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ADESH CANADA CAMPUS

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Harm Reduction and Crisis Intervention

6 WEEKS

COURSE OVERVIEW:

The Harm Reduction and Crisis Intervention program provides participants with the knowledge and skills necessary to effectively support individuals in crises and implement harm reduction strategies. Through a combination of theoretical learning and practical exercises, participants will learn about crisis intervention techniques, harm reduction principles, and strategies for providing support to individuals experiencing crises related to substance use, mental health issues, and other challenges.

COURSE OBJECTIVES:

- Understand the principles and philosophy of harm reduction and crisis intervention.
- Recognize signs and symptoms of crisis situations, including substance use disorders, mental health crises, and emotional distress.
- Learn crisis intervention techniques for de-escalating tense situations and providing immediate support to individuals in crisis.
- Develop skills in active listening, empathy, and non-judgmental communication.
- Gain knowledge of harm reduction strategies and approaches for minimizing the negative consequences of substance use and other risky behaviors.
- Understand the role of cultural competence and trauma-informed care in crisis intervention and harm reduction.
- Develop an action plan for implementing harm reduction and crisis intervention strategies in various settings, including community organizations, healthcare facilities, and social service agencies.

WHAT YOU WILL LEARN:

Week 1: Introduction to Harm Reduction and Crisis Intervention
- Overview of harm reduction principles and philosophy
- Understanding crisis situations and the role of crisis intervention
- Ethical considerations in harm reduction and crisis intervention

Week 2: Crisis Intervention Techniques
- Crisis assessment and de-escalation techniques
- Building rapport and establishing trust with individuals in crisis
- Developing safety plans and crisis management strategies

Week 3: Substance Use and Harm Reduction
- Understanding substance use disorders and addiction
- Harm reduction approaches for substance use prevention and treatment
- Providing support and resources for individuals who use drugs

Week 4: Mental Health Crises
- Recognizing signs and symptoms of mental health crises
- Crisis intervention strategies for supporting individuals with mental illness
- Referral pathways and resources for accessing mental health services

Week 5: Trauma-Informed Care
- Understanding the impact of trauma on individuals in crisis
- Trauma-informed approaches to crisis intervention and support
- Creating a safe and supportive environment for survivors of trauma

Week 6: Cultural Competence and Diversity
- Cultural competence in harm reduction and crisis intervention
- Addressing diversity and intersectionality in crisis response
- Respecting cultural beliefs and practices in providing support

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Mental Health & Well-being in the Workplace

6 WEEKS

COURSE OVERVIEW:

The Mental Health and Well-being in the Workplace program is designed to equip individuals with the knowledge and skills necessary to promote mental health awareness and support in the workplace. Through a combination of theoretical learning and practical exercises, participants will learn about common mental health issues, effective strategies for promoting mental well-being, and resources available for supporting employees' mental health needs.

COURSE OBJECTIVES:

- Understand the importance of mental health awareness and support in the workplace.
- Recognize signs and symptoms of common mental health issues, such as stress, anxiety, depression, and burnout.
- Learn strategies for promoting mental well-being and resilience among employees.
- Develop communication and interpersonal skills for addressing mental health concerns sensitively and effectively.
- Understand the role of leadership and organizational culture in creating a supportive work environment for mental health. Explore resources and support services available for employees experiencing mental health challenges.
- Develop an action plan for implementing mental health initiatives and promoting a culture of well-being in the workplace.

WHAT YOU WILL LEARN:

Week 1: Introduction to Mental Health in the Workplace

- Understanding the prevalence and impact of mental health issues in the workplace
- Legal and ethical considerations related to mental health in employment
- Importance of promoting mental health awareness and reducing stigma

Week 2: Common Mental Health Disorders

- Overview of common mental health disorders (anxiety, depression, stress, burnout)
- Signs and symptoms of mental health issues
- Understanding the impact of mental health on work performance and productivity

Week 3: Promoting Mental Well-being

- Strategies for promoting mental well-being in the workplace
- Building resilience and coping skills among employees
- Creating a supportive and inclusive work environment

Week 4: Communication and Support

- Effective communication techniques for addressing mental health concerns
- Providing support and assistance to employees in distress
- Referral pathways and resources for accessing mental health support services

Week 5: Leadership and Organizational Culture

- Role of leadership in promoting mental health and well-being
- Creating a psychologically safe work environment
- Implementing policies and practices that support employee mental health

Week 6: Action Planning and Implementation

- Developing an action plan for implementing mental health initiatives in the workplace
- Engaging stakeholders and obtaining buy-in for mental health programs
- Evaluating the effectiveness of mental health initiatives and making adjustments as needed

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Occupational Health & Safety (OHS) Fundamentals

6 WEEKS

COURSE OVERVIEW:

The Occupational Health and Safety (OHS) Fundamentals program provides students with a comprehensive understanding of occupational health and safety regulations, standards, and practices. Through a combination of theoretical learning and practical exercises, students will develop the knowledge and skills necessary to identify workplace hazards, assess risks, and implement control measures to ensure the health and safety of workers.

COURSE OBJECTIVES:

Understand the legal framework and regulatory requirements governing occupational health and safety in the workplace.
Identify common workplace hazards, including physical, chemical, biological, and ergonomic hazards.
Learn risk assessment methodologies and techniques for evaluating workplace hazards and determining appropriate control measures.
Understand the principles of injury prevention and accident investigation, including root cause analysis and corrective action.
Gain knowledge of safety management systems and their role in promoting a culture of safety in the workplace.
Develop communication and teamwork skills necessary for effective collaboration on health and safety initiatives.
Prepare for entry-level positions in occupational health and safety or pursue further education and certification in the field.

WHAT YOU WILL LEARN:

Week 1: Introduction to Occupational Health and Safety
- Overview of occupational health and safety regulations and standards
- Legal responsibilities of employers, workers, and regulatory bodies
- Role of occupational health and safety committees and representatives

Week 2: Hazard Identification and Risk Assessment
- Common workplace hazards and their potential health effects
- Hazard identification techniques (inspections, job hazard analysis, incident investigation)
- Risk assessment methodologies (qualitative and quantitative risk assessment)

Week 3: Hazard Control and Prevention
- Hierarchy of controls for hazard mitigation (elimination, substitution, engineering controls, administrative controls, personal protective equipment)
- Developing and implementing control measures to minimize risks
- Emergency preparedness and response planning

Week 4: Safety Management Systems
- Introduction to safety management systems (SMS)
- Elements of an effective SMS (policy, planning, implementation, evaluation, review)
- Continuous improvement and performance monitoring

Week 5: Workplace Ergonomics and Musculoskeletal Health
- Understanding ergonomic principles and ergonomic risk factors
- Ergonomic assessment methods and tools
- Strategies for preventing musculoskeletal disorders (MSDs)

Week 6: Occupational Health and Wellness
- Occupational health hazards (chemical, biological, physical, psychosocial)
- Workplace wellness programs and initiatives
- Mental health awareness and support in the workplace

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Big Data

6 WEEKS

COURSE OVERVIEW:

The Big Data program is designed to provide students with the knowledge and skills necessary to work with large volumes of data and extract valuable insights for decision-making and problem-solving. Through a combination of theoretical learning and practical hands-on experience, students will learn about the principles, technologies, and tools used in big data analytics. The program covers various aspects of big data, including data acquisition, storage, processing, analysis, and visualization, preparing students for careers in data science, business analytics, and related fields.

COURSE OBJECTIVES:

- Understand the fundamental concepts and characteristics of big data, including volume, velocity, variety, and veracity.
- Learn about the technologies and architectures used in big data systems, including distributed computing, storage systems, and data processing frameworks.
- Gain proficiency in collecting, cleaning, and preprocessing large datasets from different sources.
- Develop skills in data analysis, statistical modeling, machine learning, and predictive analytics.
- Learn how to use big data tools and platforms, such as Hadoop, Spark, and NoSQL databases, to process and analyze large datasets.
- Explore data visualization techniques and tools for presenting insights and findings effectively.
- Understand the ethical and legal considerations of working with big data, including privacy, security, and data governance.

WHAT YOU WILL LEARN:

Week 1: Introduction to Big Data
- Overview of big data concepts, characteristics, and challenges
- Introduction to data science and analytics
- Overview of big data technologies and platforms

Week 2: Data Acquisition and Preprocessing
- Data acquisition methods and techniques
- Data cleaning, transformation, and preprocessing
- Data integration and data quality assessment

Week 3: Big Data Storage and Processing
- Distributed storage systems (Hadoop Distributed File System - HDFS)
- Data processing frameworks (MapReduce, Spark)
- NoSQL databases for big dataan storage (MongoDB, Cassandra)

Week 4: Data Analysis and Machine Learning

Data analysis techniques and statistical methods
Introduction to machine learning algorithms (classification, regression, clustering)
Supervised and unsupervised learning techniques

Week 5: Big Data Analytics and Visualization

Advanced analytics techniques (predictive analytics, sentiment analysis)
Data visualization tools and libraries (Tableau, matplotlib, D3.js)
Creating interactive and informative data visualizations

Week 6: Ethical and Legal Considerations

Ethical issues in big data alytics (privacy, bias, fairness)
Legal regulations and compliance (GDPR, CCPA)
Data governance and security best practices

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Certified Ethical Hacker (CEH) I

6 WEEKS

COURSE OVERVIEW:

The Certified Ethical Hacker (CEH) program is designed to provide students with the knowledge and skills required to identify and address cybersecurity vulnerabilities within an organization. Through a combination of theoretical learning and practical exercises, students will learn how to think and act like a hacker to pre-emptively identify and mitigate potential security threats. The program covers various hacking techniques, tools, and methodologies used by malicious actors, and emphasizes ethical hacking practices to safeguard organizational assets and data.

COURSE OBJECTIVES:

- Understand the fundamentals of cybersecurity and the role of ethical hacking in securing organizational systems and networks.
- Learn about common hacking techniques and attack vectors used by cybercriminals to compromise systems and steal data.
- Gain practical experience in conducting vulnerability assessments, penetration testing, and ethical hacking activities.
- Develop proficiency in using various hacking tools and software to identify and exploit security vulnerabilities.
- Learn how to analyze and interpret security assessment results and prioritize remediation efforts.
- Understand the legal and ethical considerations of ethical hacking and compliance requirements.
- Prepare for the Certified Ethical Hacker (CEH) certification exam administered by the EC-Council.

WHAT YOU WILL LEARN:

Week 1-2: Introduction to Ethical Hacking

- Overview of cybersecurity and ethical hacking
- Legal and ethical considerations in ethical hacking
- Introduction to the CEH certification exam

Week 3-4: Foot-printing and Reconnaissance

- Information-gathering techniques and tools
- Foot-printing and reconnaissance methodologies
- Google hacking and social engineering

Week 5-6: Scanning Networks

- Network scanning techniques and methodologies
- Port scanning, vulnerability scanning, and enumeration
- Scanning tools and software (Nmap, Nessus, OpenVAS)

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Certified Ethical Hacker (CEH) II

6 WEEKS

COURSE OVERVIEW:

The Certified Ethical Hacker (CEH) program is designed to provide students with the knowledge and skills required to identify and address cybersecurity vulnerabilities within an organization. Through a combination of theoretical learning and practical exercises, students will learn how to think and act like a hacker to pre-emptively identify and mitigate potential security threats. The program covers various hacking techniques, tools, and methodologies used by malicious actors, and emphasizes ethical hacking practices to safeguard organizational assets and data.

COURSE OBJECTIVES:

Understand the fundamentals of cybersecurity and the role of ethical hacking in securing organizational systems and networks.
Learn about common hacking techniques and attack vectors used by cybercriminals to compromise systems and steal data.
Gain practical experience in conducting vulnerability assessments, penetration testing, and ethical hacking activities.
Develop proficiency in using various hacking tools and software to identify and exploit security vulnerabilities.
Learn how to analyze and interpret security assessment results and prioritize remediation efforts.
Understand the legal and ethical considerations of ethical hacking and compliance requirements.
Prepare for the Certified Ethical Hacker (CEH) certification exam administered by the EC-Council.

WHAT YOU WILL LEARN:

Week 7-8: Enumeration and System Hacking
Enumeration techniques to gather information about systems and services
Password cracking and privilege escalation
Backdoors, rootkits, and malware
Week 9-10: Sniffing and Social Engineering
Sniffing techniques to intercept and analyze network traffic
ARP spoofing, DNS spoofing, and packet sniffing
Social engineering attacks and countermeasures
Week 11-12: Web Application Hacking and Wireless Security
Common web application vulnerabilities and attacks (SQL injection, XSS, CSRF)
Wireless network security vulnerabilities and countermeasures
Cryptography and encryption techniques

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CompTIA Network+

6 WEEKS

COURSE OVERVIEW:

The CompTIA Network+ program is designed to provide students with the knowledge and skills necessary to establish, maintain, and troubleshoot network infrastructures. Through a combination of theoretical learning and practical exercises, students will learn about networking concepts, protocols, technologies, and best practices. The program covers a wide range of topics, including network architecture, network operations, network security, and network troubleshooting, preparing students for entry-level networking roles in various industries..

COURSE OBJECTIVES:

Understand the fundamental concepts and principles of networking, including network architecture, models, and protocols.
Learn about different network components, devices, and technologies, including routers, switches, firewalls, and wireless access points.
Gain proficiency in configuring and managing network devices and services, such as IP addressing, routing, switching, and VLANs.
Develop knowledge of network security concepts, including authentication, encryption, access control, and security policies.
Learn how to troubleshoot common network issues, including connectivity problems, performance issues, and security breaches.
Prepare for the CompTIA Network+ certification exam, which validates the skills and knowledge required for entry-level networking positions.
Understand the importance of professional ethics, communication, and teamwork in the field of networking.

WHAT YOU WILL LEARN:

Week 1: Introduction to Networking
- Overview of networking concepts and terminology
- Introduction to the OSI and TCP/IP models
- Understanding network topologies and architectures

Week 2: Network Infrastructure
- Introduction to network devices and components (routers, switches, firewalls, etc.)
- Network cabling and connectors
- Configuring and managing network devices

Week 3: Network Operations
- IP addressing and subnetting
- Routing protocols and configurations (RIP, OSPF, EIGRP)
- Switching concepts and VLAN configurations

Week 4: Network Security
- Introduction to network security concepts and principles
- Authentication methods and protocols (RADIUS, TACACS+)
- Implementing network security measures (firewalls, VPNs, IDS/IPS)

Week 5: Network Troubleshooting
- Common network issues and troubleshooting methodologies
- Network diagnostic tools and utilities
- Troubleshooting connectivity, performance, and security issues

Week 6: Wireless Networking and Emerging Technologies
- Wireless networking concepts and standards (802.11a/b/g/n/ac)
- Implementing and securing wireless networks
- Introduction to emerging technologies (IoT, cloud computing, virtualization)

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Entrepreneurship

9 WEEKS

COURSE OVERVIEW:

The Entrepreneurship Program is designed to equip students with the knowledge, skills, and mindset required to start and grow successful businesses. Through a combination of theoretical learning, practical exercises, case studies, and real-world experiences, students will learn how to identify opportunities, develop innovative business ideas, create sustainable business models, and navigate the challenges of entrepreneurship. The program emphasizes creativity, critical thinking, problem-solving, and effective communication, essential qualities for aspiring entrepreneurs.

COURSE OBJECTIVES:

Understand the fundamental principles and concepts of entrepreneurship.
Identify and evaluate business opportunities, market trends, and customer needs.
Develop innovative business ideas and create compelling value propositions.
Learn how to develop a business plan, including market research, financial projections, and operational strategies.
Acquire skills in marketing, sales, and customer acquisition to grow a customer base.
Understand the legal, financial, and regulatory aspects of starting and running a business.
Develop an entrepreneurial mindset, resilience, and adaptability to navigate the uncertainties and challenges of entrepreneurship.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Entrepreneurship

- Overview of entrepreneurship as a career path and mindset
- Characteristics and traits of successful entrepreneurs
- Importance of entrepreneurship in driving innovation and economic growth

Week 4-6: Developing a business plan and feasibility analysis

- Market research and competitive analysis
- Defining target market, value proposition, and positioning strategy

Week 7-9: Marketing and Sales for Entrepreneurs

- Basics of marketing, branding, and customer segmentation
- Developing marketing strategies and promotional tactics
- Sales techniques and customer acquisition strategies

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Finance and Economics

9 WEEKS

COURSE OVERVIEW:

The Finance and Economics Program is designed to provide students with a comprehensive understanding of both finance and economics, two closely related disciplines that play a crucial role in shaping global financial markets and economic policies. Through a combination of theoretical knowledge, practical applications, and case studies, students will explore key concepts, theories, and practices in finance and economics, gaining the analytical skills and critical thinking abilities necessary for success in various industries and sectors.

COURSE OBJECTIVES:

- Understand the fundamental principles and theories of finance and economics.
- Analyze financial markets, institutions, and instruments, as well as economic indicators and trends.
- Apply financial and economic theories to real-world scenarios and decision-making processes.
- Evaluate the impact of economic policies, regulations, and global events on financial markets and economies.
- Develop quantitative and qualitative research skills for financial and economic analysis.
- Explore the relationship between finance and economics, including the role of financial systems in economic development and growth.
- Enhance critical thinking, problem-solving, and communication skills in the context of finance and economics.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Finance and Economics

- Overview of finance and economics as academic disciplines
- Key concepts and theories in finance and economics
- Historical development and evolution of financial markets and economic systems

Week 4-6: Macroeconomics and Economic Policy

- Principles of macroeconomics (national income accounting, aggregate demand and supply)
- Monetary and fiscal policy tools and objectives
- Inflation, unemployment, and economic growth

Week 7-9 Microeconomics and Market Analysis

- Principles of microeconomics (supply and demand, consumer behavior, market structures)
- Pricing mechanisms and market efficiency
- Competition policy and regulation

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Planning a Successful Global Business

9 WEEKS

COURSE OVERVIEW:

Planning a Successful Global Business Program is a comprehensive course designed to provide students with the knowledge and skills to develop and execute effective global business strategies. Through theoretical instruction, practical exercises, case studies, and industry insights, students will understand the key concepts, principles, and practices involved in international business management. Emphasis will be placed on strategic planning, market analysis, cultural considerations, risk management, and ethical decision-making in the global business context.

COURSE OBJECTIVES:

- Understand the complexities and opportunities of conducting business on a global scale.
- Learn how to develop a strategic business plan tailored to the global marketplace.
- Gain insight into conducting market analysis and identifying international business opportunities.
- Explore cultural considerations and their impact on global business practices.
- Develop skills in risk assessment and management in the international business environment.
- Understand the legal, regulatory, and ethical issues facing global businesses.
- Learn how to effectively implement and evaluate global business strategies for success.

WHAT YOU WILL LEARN:

- **Week 1-3: Introduction to Global Business**
- Overview of the global business environment
- Key concepts and theories in international business management
- Trends and challenges in the global marketplace

Week 4-6: Strategic Planning for Global Business

- Developing a global business strategy
- Setting objectives and goals for international expansion
- SWOT analysis and competitive positioning
- Global market entry strategies

Week 7-9: Legal, Ethical, and Corporate Social Responsibility (CSR) Issues

- Legal frameworks and regulations governing international business
- Ethical dilemmas and decision-making in global business
- Corporate social responsibility (CSR) practices in a global context
- Case studies and best practices in ethical global business conduct

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Hospitality People & Talents Management

9 WEEKS

COURSE OVERVIEW:

Hospitality People & Talents Management is a specialized course designed to provide students with the knowledge and skills necessary to effectively manage human resources within the hospitality industry. Through theoretical instruction, practical exercises, case studies, and industry insights, students will gain an understanding of the key principles, practices, and challenges associated with managing a diverse workforce in hospitality establishments.

COURSE OBJECTIVES:

- Understand the role and importance of human resources management within the hospitality industry.
- Learn effective recruitment and selection strategies to attract and retain top talent in hospitality establishments.
- Explore training and development programs to enhance employee skills and competencies.
- Gain knowledge of performance management techniques to monitor, evaluate, and improve employee performance. Develop strategies to promote employee engagement, motivation, and job satisfaction.
- Understand the legal and ethical considerations in managing human resources within hospitality establishments.
- Learn talent retention strategies to reduce turnover and build a strong organizational culture.

WHAT YOU WILL LEARN:

Week 1-3: Supervision in the Hospitality Industry

- Employee life cycle
- Managing people
- Managing yourself

Week 4-6: Leadership and management in the hospitality industries

- Leadership & Quality Agreements
- Groups vs. teamwork & Conflict Management
- Change Management & Ethics

Week 7-9: Managing Hospitality Human Resources

- Employment Laws, Planning, and Staffing
- Human Resources Development
- Compensation and Labor Issues
- Safety, Discipline, and Ethics

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Food and Beverage Operations Management

9 WEEKS

COURSE OVERVIEW:

Food and Beverage Operations Management is a comprehensive course designed to provide students with the knowledge and skills necessary to effectively manage food and beverage establishments within the hospitality industry. Through theoretical instruction, practical exercises, case studies, and industry insights, students will gain an understanding of the key principles, practices, and challenges associated with food and beverage operations.

COURSE OBJECTIVES:

- Understand the role and significance of food and beverage operations within the hospitality industry.
- Explore the process of purchasing, receiving, and inventory management in food and beverage establishments.
- Gain knowledge of food safety regulations and sanitation practices to ensure compliance and prevent foodborne illnesses.
- Develop customer service skills and techniques to enhance the dining experience and build customer loyalty.
- ·Understand the fundamentals of beverage management, including selection, storage, and service of alcoholic and non-alcoholic beverages.
- Learn revenue optimization strategies, including upselling techniques, cost control measures, and effective pricing strategies.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Food and Beverage Operations

- Overview of food and beverage operations within the hospitality industry
- Key functions and responsibilities of food and beverage managers
- Trends and challenges in the food and beverage industry

Week 4-6: Customer Service in Food and Beverage Operations

- Importance of customer service in food and beverage establishments
- Service standards and best practices
- Handling guest complaints and resolving conflicts
- Building customer loyalty and enhancing the dining experience

Week 7-9: Food Safety and Sanitation

- Food safety regulations and standards (e.g., HACCP, FDA)
- Sanitation practices and hygiene standards
- Staff training and certification requirements
- Crisis management and handling foodborne illnesses

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Rooms Division Operations Management

9 WEEKS

COURSE OVERVIEW:

Rooms Division Operations Management is a comprehensive course designed to provide students with the knowledge and skills necessary to effectively manage the various aspects of a hotel's rooms division. Through theoretical instruction, practical exercises, case studies, and industry insights, students will gain an understanding of front-office operations, and housekeeping management.

COURSE OBJECTIVES:

- Understand the role and functions of the rooms division within a hotel.
- Learn the key principles and practices of front office operations, including guest registration, check-in/check-out procedures, and guest services.
- Explore housekeeping management techniques, including room cleaning procedures, inventory control, and staff supervision.
- Gain proficiency in using hotel reservation systems and managing room inventory effectively.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Hospitality Industry

- Overview of the hospitality industry and its significance in the global economy
- Key sectors and segments of the hospitality industry (lodging, food and beverage, tourism, event management)
- Historical development and evolution of the hospitality industry

Week 4-6: Front Office Operations

- Front office layout and design
- Guest registration and check-in procedures
- Managing guest services, including concierge and bell services
- Front office technology and systems (PMS, key card systems, etc.)

Week 7-9: Housekeeping Management

- Housekeeping department organization and staffing
- Room cleaning procedures and standards
- Inventory control and linen management
- Staff training and supervision in housekeeping operations

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PROJECT MANAGEMENT I

6 WEEKS

COURSE OVERVIEW:

The Project Management program provides participants with the knowledge and skills necessary to effectively plan, execute, and manage projects across various industries and sectors. Through a combination of theoretical learning and practical exercises, participants will learn about project management methodologies, tools, and techniques for successfully delivering projects on time, within budget, and according to scope.

COURSE OBJECTIVES:

- Understand the fundamentals of project management, including project lifecycle, phases, and processes.
- Learn about different project management methodologies, such as Agile, Waterfall, and Hybrid approaches.
- Develop skills in project planning, scheduling, budgeting, and resource allocation.
- Gain knowledge of risk management techniques and strategies for identifying, assessing, and mitigating project risks.
- Learn about project communication and stakeholder management strategies.
- Understand the role of leadership and team management in project success.
- Apply project management tools and software for project planning, tracking, and reporting.

WHAT YOU WILL LEARN:

Week 1: Introduction to Project Management

- Overview of project management principles and practices
- Project lifecycle and phases
- Roles and responsibilities of a project manager

Week 2: Project Initiation and Planning

- Project charter development
- Stakeholder identification and analysis
- Work breakdown structure (WBS) and project scheduling

Week 3: Project Scope Management

- Defining project scope and requirements
- Scope verification and control
- Change management processes

Week 4: Project Time Management

- Activity definition and sequencing
- Critical path method (CPM) and schedule development
- Schedule compression and resource leveling

Week 5: Project Cost Management

- Cost estimation techniques
- Budget development and control
- Earned value management (EVM)

Week 6: Project Quality Management

- Quality planning and assurance
- Quality control techniques and tools
- Continuous improvement and quality management principles

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PROJECT MANAGEMENT II

5 WEEKS

COURSE OVERVIEW:

The Project Management program provides participants with the knowledge and skills necessary to effectively plan, execute, and manage projects across various industries and sectors. Through a combination of theoretical learning and practical exercises, participants will learn about project management methodologies, tools, and techniques for successfully delivering projects on time, within budget, and according to scope.

COURSE OBJECTIVES:

- Understand the fundamentals of project management, including project lifecycle, phases, and processes.
- Learn about different project management methodologies, such as Agile, Waterfall, and Hybrid approaches.
- Develop skills in project planning, scheduling, budgeting, and resource allocation.
- Gain knowledge of risk management techniques and strategies for identifying, assessing, and mitigating project risks.
- Learn about project communication and stakeholder management strategies.
- Understand the role of leadership and team management in project success.
- Apply project management tools and software for project planning, tracking, and reporting.

WHAT YOU WILL LEARN:

Week 7: Project Risk Management

- Risk identification, assessment, and prioritization
- Risk response planning and implementation
- Risk monitoring and control

Week 8: Project Communication and Stakeholder Management

- Communication planning and strategies
- Stakeholder identification and analysis
- Managing stakeholder expectations and engagement

Week 9: Project Leadership and Team Management

- Leadership styles and approaches
- Team development and motivation
- Conflict resolution and team dynamics

Week 10: Project Execution, Monitoring, and Control

- Project execution and performance monitoring
- Change management and configuration control
- Project status reporting and communication

Week 11: Project Closure and Lessons Learned

- Project closure processes and deliverables
- Post-project review and lessons learned
- Celebrating project success and recognizing team contributions

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GROUP OF INSTITUTIONS
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Evergreen College
West Campus

Academic Preparation in Engineering

20 WEEKS

COURSE OVERVIEW:

This course is designed to equip students with the foundational academic skills and knowledge necessary for success in engineering-related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop essential academic competencies, study strategies, and critical thinking skills tailored to the engineering context. Topics covered will include academic writing, research methods, mathematical fundamentals, engineering principles, and professional communication.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including technical report writing, proper citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of engineering-related topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of fundamental engineering concepts, principles, and mathematical fundamentals.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for engineering contexts, including technical presentations, project reports, and professional interactions.
- Foster teamwork, collaboration, and problem-solving skills through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize engineering-related information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing in Engineering
- Overview of academic writing conventions in engineering
- Technical report writing and structure
- Proper citation and referencing formats (APA, IEEE, etc.)
- Incorporating evidence and critical analysis in technical writing

Week 4-7: Research Methods in Engineering
- Introduction to research methodology in engineering
- Formulating research questions and hypotheses
- Data collection techniques (experiments, simulations, surveys)
- Literature review and synthesis of scholarly sources in engineering

Week 8-11: Mathematical Fundamentals for Engineering
- Review of mathematical concepts and operations (algebra, calculus, trigonometry)
- Applied mathematics in engineering (differential equations, linear algebra)
- Mathematical modeling and analysis in engineering applications
- Computational tools and software for engineering calculations

Week 12-15: Study Skills and Time
- Management for Engineering Students
- Effective study habits and time management techniques for engineering students
- Strategies for problem-solving and critical thinking in engineering contexts
- Test preparation and exam-taking strategies for engineering courses
- Balancing academic, personal, and professional commitments in an engineering environment

Week 16-19: Engineering Principles and Applications
- **Introduction to key engineering** disciplines and principles (mechanical, electrical, civil, etc.)
- Engineering design process and methodology
- Case studies and examples of engineering applications in real-world contexts
- Ethical considerations and sustainability in engineering practice

Week 20: Group Projects and Collaborative Learning in Engineering
- Teamwork dynamics and project management skills in engineering teams
- Collaborative problem-solving and decision-making in engineering projects
- Peer feedback and evaluation of group projects in engineering courses
- Reflection and self-assessment on collaborative learning experiences in engineering

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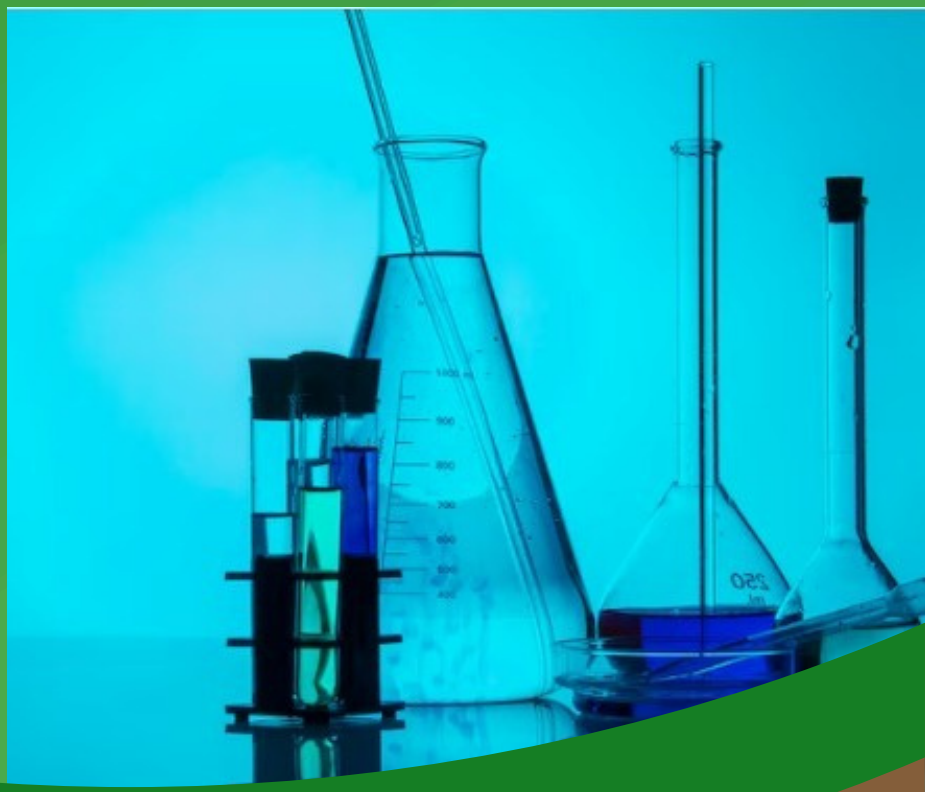
Academic Preparation in Science

20 WEEKS



COURSE OVERVIEW:

This course is designed to provide students with the foundational academic skills and knowledge necessary for success in science- related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop essential academic competencies, study strategies, and critical thinking skills tailored to the scientific context. Topics covered will include academic writing, research methods, scientific principles, laboratory skills, and professional communication.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including technical report writing, proper citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of scientific topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of fundamental scientific concepts, principles, and terminology.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for scientific contexts, including presentations, laboratory reports, and professional interactions.
- Foster teamwork, collaboration, and problem-solving skills through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize scientific information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing in Science
- Overview of academic writing conventions in science
- Technical report writing and structure
- Proper citation and referencing formats (APA, MLA, etc.)
- Incorporating evidence and critical analysis in scientific writing

Week 4-7: Research Methods in Science
- Introduction to research methodology in science
- Formulating research questions and hypotheses
- Data collection techniques (experiments, observations, surveys)
- Literature review and synthesis of scholarly sources in science

Week 8-11: Scientific Principles and Concepts
- Introduction to key scientific disciplines and principles (biology, chemistry, physics, etc.)
- Fundamental concepts in scientific inquiry (hypothesis testing, experimental design)
- Scientific method and logic in problem-solving
- Ethical considerations in scientific research and practice

Week 12-15: Study Skills and Time Management for Science Students
- Effective study habits and time management techniques for science students
- Strategies for reading comprehension and note-taking in scientific contexts
- Test preparation and exam-taking strategies for science courses
- Balancing academic, personal, and professional commitments in a scientific environment

Week 16-19: Laboratory Skills and Techniques
- Introduction to laboratory safety protocols and practices
- Basic laboratory techniques (pipetting, titration, microscopy, etc.)
- Data collection, analysis, and interpretation in laboratory experiments
- Reporting and documenting laboratory findings in scientific reports

Week 20: Group Projects and Collaborative Learning in Science
- Teamwork dynamics and problem-solving skills in scientific teams
- Collaborative research projects and presentations
- Peer feedback and evaluation of group projects in science courses
- Reflection and self-assessment on collaborative learning experiences in science

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Academic Preparation in Healthcare

20 WEEKS

COURSE OVERVIEW:

This course is designed to provide students with the foundational academic skills and knowledge necessary for success in healthcare-related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop essential academic competencies, study strategies, and critical thinking skills tailored to the healthcare context.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including essay structure, citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of healthcare-related topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of scientific principles and terminology relevant to healthcare disciplines.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for healthcare contexts, including presentations, group discussions, and professional interactions.
- Foster teamwork, collaboration, and peer support through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize healthcare information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing
- Overview of Academic Writing Conventions
- Essay structure and organization
- Proper citation and referencing formats (APA, MLA, etc.)
- Incorporating evidence and critical analysis in writing

Week 4-7: Research Methods in Healthcare
- Introduction to research methodology
- Formulating research questions and hypotheses
- Data collection techniques (surveys, interviews, observations)
- Literature review and synthesis of scholarly sources

Week 8-11: Scientific Literacy in Healthcare
- Fundamental principles of biology, chemistry, and anatomy
- Healthcare terminology and terminology building
- Understanding scientific articles and research publications
- Ethical considerations in healthcare research

Week 12-15: Study Skills and Time Management
- Effective study habits and time management techniques
- Strategies for reading comprehension and note-taking
- Test preparation and exam-taking strategies
- Balancing academic, personal, and professional commitments

Week 16-19: Professional Communication in Healthcare
- Principles of effective communication in healthcare settings
- Interpersonal communication skills and active listening
- Oral presentation techniques for healthcare professionals
- Professionalism, ethics, and cultural competence in healthcare communication

Week 20: Group Projects and Collaborative Learning
- Teamwork dynamics and conflict resolution strategies
- Collaborative problem-solving and decision-making
- Peer feedback and evaluation of group projects
- Reflection and self-assessment on collaborative learning experiences

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Academic Preparation in Community Support

20 WEEKS

COURSE OVERVIEW:

This course is designed to provide students with the foundational academic skills and knowledge necessary for success in community support-related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop essential academic competencies, study strategies, and critical thinking skills tailored to the community support context. Topics covered will include academic writing, research methods, community development principles, advocacy skills, and professional communication.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including essay structure, citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of community-related topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of community development principles and practices.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for community support contexts, including advocacy, public speaking, and professional interactions.
- Foster teamwork, collaboration, and advocacy skills through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize community-related information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing in Community Support
- Overview of academic writing conventions in community support
- Essay structure and organization
- Proper citation and referencing formats (APA, MLA, etc.)
- Incorporating evidence and critical analysis in writing

Week 4-7: Research Methods in Community Support
- Introduction to research methodology in community support
- Formulating research questions and hypotheses
- Data collection techniques (surveys, interviews, observations)
- Literature review and synthesis of scholarly sources in community support

Week 8-11: Community Development Principles and Practices
- Fundamental principles of community development
- Models and approaches to community development
- Understanding community needs assessments and asset mapping
- Ethical considerations in community research and practice

Week 12-15: Study Skills and Time Management for Community Support
- Effective study habits and time management techniques for community support students
- Strategies for reading comprehension and note-taking in community-related contexts
- Test preparation and exam-taking strategies for community support courses
- Balancing academic, personal, and professional commitments in a community support environment

Week 16-19: Professional Communication and Advocacy in Community Support
- Principles of effective communication and advocacy in community support settings
- Interpersonal communication skills for community support professionals
- Advocacy techniques and strategies for community change
- Professionalism, ethics, and cultural competence in community support communication

Week 20: Group Projects and Collaborative Learning in Community Support
- Teamwork dynamics and advocacy skills in community support teams
- Collaborative problem-solving and decision-making in community contexts
- Peer feedback and evaluation of group projects in community support courses
- Reflection and self-assessment on collaborative learning experiences in community support

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Academic Preparation in Information Technology

20 WEEKS

COURSE OVERVIEW:

This course is designed to provide students with the foundational academic skills and knowledge necessary for success in information technology-related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop essential academic competencies, study strategies, and critical thinking skills tailored to the information technology context. Topics covered will include academic writing, research methods, programming fundamentals, IT terminology, and professional communication.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including technical report writing, proper citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of IT-related topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of fundamental IT concepts, principles, and terminology.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for IT contexts, including presentations, technical documentation, and professional interactions.
- Foster teamwork, collaboration, and problem-solving skills through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize IT-related information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing in Information Technology
- Overview of Academic Writing Conventions in IT
- Technical report writing and structure
- Proper citation and referencing formats (APA, IEEE, etc.)
- Incorporating evidence and critical analysis in technical writing

Week 4-7: Research Methods in Information Technology
- Introduction to research methodology in IT
- Formulating research questions and hypotheses
- Data collection techniques (surveys, interviews, experiments)
- Literature review and synthesis of scholarly sources in IT

Week 8-11: Programming Fundamentals
- Introduction to programming languages and concepts
- Syntax, variables, data types, and control structures
- Problem-solving techniques and algorithm design
- Debugging and testing strategies in programming

Week 12-15: Study Skills and Time Management for IT Students
- Effective study habits and time management techniques for IT students
- Strategies for reading technical documentation and understanding complex concepts
- Test preparation and exam-taking strategies for IT courses
- Balancing academic, personal, and professional commitments in an IT environment

Week 16-19: Professional Communication in Information Technology
- Principles of effective communication in IT settings
- Technical documentation and writing for different audiences
- Presenting technical information to non-technical stakeholders
- Professionalism, ethics, and cultural competence in IT communication

Week 20: Group Projects and Collaborative Learning in Information Technology
- Teamwork dynamics and problem-solving skills in IT teams
- Collaborative software development and version control
- Peer feedback and evaluation of group projects in IT courses
- Reflection and self-assessment on collaborative learning experiences in IT

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Academic Preparation in Business

20 WEEKS

COURSE OVERVIEW:

This course is designed to equip students with the essential academic skills and knowledge needed to excel in business-related programs and professions. Through a combination of theoretical instruction, practical exercises, and experiential learning activities, students will develop critical thinking abilities, effective study strategies, and professional communication skills tailored to the business context. Topics covered will include academic writing, research methods, quantitative analysis, business terminology, and presentation skills.

COURSE OBJECTIVES:

- Develop proficiency in academic writing, including business report writing, proper citation formatting, and critical analysis of scholarly sources.
- Enhance research skills through the exploration of business-related topics, data collection methods, and literature review techniques.
- Acquire a comprehensive understanding of fundamental business concepts, principles, and terminology.
- Cultivate effective study habits, time management strategies, and exam preparation techniques for academic success.
- Improve oral communication skills for business contexts, including presentations, negotiations, and professional interactions.
- Foster teamwork, collaboration, and leadership skills through group projects and collaborative learning activities.
- Develop information literacy skills to critically evaluate and synthesize business information from diverse sources.

WHAT YOU WILL LEARN:

Week 1-3: Introduction to Academic Writing in Business
- Overview of academic writing conventions in business
- Business report writing and structure
- Proper citation and referencing formats (APA, MLA, etc.)
- Incorporating evidence and critical analysis in business writing

Week 4-7: Research Methods in Business
- Introduction to research methodology in business
- Formulating research questions and hypotheses
- Data collection techniques (surveys, interviews, observations)
- Literature review and synthesis of scholarly sources in business

Week 8-11: Fundamental Business Concepts and Terminology
- Introduction to key business concepts (e.g., marketing, finance, management)
- Business terminology and vocabulary building
- Understanding business articles and research publications
- Ethical considerations in business research and practice

Week 12-15: Study Skills and Time Management for Business Students
- Effective study habits and time management techniques for business students
- Strategies for reading comprehension and note-taking in business contexts
- Test preparation and exam-taking strategies for business courses
- Balancing academic, personal, and professional commitments in a business environment

Week 16-19: Professional Communication in Business
- Principles of effective communication in business settings
- Interpersonal communication skills for business professionals
- Business presentation techniques and public speaking skills
- Professionalism, ethics, and cultural competence in business communication

Week 20: Group Projects and Collaborative Learning in Business
- Teamwork dynamics and leadership skills in business teams
- Collaborative problem-solving and decision-making in business contexts
- Peer feedback and evaluation of group projects in business courses
- Reflection and self-assessment on collaborative learning experiences in business

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