve performance in selected computer related content.

Method of Instruction

One-on-one instruction in residence in our classroom or at the student's home, as preferred by the student.

Program Materials

- There are no books, materials or software provided in this program.