

200 SOUTH MICHIGAN AVENUE



ACADEMIC CATALOG

2016

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**Your Future Starts Now!
at CTIC**



Mission Statement

To improve the employment opportunities through certification training. Everything we do is designed to help students complete their program, get certified and obtain employment.

Organization and Administration

Incorporation

Computer Training Institute of Chicago is a 'for profit' institution of higher learning incorporated under the State laws of Illinois.

State of Illinois Approval

Computer Training Institute of Chicago is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. Complaints against this school may be registered with the Illinois Board of Higher Education
1 N. Old State Capitol Plaza Suite 333 Springfield, IL 62701

Computer Training Institute of Chicago is currently not accredited on a federal level. We are in the process of obtaining accreditation through ACICS (Accrediting Council for Independent Colleges and Schools)

Administration

Paul Johnson

President/Program Director

Monique Wingard

Director Academic Administrator

Phyllis Barnes

Treasurer/Financial Aid Administrator

Howard Harvey

Secretary/Enrollment Administrator

Administrative Office

P 1.312.888.9156 | F 1.312.291.8918 | www.CTIChicago.com | pauljohnson@CTIChicago.com
200 S. Michigan Ave. Chicago Il, 60604 | Mon-Fri 9am - 5pm

Academic Program Profiles

Adobe Graphics Design & E-Learning Combo Course Description	<p>An Adobe Certified Expert (ACE) is a person who has demonstrated proficiency with one or more Adobe software products. To become an ACE, you must pass one or more product-specific proficiency exams and agree to the ACE terms and conditions. The course covers Adobe Photoshop, InDesign & Dreamweaver & Adobe Captivate</p>
Occupations	<p>Graphic Design, Desktop Publisher, Administrator e-Learning content developer</p>
Prerequisites	<p>Basic MS Office skills</p>
Methods & Material	<p>Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)</p>
Course Length	<p>24 Weeks/144 Hrs</p>
Cost	<p>\$8000 (Books and Training Materials are included in pricing)</p>
Certification Goal	<p><u>ACE</u></p>

Apple iOS & Android App Developer Course Description	<p>Mobile app development is the new frontier of business communications and marketing. Today more people get information and communications about businesses from mobile apps than from all forms of printed media. This has created tremendous demand for iOS and Java developers.</p>
Occupations	<p>iOS & Android App Developer</p>
Prerequisites	<p>Composite C & Java Programming</p>
Methods & Material	<p>Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)</p>
Course Length	<p>24 Weeks/144 Hrs</p>
Cost	<p>\$7000 (Books and Training Materials are included in pricing)</p>
Goal	<p>Certificate of Completion</p>

AutoCAD Course Description	AutoCAD drafters use AutoCAD - Autodesk's industry-leading drafting and design software - to prepare 2D and 3D technical drawings. These drawings are used as blueprints to construct products and structures, such as buildings, machinery, toys, microchips, plumbing & electrical systems, vehicles and a host of other manufactured goods. AutoCAD drafting professionals hold a range of job titles, including
Occupations	Design Engineer, Drafter, Modeler, Architect or illustrator.
Prerequisites	Basic Computer & MS Office skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	\$8000 (Books and Training Materials are included in pricing)
Certification Goal	AutoCAD CU

Business Administration MS Office 2013 & Quick Books Combo Course Description	Office Specialists use programs such as Word and Excel to function effectively as administrative assistants, as office managers, and in many other positions that require day-to-day problem-solving skills. As more and more employers begin looking for verification of employee software skills, you have no better way to stand out from the crowd than to show your credentials as a specialist in the software that a job requires.
Occupations	Office Administrator Payroll Specialist
Prerequisites	Basic computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	\$5000 (Books and Training Materials are included in pricing)
Certification Goal	MOS Quick Books CU

<p>Business Management PMP & Six Sigma Combo</p> <p>Course Description</p>	<p>PMP Certification is the profession's most globally recognized and respected certification credential. The PMP designation following your name tells current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.</p> <p>The Six Sigma Greenbelt is a nationally recognized certification. The course and training program encompasses all aspects of running a Six Sigma project. Six Sigma is one of the highest standards for companies and individuals to achieve.</p>
<p>Occupations</p>	<p>Project Manager, Business Analyst, Quality Lead</p>
<p>Prerequisites</p>	<p>Limited Project management experience. High school or GED required.</p>
<p>Methods & Material</p>	<p>Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)</p>
<p>Course Length</p>	<p>24 Weeks/144 Hrs</p>
<p>Cost</p>	<p>\$6000 (Books and Training Materials are included in pricing)</p>
<p>Certification Goal</p>	<p>PMP CSSGB</p>

<p>Cisco CCNA & CCNP Combo</p> <p>Course Description</p>	<p>The Cisco Certified Network Associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including implementation and verification of connections to remote sites in a WAN.</p> <p>The Cisco Certified Network Professional certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.</p>
<p>Occupations</p>	<p>LAN Administrator, Cisco Engineer</p>
<p>Prerequisites</p>	<p>Network+ or equivalent knowledge and skills</p>
<p>Methods & Material</p>	<p>Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)</p>
<p>Course Length</p>	<p>24 Weeks/144 Hrs</p>
<p>Cost</p>	<p>\$8000 (Books and Training Materials are included in pricing)</p>
<p>Certification Goal</p>	<p>CCNA CCNP</p>

CompTIA & MCSA Combo Description	The Microsoft Certified Solutions Expert program is designed for professionals who implement, manage, and troubleshoot Windows 7 & 8 Professional and Server 2012 systems. Your responsibilities will include installing and configuring the components of Windows 2012 systems. Management responsibilities include administering and supporting the systems.
Occupations	Network Administrator, System Engineer
Prerequisites	Basic typing and computer skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	\$8,000 (Books and Training Materials are included in pricing)
Certification Goal	<u>A+ Network+ MCSA</u>

Microsoft Sharepoint & SQL Database Combo Course Description	Demonstrate your essential skills and breakthrough insights in developing and maintaining the next wave of mission-critical environments Microsoft Sharepoint & SQL
Occupations	Sharepoint Administrator, Systems Engineer, SQL Database Administrator
Prerequisites	Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Hours	\$8,000 (Books and Training Materials are included in pricing)
Certification Goal	<u>Sharepoint MCSA SQL MCSA</u>

Medical Billing Health & IT Technician Course Description	<p>The Healthcare Career Program focuses on the information needs of health care. Its graduates are prepared with the knowledge and skills necessary to provide medical coding and billing, manage health care data used to support patient care, and contribute to the development of a computer-based patient record. The profession offers career flexibility and a variety of workplace options. Presently, opportunities for practice are found in numerous areas including hospitals, private industry and colleges and universities.</p>
Occupations	IT Health Technician, Medical Billing Coder, Insurance Billing Specialist
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hours
Cost	\$8000 (Books and Training Materials are included in pricing)
Certification Goal	Insurance & Coding Specialist (NCICS) NCCT (National Center for Competency Testing)

Sales Force Administrator Course Description	<p>Become a Salesforce Certified Administrator or Advanced Administrator. Learn user management and security, have good experience with workflow and approvals, know how to get the most out of core Sales and Service Cloud features, and are a master in reporting, then you may be ready for the Administrator exam. Learn how to build advanced analytics, automate, and extend using more complex functionality, Then you will be ready for the Advanced Administrator exam.</p>
Occupations	Sales Force Administrator & Advanced Administrator
Prerequisites	High school or GED required. Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	\$8000 (Books and Training Materials are included in pricing)
Certification Goal	ADM 201 & ADM 211

Social Media Administrator	The Google AdWords and Analytics certifications are professional accreditations that Google offers to individuals who demonstrate proficiency in basic and advanced aspects of AdWords and Analytics. Why get certified? An AdWords or Analytics certification allows you to demonstrate that Google recognizes you as an online advertising and Analytics professional.
Course Description	
Occupations	Google Analytics Specialist, Google Adwords Expert & HootSuite Administrator
Prerequisites	High school or GED required. Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	24 Weeks/144 Hrs
Cost	\$6,000 (Books and Training Materials are included in pricing)
Certification Goal	Adwords Analytics

Telecommunications	The telecommunications services industry is one of the fastest growing industries in the business world. Telecommunications services are offered by telecommunications service providers for the purpose of sending and receiving messages through electronic devices. Services include phone internet access, email, text, television, radio and fax. Telecommunications services have a robust global market presence, with the mobile services segment comprising a large part of the market
Course Description	
Occupations	Cable Technician, Telecom Support Phone Tech, Telecom Field Service Tech
Prerequisites	High school or GED required. Basic Computer Skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available)
Course Length	10 Weeks/72 Hrs
Cost	\$8,000 (Books and Training Materials are included in pricing)
Certification Goal	SBCA

Academic Calendar

Class start dates are subject to change. Contact the CTIC admissions department to confirm start dates. CTIC standard business operating hours are M-F 9-5pm; The CTIC office is closed on Saturdays and Sundays.

Phase	Fall Semester 2014	Phase	Winter Semester 2014
Enrollment Deadline	2 nd Mon Sept	Enrollment Deadline	1st week Dec
Classes Begin	2 nd Mon Sept	Classes Begin	1st week Dec
Student Evaluations	2 nd Mon Nov	Holiday week – School closed	Final 2 weeks Dec
Thanksgiving week, School closed	Last Thurs Nov (M-F)	Student Evaluations	2 nd week Feb
Phase	Spring Semester 2015	Phase	Summer Semester 2015
Enrollment Deadline	2 nd Mon April	Enrollment Deadline	2 nd Mon July
Classes Begin	2 nd Mon April	Classes Begin	2 nd Mon July
Holiday – Memorial Day, School closed	Last Mon May	Holiday – Independence Day, School closed	July 4
Student Evaluations	4 th Mon May	Student Evaluations	Last week Aug



Academic Policies

Application Procedure

To apply for admission, prospective students should contact the CTIC admissions department and schedule a personal interview. All students are required to complete a registration packet. Proof of a High school diploma, GED or equivalent.

Admissions

Any student who qualifies is welcome to attend the Computer Training Institute of Chicago. To qualify students must possess a high school diploma, GED or equivalent.

Transferability of Certifications

Students should verify that receiving schools will accept certifications before transferring.

Student Evaluations

Each student will receive a personal student evaluation before being admitted to the requested class. The evaluation includes a one-on-one interview. A evaluation exam that verifies that student meets the basic requirements to attend the requested course.

Tuition and Financial Aid

Please contact the CTIC admissions department for the current Tuition rates. Tuition rates are subject to change based on factors related to operating cost, the market or other factors. Students are guaranteed that the tuition rates for the program that register for, will not change as long as they are enrolled in that program. If a student cancels or is removed from a program and they re-apply at a later time, they are subject to the current tuition rates at the time that they re-apply.

Tuition at the Computer Training Institute of Chicago provides students with the following benefits and services:

- Live On-line Instructor-led education and training.
- Online lab access.
- Supplementary web based training and practice test.
- Student services
- Career counseling

Textbooks and other supplies

Textbooks are included in the tuition fees. Notebooks, pencils, paper etc... are the responsibility of the student.

Payment Policy

Payments for tuition fees are due 7 days before the class start date. Payments may be made by credit card, checks or money orders. Payments should be made out to Computer Training Institute of Chicago. A \$35 fee will be charged for checks returned for insufficient funds.

Financial Aid

CTIC offers several options for financial assistance, student loans and grants. Contact the Financial aid office to discuss your options.

Grading Policies

Policies and Procedures for Student Progress Evaluations:

CTIC has instituted a standard grading system to ensure that all students are assessed and graded on a consistent and equitable basis. A clear level of achievement will be recorded and reported, along with a calculated GPA (Grade Point Average).

Grading Scale

Grade	Grade Point Value	Percentage	Definition
A	4.0	100-90	Exceptional Achievement. The student has demonstrated exceptional mastery over course competencies.
B	3.0	89-80	Commendable Achievement. The student has demonstrated commendable mastery over course competencies.
C	2.0	79-70	Acceptable Achievement. The student has demonstrated acceptable mastery over course competencies.
D	1.0	69-60	Minimum Achievement. The student has demonstrated minimum mastery over course competencies.
F	0.0	59-0	Insufficient Achievement. The student has demonstrated insufficient mastery over course competencies.

Additional Grade Descriptions

IP	In Progress: Grade currently not available
I	Incomplete: Coursework still remaining to determine grade
W	Withdrawal: Student has withdrawn from the course

Grading Formula

Percentage	Area
50 %	Midterm & Final Exams
25 %	Coursework & Labs
15 %	Attendance
10 %	Class Participation

Grade Appeals

Students have 30 days after receiving their grades to appeal. Appeals must be submitted in writing, to the Administration department. A review board will examine the appeal and verify that the proper grading formulas and assessments were performed correctly. If the review board finds that there was in fact a error, a new grade will be generated and recorded based on the boards findings and reported to the student.

Satisfactory Academic Progress (SAP)

Federal and State regulations require that all financial aid recipients maintain Satisfactory Academic Standards (SAP). Most forms of financial aid are governed by this policy.

To remain in good standing at CTIC. Students are required to make academic progress toward completion of the program they enrolled for. Students must satisfy two standards for 'satisfactory academic progress' by the end of their program in order to graduate.

1. Achieve a minimum cumulative GPA of 2.0
2. Complete the entire program within a maximum of 150% of its scheduled length.
3. Maintain an attendance rate of 70% or above.

CTIC SAP Policy

CTIC validates that students meet these internal CTIC SAP requirements.

- Each individual students progress is monitored throughout the program.
- A SAP report is distributed to each student at 50% completion of the program.
- Students who meet the standard are considered to be in good standing.
- Students who do not meet the requirements are placed on probation.
- Students on probation will be re-evaluated at the 60% completion point.
- A student will be dismissed from a program after three consecutive terms of academic probation.

Minimun GPA

Students whose GPA at the end of any term is less than 2.0, are considered not to be making 'satisfactory academic progress' and will be place on probation. Subject to the 'CTIC SAP Policy'.

Maximun Time Frame

Each program recieves a syllabus that outlines the schedule designating the mininum percentage or ammount of work a student must successfully complete by the end of each term. Students who at the end of each term fail to complete 75% of the program are considered not to be making 'satisfactory academic progress.' They will be placed on probation and subject to the 'CTIC SAP Policy' above.

Attendance Policy

CTIC requires all students to regularly attend classes.

Probation Policy

- Students on probation will receive a written notification of probationary status.
- Students are required to schedule a meeting with the Academic Administrator to jointly address and overcome any issues that may have lead to the probationary status.
- If the students fails to achieve 'satisfactory academic progress' for the second term, the student will receive a second notice of probationary status.
- The student will be required to schedule a meeting with the Academic Administrator and student counselor to jointly address and form a action plan to help address any issues that may have lead to the probationary status

Students place on probation remain eligible for finacial aid. Students who choose to change programs will not receive a change in probationary status.

Dismissal

A student will be dismissed from a program after three consecutive terms of academic probation.

Dismissal Appeals

Students who do not meet CTIC's internal 'satisfactory academic progress' requirements because of mitigating circumstances may submit an appeal to the Academic Administrator.

- The appeal should include explanations of the circumstances that prevented the student from achieving 'satisfactory academic progress'.
- The Academic Administrator may allow immediate reinstatement or may require that the student be placed on an 'administrative leave of absence' for 2 quarters.
- Upon readmission to the program, the student will remain on academic probation until they meet the satisfactory progress standards in the CTIC SAP policy.
- Students who still fail to meet the CTIC SAP standards after 2 terms are eligible for permanent dismissal from the school.



Student Rights and Responsibilities

Leave of Absence

CTIC may approve students for one or more leaves of absence(LOA) in any 12 month period that does not exceed 120 days. The student is not considered withdrawn during the approved leave of absence.

LOA Procedure

Students must complete and submit a CTIC LOA form. Any documentation that supports the reason for the LOA should be attached to the form. The LOA form should be submitted to the Academic department. The Academic department must approve the LOA before the student takes the leave.

In the case of unforeseen circumstances (family emergencies, medical illness, military duty etc...) A LOA form may be submitted no later than 2 weeks after the last day of attendance.

Complaints and Grievances

1. Students with a complaint or grievance that is non-academic in nature should attempt to resolve the matter with the person at the school who is directly responsible for the problem.
2. If the matter cannot be resolved person to person, the student should file a written complaint with the administrators office. The complaint will be reviewed and efforts to resolve the matter will be taken, headed by the administrative staff.
3. If the student has a complaint with the school itself. The student has the right to file a complaint with the appropriate state accrediting and approval bodies for the school.

Division of Private Business and Vocational Schools
of the Illinois Board fo Higher Education.
1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62701-1377
Complaints and Greivences - (217) 557-7359

Conduct

Students of CTIC are required to conduct themselves in a manner appropriate for an educational institution. Students will expose themselves to disciplinary action, deemed appropriate by the schools Administrative board on a case by case basis. Disciplinary action may be taken, if students perform actions that fall into the following major categories.

- Computer or Software hacking, distributing viruses, trojans or any other forms of illegal software exploitation.
- Theft or damage to property of CTIC
- Disruption or obstruction of CTIC activities.
- Cheating, falsifying documents or dishonest

Dismissal

CTIC reserves the right to dismiss any student whose, conduct, attendance, academic or financial standing does not meet the schools standards as set forth in this catalog.

Appeal Policy

Students of CTIC may appeal a variety of decisions made by the school that directly impact their academic standing or progress, including but not limited to:

- Program grades
- Satisfaction of certification requirements
- Academic probation and suspension

Students are encouraged to contact the instructor or person directly involved with the reason for the appeal. Both parties should work together to try to resolve the situation. If the matter cannot be resolved, the student should submit a formal appeal to the administration office. The following procedure should be followed.

- All appeals must be submitted in writing no later than 30 calendar days after the decision being appealed.
- The appeal should be submitted to the Academic Admin to review the matter and determine if it merits further investigation.
 - If not, all parties involved will be notified of the decision is writing.
- If so, the Administrative Administrator will escalate the matter to the CTIC Appeal Board. (Board of Directors)
- The CTIC Appeal Board will review the matter and their decision will be final. (The CTIC Appeal Board is comprised of the Vice President, Academic Administrator, Admissions Administrator and Student Services Lead. Other school members may be asked to sit in on some appeal board meetings as needed. Finance, Counselors etc...This is determined on a case by case basis.)

Refund and Withdrawal Policy

Refund Policy:

- A student who withdraws prior to the start of the course receives a tuition refund less \$150 administrative charge, per course.
- A student who withdraws before the first 25% of the course hours receives a 75% tuition refund.
- A student who withdraws between the 25%-50% of the course hours receives a 50% refund.
- A student who withdraws after %50 of the course hours receives no refund.

(If there is insufficient demand for a specific course, and the course is cancelled, students receive a full refund.)

- 1) CTIC school shall not receive, demand, or retain any amount in excess of proportions and dollar amounts disclosed in the enrollment agreement and catalog/bulletin for the term in which the student is enroll
- 2) The student's total financial obligation for instruction shall not be more than the total contract price for the academic (school) year in which the student is enrolled.
- 3) The school shall return that portion of any refunds due to sponsors furnishing grants, loans, scholarships or other financial aids in conformity with federal and state laws, and regulations and requirements of financial aid sponsors. After any disbursements to financial aid sponsors, the student shall receive the balance, if any, of the amount due under the school's refund policy
- 4) The school shall refund all monies paid to it if the schools fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- 5) A school that offers distance education lessons and is unable to provide them because of a failure on the part of the school shall be responsible for refunding all monies paid to it. Student refunds shall be processed promptly and in accordance with the following requirements as may be applicable.

Withdrawing From a Course:

- 1) If a letter of withdrawal is submitted, it shall be delivered to the school management. The date of withdrawal initiated by a student shall be the date the letter of withdrawal is postmarked or, when the notice is hand-carried, it shall occur on the date the notice is delivered. The school shall provide a receipt for each letter of withdrawal received.

- 2) CTIC shall inform the student as to his/her contractual home study or distance education obligation if at any point during the course of instruction it has not received lessons for 60 consecutive calendar days; the date of withdrawal shall be the date of the last lesson received.
- 3) CTIC may give an home study, or distance education student who has withdrawn the opportunity to apply for reinstatement in writing and keep his/her enrollment active without prejudice to the student's refund rights.
- 4) A school shall notify any agency known to the school to be providing financial aid to the student of any withdrawal within 30 days after the date of withdrawal.
- 5) A school shall maintain accurate current records that make possible prompt return of funds in the correct amount.
- 6) In the event a student gives notice of withdrawal, the school is obligated to refund the cost of only those books and materials purchased for the current or future terms if the books and materials have been returned to the school unmarked.
- 7) Charges for books and materials, including software, shall maintain in the student's file along with a receipt with the book title or name of item, amount charged and date purchased. Charges for books and materials, including software, shall remain on file for three years, along with a list for each subject area and the exact charge for each. The record shall be updated as changes occur.
- 8) In the event that a student withdrawing from a course of instruction is less than 18 years of age on date of withdrawal, notice of cancellation shall be made by the purchaser of the enrollment agreement.
- 9) CTIC refunds all monies paid to it if the school did not screen the student, to determine that the student meets its admission standards prior to the date of the student's acceptance. For home study or distance education instruction, all references to class attendance or days in class, shall refer to lessons completed by the student and serviced by the school.



COMPUTER TRAINING INSTITUTE
OF CHICAGO

'Live-Online' Computer Requirements

CTIC provides their students with the convenience of online computer classes. The online classes provide students with the benefits of not having to leave their homes. It also provides all of the benefits of live physical classroom instruction.

- "Live on-Line" Virtual Classrooms
- "Live on-Line" Hands on Training Tools
- "Live on-Line" Instructors
- "Live on-Line" Lectures and Presentations
- On-line lab access to practice applications and servers.

Below are the minimum computer requirements to access our online 'Virtual Classroom'

- ✓ 80 GB Hard drive
- ✓ 2 MB RAM
- ✓ 2.2 GHz CPU
- ✓ DSL, Cable or Satellite Hi Speed Internet Connection

Student Support Services

At CTIC, the success of our students is what makes us successful. To that end,

we have instituted a variety of students services. The leadership at CTIC and our entire staff is committed to helping all of our students achieve their academic personal and career goals.

Academic Services

If at any time students feel that they are falling behind, we offer free tutoring services. Students should contact the instructor for their program to schedule tutoring sessions. Tutors may be other instructors, staff members or students who have already completed the course. Here are some of the areas that our Tutoring Services cover.

- Study skills, scheduling and time management.
- Tutoring Services
- Mentoring
- Assistance for students limited in the english language.

Career Services

CTIC staffs professionals in career management and counseling. Make sure you avail yourself to this life changing programs!

- Resume Building
- Career Counseling
- Mentoring Seminars – Corporate Ettiqette, Acing your first and last interview!
- Interview Practice Sessions
- Career Fairs

Alumni of CTIC have a lifetime membership in our Career Services Program. Graduates who successfully complete their programs are contacted every quarter for up to 1 year with updates on our career fairs and job placement services. After one year they can still continue to attend CTIC seminars and career fairs for free, for as long as they desire.

Consumer Information

CTIC Programs Disclosure Reporting	Adobe Graphics Design & E-Learning Combo	Apple iOS & Android App Developer *New Program	Business Administration- MS Office & QuickBooks Combo	Business Management PMP & Six Sigma Combo	CCNA & CCNP Combo
Enrollment Report					
Enrolled on July 1, 2013	8	0	8	12	8
Enrolled in the next 12 months					
New Starts	6	0	0	11	10
Re-enrollments					
Transfers					
Total Number of Enrollments	14	0	8	23	18
Number of students enrolled in the program who were:					
Transferred out of the program into a new program	0	0	0	0	0
Completed program	14	0	8	23	18
Withdrew from the school	0	0	0	0	0
Are still enrolled	0	0	0	0	0
Job Placement Report					
Placed in field of study	6	0	6	12	9
Placed in related field	2	0	0	4	3
Placed out of field	3	0	0	3	1
Not available for placement	1	0	1	2	3

Not employed	2	0	1	2	2
Certification Reports					
Took certification exam	12	0	8	20	16
Passed certification exam	10	0	7	18	15
Employment Reports					
Employed without CTIC Job Placement	6	0	5	10	11
Average Salary	29,000	N/A	24,000	48,000	55,000

CTIC Programs Disclosure Reporting	CompTIA & MCSA Combo	Medical Billing & Coding	Microsoft SharePoint & SQL Database Combo*New Program	Sales Force Administrator *New Program	Social Media Administrator *New Program
Enrollment Report					
Enrolled on July 1, 2013	10	6	0	0	0
Enrolled in the next 12 months					
New Starts	7	4	0	0	0
Re-enrollments					
Transfers					
Total Number of Enrollments	17	10	0	0	0
Number of students enrolled in the program who were:					
Transferred out of the program into a new program	0	0	0	0	0
Completed program	16	10	0	0	0
Withdrew from the school	1	0	0	0	0
Are still enrolled	0	0	0	0	0

Job Placement Report					
Placed in field of study	10	3	0	0	0
Placed in related field	2	2	0	0	0
Placed out of field	0	2	0	0	0
Not available for placement	2	0	0	0	0
Not employed	2	3	0	0	0
Certification Reports					
Took certification exam	12	6	0	0	0
Passed certification exam	10	6	0	0	0
Employment Reports					
Employed without CTIC Job Placement	8	4	0	0	0
Average Salary	33,000	27,000	*New Program	*New Program	*New Program

Welcome to CTIC “Your Partner for Success!”

We are here to help you reach your goals. We welcome your comments and suggestions.

www.CTICChicago.com.