



SCHOOL CATALOG

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San Jose, CA 95122
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May 1, 2017 – September 30, 2018

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MISSION AND VISION

We are committed to providing students with well-rounded training and excellent educational opportunities. We work in parallel with business entrepreneurs in responding to global view in social, cultural and economic needs. We strive to be one of the leading institutions in research and development of effective programs of study.

Vision:

- To respond to social and cultural growth and economic needs
- To provide vocational training and educational coursework to prepare students for careers in computers, electronics, nutrition, health and
- To engage in multicultural and multi-faceted background competencies
- To staff the academy with highly experienced faculty and highly trained staff members
- To focus on our core competencies
- To develop and use innovative teaching methods
- To create effective and practical curricula

Student learning outcome:

- Keep informed to optimally enhance abilities
- Impart knowledge to successfully integrate in different environments
- Accommodate student learning to optimally achieve success

FACULTY

INSTRUCTORS

1. Khoa Nguyen
 - BS in Computer Engineering and MSEE, Cal Poly, San Juan Luis Obispo
 - 5 years of cumulative industrial experience in design and implementation of VLSI Digital and Analog Circuits
 - Technical instructor for more than nine years
2. Minh Dang
 - BA in Accounting, San Jose State University
 - Certificate of CTEC course completion, Evergreen Valley College
 - Independent accountant contractor
3. Hong Pham
 - BS in Electronics and Telecommunication Engineering, Viet Nam
 - MS in Electronics Engineering, Korea University
 - Former Lecturer/Researcher
 - Technical teacher for more than 8 years
4. Truc Ton
 - BA in English, University of California, Davis
 - MA in English, San Jose State University
 - Independent English teacher contractor for more than 5 years

INSTITUTE LOCATION AND FACILITIES

All classes are taught at the location below:

Knowledge Innovations Academy
2268 Quimby Road, Unit A
San Jose, CA 95122
(408) 239-5520
(408) 239-5521 fax

The school consists of approximately 1058 square feet of administrative office space, and approximately 7600 square feet of seven separate classrooms, each with a capacity of 12 to 30 students, with teaching equipment sufficient to meet educational needs. There is a lunchroom and two restrooms on the premise. The computer labs are equipped with computers and a whiteboard for instruction.

Maximum capacity for each course is as follows:

Accounting	20
Computer Applications	20
Culinary	20
English	20

We offer classes in Accounting, Computer Applications, Culinary, and English.

HISTORY

Founded in 1988 by Mr. Nguyen Dinh Huu and a group of professionals, ACWP (Aid to Children Without Parents) responded to the critical needs of thousands of unaccompanied, Vietnamese refugee minors who were displaced and detained in various refugee camps throughout Southeast Asia: Thailand, Malaysia, Indonesia, The Philippines, Singapore, and Hong Kong since the late 1980's.

Through the support of many friends, colleagues, and family members, we raised the funds necessary to develop and support programs, such as free classes at refugee camps, healthcare services, recreational and youth activities, and seasonal celebrations of Mid-Autumn, Christmas, and Tet festivals.

ACWP's mission is to help disadvantaged children gain self-sufficiency through education, vocational training, preventive healthcare services, emergency relief programs, and short-term financial support.

Many children in rural areas throughout Vietnam have limited access to education due to the low number of primary schools. Aid to Children Without Parents (ACWP) partners with local communities to build additional schools and help establish other education infrastructure to fight illiteracy.

We focus on building a set of interrelated programs to help better identify and address underprivileged children's needs from an early age and on. Ultimately, ACWP's goal is to help build a strong academic foundation at all levels so that these children can achieve self-reliance and self-sufficiency. In this growing global economy, it has become more critical to ensure that all children are provided with basic education in order to better prepare the children in transitioning into the workforce.

Currently, ACWP runs a nonprofit vocational school under the name of Knowledge Innovations Academy.

ADMISSIONS

Policy and Procedures

Applications to Knowledge Innovations Academy is available at the Admissions and Advising Office. Prospective students should fill out and submit an application for admission along with a \$75 processing fee. Once the application is filed-in person and the individual is accepted, they may register for classes in person. Students must pay the remaining course fees by cash, check, or money order.

Accreditation

This is a nonprofit institution that charges less than \$2,500 for its programs. The institution or any of its programs are **NOT** accredited by an accrediting agency recognized by the United States of Department of Education.

- The students who are enrolled are in an unaccredited institution and are not eligible for federal financial aid programs.
- A certificate from an unaccredited institution or program from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- The institution will provide the school catalog to any person upon request and to prospective students prior to enrollment.

Student Admissions Policy

The school is open to all persons who need basic skills to help them apply for jobs or improve their education.

Knowledge Innovations Academy has not entered into a transfer or articulation agreement with any other college or university.

Attendance

Students are expected to attend all classes as scheduled, be on time, and remain in their classes for the scheduled duration. There are no excused absences, but it is understood that a student may be absent from class due to serious illness or family emergency. If a student must be absent from class, they should notify the administration office or course instructor in advance via email or in person.

Late arrivals and early departures affect overall attendance. A student who misses more than three weeks of lectures without any excuse will be dropped from that class. A student who accumulates less than 85% attendance by the end of the academic session must obtain the administration office's approval to continue enrollment. Failure to obtain the administration office's approval may result in termination.

Make-up Work

Make-up classes are at the discretion of the instructor. If more than one session is taught for a particular course of study, students may attend them. Students will be given an opportunity to make-up missed coursework and tests. Make-up tests are given after school on the day the student returns to school, unless the instructor has made other arrangements. Missed tests or work turned in late will be considered when computing final course grades.

Leave of Absence

A request for a Leave of Absence (L.O.A.) does not imply approval. Students must fill out form (located at front desk) and submitted to the administration office and may only be granted in cases of extreme circumstances.

Conditions for granting an L.O.A. include, but are not limited to:

1. The L.O.A. involves no additional charges by the school to the student.
2. The L.O.A. does not exceed 60 days.

3. Only one L.O.A. may be granted in a twelve (12) month period.
4. Failure to return as scheduled from a L.O.A. without obtaining approval from the administration office will result in immediate termination.

If the school receives a “student status” confirmation report arrives while the student is on an L.O.A, they shall be considered enrolled.

1. A student who plans to interrupt schooling for longer than 30 days is considered “withdrawn.” If the student took out a loan, when the borrower resumes schooling, they are considered re-enrolled.
2. The school should inform the borrower that they must notify the lender when the borrower resumes school. Otherwise, the borrower will enter repayment.

Registration and class material fees

A non-refundable registration fee of **\$10** is required with the student’s application for admission.

Lifetime technical support

Knowledge Innovations Academy provides students and alumni in good standing with lifetime job placement assistance and technical support. Alumni may return to Knowledge Innovations Academy any time after taking a course to seek technical support.

TUITION

Rates

All programs under Knowledge Innovations Academy is under \$2,500 in order to help those who do not have the opportunities or funds to pursue a new career or develop new skills.

From time to time, the school may review its tuition rates, but will not exceed \$2,500.

Students are expected to pay the course’s full tuition fee at the beginning of each course (by the first week of instruction). Alternatively, students may request a monthly payment plan, or with the aid of Knowledge Innovations Academy’s scholarships. Further assistance and payment options can be discussed with the school’s office manager.

Scholarships

Knowledge Innovations Academy is a non-profit, postsecondary vocational school. The school offers scholarships to those who need partial or full assistance.

Cancelled courses

The school reserves the right to discontinue, postpone or combine activities and to change instructors if

required. Students will be duly notified by email, telephone, or in writing of any class cancellation, and a full refund will be issued.

Rights to Withdraw and Receive Refunds

1. The student reserves the right to withdraw from a program and obtain a full refund before the end of the second week of instruction.
2. If you cancel **after** the second week of instruction, then we will charge you the current full month's worth of instruction and refund you any remaining months in the quarter.
3. If the school has given you any equipment, you shall return it within **seven (7) days** following the date of your notice of withdrawal. If you fail to return this equipment and supplies in the same condition received within the **seven (7) day** period, the school may retain that portion of payment paid by you, and deduct the cost from any refund that may be due to you. If and once you have paid for equipment or supplies, then they are yours to keep without further obligation. We will issue the refund after receiving the equipment and supplies in good condition.
4. The registration fee is nonrefundable.
5. To cancel your contract with the school, please mail or deliver a signed and dated copy of the cancellation notice form (available at the Admissions office) and bring to:

KNOWLEDGE INNOVATIONS ACADEMY
C/o Admissions and Records Office
2272 Quimby Road, Unit A, San Jose, CA 95122

Termination

The Institution reserves the right to terminate any student whom:

1. Fails to maintain satisfactory progress
2. Maliciously destroys or damages any school property
3. Engages in unlawful acts or conduct contrary to the best interest of the school
4. Violates the code of conduct
5. Demonstrates behavior disruptive of a normal classroom
6. Does not pay tuition, supplies and/or book fees

Rights to appeal termination

Students who wish to appeal the decision that they are not maintaining satisfactory progress or their termination must submit a letter to the Administrative Office. The letter should describe any circumstances the student feels deserves further consideration. The administration office the final right of review in all matters of rights of appeal.

STUDENT RECORDS

The school uses STARS online database to keep student records as well as hard copies of all certificates and contracts. Students may review their records with the admission office upon request.

All students' educational records are organized, maintained, and stored in locked, fire-proof, steel cabinets for five years. A student's record can be retrieved by name. Each student record contains the following:

1. Copies of the application signed by the students, including a summary of education.
2. Dates of enrollment, and if applicable, withdrawal, leaves of absence and graduation date.
3. A transcript showing all courses and other educational services completed or attempted to complete and the grades or evaluation for each course.
4. A document showing the total amount of money received from or on behalf of the student and the date(s) of receipt.
5. A document containing refund information: amount, date, check number, name, and address of the person or entity receiving the refund.
6. A student attendance record.
7. A certificate of completion granted to students.

STUDENT SERVICES

Language instruction and assistance

All instruction in all programs are in English. Students who need English assistance will be required to take English classes along with their chosen program.

Lab room

Knowledge Innovations Academy has a lab room equipped with Internet access. Students have access to the lab room Monday to Friday from 9:00AM to 5:00PM for both individual and group work.

Advising

Advice regarding coursework and student activities between any staff and a student are in private and confidential. If a student has personal, non-school related problems, the school will refer the student to a professional or community agency for help.

GRADING

Standards

At the end of each course, a student is assigned a course grade as follows:

<u>Grade</u>	<u>Percentage</u>	<u>Cumulative GPA</u>
A	90-100%	3.5 - 4.0
B	80-89%	2.5 - 3.4
C	70-79%	1.5 - 2.0
D	60-69%	1.0 - 1.4

Satisfactory progress

Satisfactory progress is necessary in order to be in good standing at the school. The school defines all students maintaining the following standards as “making satisfactory progress”:

1. A student needs to achieve a minimum grade point average of 2.0 throughout the program. If the student does not demonstrate the desire or continued ability to improve, they will be placed on academic probation and counseling.
2. At the end of an academic probation and counseling period, and the academy does not see any improvement on the student's academic progress, the academy will notify that the student will need to repeat the course, and graduation will be delayed until satisfactory progress is met.

Graduation requirements

In order to graduate and receive a certificate of completion:

1. A student must satisfy the attendance requirements.
2. A student must complete the program requirements with a minimum cumulative grade point average of 2.0.
3. A student must complete the required courses of instruction in residence.

Student achievement

This could be deemed as a certain grade point average that needs to be maintained, the time that a student has to complete the course, the number of tries a student has to pass the course, and what happens if the student does not meet those requirements.

Transcripts

Each student's record in the STARS database contains the student's academic progress record and evidence of certificates issued by Knowledge Innovations Academy. Official transcript requests will be granted upon payment of a fee of \$5.00. Transcripts will only be released to the student upon receipt of a written and signed request. Transcripts will be issued in full when all tuition and other fees due the institution are paid current.

ACADEMIC CALENDAR

Instructional schedule

Classes change per quarter. Please see front desk for confirmation.

Instructional hours

The school measures its program by clock hours. Each week requires a minimum of 20 hours, which includes both lecture and lab.

Holidays

January 1st, Sunday - New Year's Day
January 2nd, Monday - New Year's Day
January 16th, Monday - Martin Luther King, Jr.'s birthday
February 20th, Monday - President's Day
May 29th, Monday - Memorial Day
July 4th, Tuesday - Independence Day
September 4th, Monday - Labor Day
November 10th, Friday - Veterans Day
November 11th, Saturday - Veterans Day
November 23rd- 26th, Thursday-Sunday - Thanksgiving weekend
December 24th-31st, Sunday-Sunday - Christmas
Floating holidays - please advise with administrative staff

CATALOG POLICIES

We reserve the right to adopt, amend, or repeal all policies of Knowledge Innovations Academy. Students will be notified.

CONSUMER PROTECTION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

NONDISCRIMINATION POLICY

Knowledge Innovations Academy does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Knowledge Innovations Academy is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

STUDENT CODE OF CONDUCT

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, but not limited to alcoholic beverage or any intoxicant of any kind.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to Knowledge Innovations Academy property on campus.
- Stealing or attempting to steal Knowledge Innovations Academy property on school grounds, or knowingly receiving stolen Knowledge Innovations Academy property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of Knowledge Innovations Academy.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with Knowledge Innovations Academy.
- Committing sexual harassment as defined by law or by Knowledge Innovations Academy policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying.
- Willful misconduct that results in injury or death to a student or to Knowledge Innovations Academy personnel or which results in cutting, defacing, or other injury to any real or personal property owned by Knowledge Innovations Academy on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, staff.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty is addressed in the respective college catalog.
- Dishonesty; forgery; alteration or misuse of Knowledge Innovations Academy documents, records or identification; or knowingly furnishing false information of the school.
- Unauthorized entry upon or use of Knowledge Innovations Academy facilities.
- Lewd, indecent or obscene conduct or expression on Knowledge Innovations Academy owned or controlled property, or at Knowledge Innovations Academy sponsored or supervised functions.
- Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on Knowledge Innovations Academy premises, or the violation of lawful Knowledge Innovations Academy regulations, or the substantial disruption of the orderly operation of Knowledge Innovations Academy.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as

permitted by any Knowledge Innovations Academy policy or administrative procedure.

DISMISSAL FOR MISCONDUCT IS PERMANENT!

HANDICAPPED APPLICANTS

The school admits students with minor handicaps. Individuals with major handicaps must schedule an appointment with a member of the administrative staff.

1. Administrative staff will admit, as regular students, those individuals whose handicaps:
 - a. Would not create a safety hazard to themselves during their training.
 - b. Would not interfere with their ability to benefit from the training offered.
 - c. Would have a reasonable placement potential.

The school's training facility is in compliance with the 504 Accessibility Code.

STUDENT GRIEVANCES AND APPEALS

A student may pursue a grievance if he or she believes that a member of the school community has violated his or her rights. In the event that a student encounters a problem related to their training, the following procedures should be followed:

1. The student should first attempt to resolve the concern with the instructor or program director.
2. If the issue cannot be resolved with the instructor/program director, the concern should be submitted to the administration office in writing. A school officer will file the complaint and hold an informal conference to discuss the complaint.
3. If the student is not satisfied with the results of the informal conference, they may request a formal conference from the attending administrative staff. The administrative staff will respond with a written notice of the date, time, and location of the conference, the manner in which it will be conducted, and the issues to be discussed. If the student believes there are individuals or organizations that may be affected by the outcome of the formal conference, they have the right to inform such parties of the conference. The informed parties may attend the informal conference with the school's approval.
4. The student may cancel the conference by submitting a written request two (2) days before the conference. They may reschedule the conference if they can show good cause.
5. At the conference, the student reserves the right to 1) an impartial conference; 2) be represented by an attorney or any individual of their choosing; 3) bring and present witnesses and evidence; 4) request the school or related parties to produce relevant records or documents; and 5) question witnesses or parties involved.
6. The student will receive written decision(s) from the administrative staff several days after the conference. This notice should be delivered to the student within sixty (60) days from the date that the student filed the original complaint.

ACCOUNTING / BOOKKEEPING

Prerequisites: Computer Basics and English Basics

500 Total Instruction Hours

Program Objective:

The Accounting/Bookkeeping program covers the basic skills to work as a bookkeeper and accountant. The accountant prepares daily bank deposits, writes checks, and maintains a cash disbursement system. An accountant performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Career Opportunities:

Bookkeepers, Accounting Assistants, Account Clerk, Account Payable/Receivable clerk, Payroll Clerk

Course Name	Lec	Lab	Total
Basic Accounting <i>Students learn the fundamentals of bookkeeping in a practical, hands-on methodology. They will become familiar with the processes involved in day-to-day accounting and bookkeeping tasks and understand the fundamental building blocks of the accounting process, which includes debits and credits, T-accounts and how to balance double entry, depreciation methods, and different kinds of business legal structures.</i>	120	110	230
Introduction to Bookkeeping & Quickbooks <i>Students learn how to set up books from scratch, create ledgers and journals needed to do full service accounting, prepare payroll, create quarterly reports, calculate the cost of goods, and identify the relationship between markup and profit. Students will also learn how to setup the company in QuickBooks, configure common account settings, and navigate the QuickBooks interface to manage accounts and generate reports.</i>	120	110	230
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	260	240	500

Tuition, books, and supplies

Tuition	\$2,100
Books & Supplies	\$305
Total:	\$2,500

Separate fees:

Class materials: \$20
 Registration fee: \$75

Grand total: \$2,500

Graduation requirements

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate. A

student is allowed to retake a class in which the grade was below 70%.

Books and materials

- *College Accounting*, 21st edition, by M. David Haddock
- Accounting/Bookkeeping handouts and worksheets by Instructor
- USB thumb drive
- Business calculator
- Quickbooks software

Equipment used in classroom

- Personal computers with Internet access
- Projector
- Calculator

Methods of Instruction

This program will be taught through a combination of classroom lectures, hands-on laboratory projects, as well as individual and small group projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

COMPUTER APPLICATIONS

500 Total Instruction Hours

Program Objective:

This six month basic Computer Application is standard for demonstrating desktop skills that helps meet the demand for qualified and knowledgeable employees in the modern workplace. Students will be able to demonstrate the use of the following skills: touch keyboarding, document composition/word processing, mail merging, using e-mail, scheduling appointments, using the internet to find information, file and folder management, oral and written communication skills, preparing presentations, resume writing, creating a portfolio and business documents, and organization skills.

Career Opportunities:

Front desk clerical work.

Course Name	Lec	Lab	Total
Computer Basic <i>Students will learn about computer components and terminologies, creating simple documents using word processing software, use the internet, and write email. Students will use a simulation software to improve keyboarding and typing skills.</i>	120	110	230
Intro to Python or Java <i>Students will be introduced to basic Python or Java. Learn how to write small programs with Python or Java. Class will depend on</i>	120	110	230
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	260	240	500

Tuition, books, and supplies

Tuition	\$1,905
Books & Supplies	\$500
Total:	\$2,405

Separate fees:

Class materials: \$20
Registration fee: \$75

Grand total: \$2,500

Graduation requirements

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

Equipment used in classroom

- Computer or laptop
- Projector

Methods of Instruction

This program will be taught through a combination of classroom lectures with group and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

CULINARY

Prerequisites: None

500 Total Instruction Hours

Program Objective:

The basic six month Culinary program at Knowledge Innovations Academy prepares students with entry-level skills in the kitchen and food service industry, such as cook, prep cook, and cafeteria cook. It combines a foundation of culinary and management skills the industry demands. Students will be able to gain hands-on knowledge and the benefit of work experience by preparing and participating in BLOOM USA's Catering events. They will study and practice kitchen-related methods of cooking, sauces, stocks and soups, starches, and vegetable cookery. Additional training involves table service, menus, cost controls, storeroom, stewarding, safety, and sanitation.

Career Opportunities:

Entry-level cook or server.

Course Name	Lec	Lab	Total
Culinary Fundamentals <i>Students will learn the basic skills and techniques to present and prepare food. Course highlights knife skills, food safety and sanitation, product identification, palate development, ingredient pairing, and many more.</i>	120	110	230
Introduction to Stocks, Soups, and Sauces <i>Students will learn how to create stocks, soups, and sauces from scratch. Course highlights contemporary sauces, vegetable-based soups, and many more.</i>	120	110	230
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques.</i>	20	20	40
Total	260	240	500

Tuition, books, and supplies

Tuition	\$1,905
Food & Supplies	\$500
Total:	\$2,405

Separate fees:

Class materials: \$20
Registration fee: \$75

Grand total: \$2,500

Graduation requirements

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

Equipment used in classroom

- full-service kitchen at BLOOM Catering

Methods of Instruction

This program will be taught through a combination of classroom lectures with group and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

ENGLISH

Prerequisites: None

500 Total Instruction Hours

Program Objective:

The ongoing English program at Knowledge Innovations Academy builds practical English skills for general, academic, or professional purposes. The program offers sessions for students to develop their confidence and fundamental English skills in an interactive classroom setting. Course work emphasizes those skills necessary for effective oral and written communication. Instruction is interactive, encouraging students to practice English through a variety of activities.

Career Opportunities:

Any job that requires basic English skills.

Course Name	Lec	Lab	Total
English: Basic Speaking and Listening Skills 1 <i>Students will learn the basic skills and techniques to speak with and listen to people. This course introduces students to basic vocabulary and grammar for daily usage.</i>	120	110	230
English: Basic Reading and Writing Skills 1 <i>Students will learn the basic reading and writing skills. Course highlights reading the newspaper and short stories.</i>	120	110	230
Job Search Workshop <i>This course covers communications skills, effective resume writing, and job hunting techniques. Students are also taught how to improve their interpersonal skills and how to promote and market their skills using effective interviewing techniques</i>	20	20	40
Total	260	240	500

Tuition, books, and supplies

Tuition	\$2,105
Books & Supplies	\$300
Total:	\$2,405

Separate fees:

Class materials: \$20
Registration fee: \$75

Grand total: \$2,500

Graduation requirements

A student must obtain an overall average of at least 70% in order to graduate and receive a certificate.

Books and materials

- Notebook

Equipment used in classroom

- Personal computers with internet
- Projector

Methods of Instruction

This program will be taught through a combination of classroom lectures with group and individual projects.

Methods of Evaluation

Students will be evaluated using a variety of traditional methods including, but not limited to, performance evaluations, quizzes, exams, and attendance.

Medical Administrative Assistant

Medical Assistant

Patient Care



CONFIRMING RECEIPT OF CATALOG FORM

NAME:
ADDRESS:
TELEPHONE:
EMAIL ADDRESS:

Student Signature	Printed Name	Date
Parent/Guardian Signature (required if Student is under the age of 18)	Printed Name	Date

