



Performance Training Institute **CERTIFICATE PROGRAM**

First Week Expectations:

The following is a list of activities you can plan on participating in or completing before or within your first week of school at Performance Training Institute:

- Attend class orientation
- Read weekly reading assignment
- Attend class at least 3-4 times a week
- Participate in Chat Room session
- Review Exercise Assignment
- Meet your instructor in their office to answer questions or concerns
- Submit **all assignments**, case studies, discussion forum (initial and reaction postings) and quiz by Sunday at midnight (PST)
- Attend Virtual Classroom and ask questions
- Log into Typing Master as often as possible, typing or keyboarding is a learned skill and muscle memory takes practice, practice, practice!
- Save a copy of all work completed in a WORD Document