ACADEMIC CATALOG

2022

CONTENT

YOUR FUTURE STARTS NOW at CTIC

MISSION STATEMENT

Our mission is to improve the employment opportunities for residents of the State of Illinois, through 'In Demand certification training. Everything we do is designed to help students complete their program, get certified and obtain employment.

ORGANIZATION & ADMINISTRATION

INCORPORATION & HISTORY

Computer Training Institute of Chicago was founded in 2010. The legal entity Computer Training Institute of Chicago LLC is a 'for profit' institution of higher learning incorporated under the State laws of Illinois and in 'Good Standing.'

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

Computer Training Institute of Chicago is not currently accredited by the US Department of Education or a recognized accrediting body.

BOARD OF DIRECTORS

Paul Johnson - President

David Cantrell – Veteran Outreach

Steven Demay - Admissions Director

Michael Gerney - Academic Director

Handan Ozel – Career Placement Director

Kristen Fitzgerald - Marketing Director

INSTRUCTORS

Business Administration
Abe Bajhter
Toya Robinson
Luis Quiroz

Business Management
Micheal Merginio
Handan Ozel
Vivian Hollifield
Ken Bainley
Anthony Howard
Paul Johnson

Health & Information Technology
Carol Reed

Creative & Digital Arts
My Linh Mac
Linda Supian
Christian Diaz
Edwin Walker
Chris Smtih
Enrique Jeminez
Luis Quiroz

Information Technology
Patrick Kinard
Andrae Marsh
Luis Quiroz
Michael Crawley
Sergiy Shevchenko
Luis Diaz
Nathan Thompson

CONTACT US

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

ACADEMIC PROGRAM PROFILES

AMAZON WEB SERVICES (AWS) ADMIN & ARCHITECT Course Description	Amazon Web Services is a secure cloud services platform, the certification is for individuals who perform a Solutions Architect role.
Occupations	AWS Administrator, AWS Solutions Architect, Cloud Solutions Engineer & Network & Systems Administrators
Prerequisites	Knowledge of Operating Systems & networking
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	AWS Administrator	AWS Architect

ADOBE GRAPHICS DESIGN & E-LEARNING COMBO
Course Description

Adobe Expert Certification (ACE) is for creativities pursuing a career in design, who utilizing Adobe Creative Suite programs such as Photoshop, InDesign, Illustrator and Dreamweaver! A certification in Adobe Captivate is for eLearning practitioners, who have basic to advanced level proficiency in instructional design and eLearning course-creation workflows.

Occupations	Graphic Designer, Web Content Designer, UserInterface Designer(UI), Creative Content Director, E-Learning Specialist
Prerequisites	High school or GED Basic Computer skills
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	ACE	Adobe Captivate

APP DEVELOPER - IOS, ANDROID, AWS, & MICROSOFT
Course Description

As a iOS or Android App developer, you will learn how to craft high quality apps by learning how to develop, test, and update apps. The Microsoft Azure Developer Certification is for Azure Developers partner with cloud solution architects, cloud DBAs, cloud administrators, and clients to implement solution. AWS Certification helps professionals highlight in-demand skills and organizations build effective, innovative teams for cloud initiatives using AWS.

Occupations	iOS & Android App Developer, AWS Certified Developer, & Microsoft Certified Azure Developer
Prerequisites	Composite C & Java Programming
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	Training Certificate of Completion	AWS Certified Developer

AUTODESK AUTOCAD & REVIT
Course Description

The AutoDesk AutoCAD course will increase your knowledge, confidence, and abilities in AutoCAD for design and drafting. AutoCAD is used for a number of applications like blueprints for buildings, bridges, computers and so much more! Autodesk Revit developed for candidates to create advanced skills and the ability to solve complex challenges in workflow and design. The professional certification highlights a comprehensive skill set and helps candidates stand out in a competitive job market.

Occupations	Design Engineer, Design Architect, 3D Design Modeler
Prerequisites	High School, GED or Native Country Equivalent
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	AutoCAD CU	Revit 3D

BUSINESS ADMINISTRATION MS OFFICE, QUICKBOOKS & SALESFORCE 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	Business Administrator, Payroll Specialist, Quickbooks ProAdvisor, Salesforce Administrator
Prerequisites	Project Administration experience. High school or GED Basic Computer skills
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	Salesforce Admin	Quickbooks Pro Adviser	MOS

BUSINESS MANAGEMENT PMP, AGILE, SCRUM, & SIX SIGMA
Course Description

BUSINESS MANAGEMENT PMP, AGILE, SCRUM, & SIX SIGMA — Course Description	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. The Six Sigma Greenbelt is a national 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.
Occupations	Project Manager, Business Analyst, Qualit Control Manager, Certified ScrumMaster
Prerequisites	Limited Project management experience. High school or GED required. Basic MS Office and Intermediate Excel
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	PMP	Six Sigma	CSSGB	Agile	SCRUM

CITRIX ADMINISTRATION
Course Description

CITRIX ADMINISTRATION — Course Description	(Will add details later / TBD)

CISCO CCNA & CCNP COMBO
Course Description

CISCO CCNA & CCNP COMBO — Course Description	The Cisco Certified Network Associate certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks, including imple-mentation and verification of connections to remote sites in a WAN. 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 demonstrate skills required to manage the routers and switches that form the network core, wireless, and security into the network.
Occupations	LAN Administrator, Cisco Engineer, Network Administrator
Prerequisites	Network+ or equivalent knowledge and skills
Methods & Material	Certified instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student Course Length instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	CCNA CCNP

CYBER SECURITY & CERTIFIED ETHICAL HACKING
Course Description

CYBER SECURITY & CERTIFIED ETHICAL HACKING — Course Description	With CSX Certification you will be able to defend your organization against cyber threats and validate skills critical to real-world cybersecurity scenarios. As a Certified Ethical Hacker, you will learn the latest commercial-grade hacking tools, techniques, and methodologies used by hackers and information security professionals to lawfully hack an organization.
Occupations	Certified Ethical Hacker, Cyber Security Analyst & Information Security Analyst
Prerequisites	Required skills with computer, programming and databases. A knowledge of hardware
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Full Time: 10 Weeks, 21 Hours Per Week, 16 Class, 5 Lab, Total Hrs. 210
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	CSX-P	Certified Ethical Hacker

ESL (ENGLISH AS A SECOND LANGUAGE)
Course Description

	Our ESL program covers basic English Level 1 to advanced level English Level IV. It prepares students to sit for the TOEFL and IELTS Exams. These certifications are required for acceptance in advanced industry certification or degree programs. **Modules:** LI Beginning ESL Literacy (BL) 2 Low Intermediate ESL (LI) L1 Low Beginning ESL(LB) 3 High Intermediate ESL (HI) L1 High Beginning ESL (HB) 14 Advanced ESL (AE)
ESL Student Services	Housing Assistance, Transportation Training & City Outings
Prerequisites	High School, GED or Native Country Equivalent
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Not Available) 8-1 Student instructor Ratio
Course Length	18 Months, 10 Weeks Per Module, 21 Hours Per Week, 16 Class, 5 lab
Cost	Cost Per Module: $1,500 Total Cost: $9,000 (Training Materials Included in Pricing Exams not Included)
Certification Goal	TOEFL or IELTS

GOOGLE ANALYTICS, ADWORDS & SOCIAL MEDIA ADMINISTRATOR
Course Description

	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.
Occupations	Google Analytics Specialist, Google Adwords Expert & HootSuite Social Media Administrator, Digital Marketing Analyst, Content Manager
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	Adwords	Analytics

GMAT (GRADUATE MANAGEMENT ADMISSION TEST)
Course Description

	The Graduate Management Admission Test (GMAT) is designed to prepare students to sit for the GMAT exam. Students learn to assess certain analytical, writing, quantitative, verbal, and reading skills in written English for use in admission to a graduate management program, such as an MBA. The GMAT exam assesses analytical writing and problem-solving abilities, while also addressing data sufficiency, logic, and critical reasoning skills that it believes to be vital to real-world business and management success. Graduate Management Admission Council (GMAC).
ESL Student Services	Housing Assistance, Transportation Training & City Outings
Prerequisites	High School, GED or Native Country Equivalent
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Not Available) 8-1 Student instructor Ratio
Course Length	Full Time: 10 Weeks, 21 Hours Per Week, 16 Class, 5 lab, Total Hrs. 210
Cost	Total Cost: $1,500 (Training Materials Included in Pricing Exams not Included)
Certification Goal	GMAT Exam

GRE (GRADUATE RECORD EXAMINATIONS)
Course Description

	The GRE program prepares students to sit for the GRE exam. The GRE exam aims to measure verbal reasoning, quantitative reasoning, analytical writing, and critical thinking skills that have been acquired over a long period of learning. The content of the GRE consists of certain specific algebra, geometry, arithmetic, and vocabulary. The GRE General Test is offered as a computer-based exam administered at Prometric & Pearson Vue testing centers. CTIC is also a Person Vue testing center. Students can take this exam at our location.
ESL Student Services	Housing Assistance, Transportation Training & City Outings
Prerequisites	High School, GED or Native Country Equivalent
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Not Available) 8-1 Student instructor Ratio
Course Length	Full Time: 10 Weeks, 21 Hours Per Week, 16 Class, 5 lab, Total Hrs. 210
Cost	Total Cost: $1,500 (Training Materials Included in Pricing Exams not Included)
Certification Goal	GRE Exam

IT CLOUD - COMPTIA, MICROSOFT SERVER & AZURE COMBO
Course Description

Demonstrate your essential skills and breakthrough insights in developing and maintaining the next wave of mission-critical enviroments in Microsoft Azure & Microsoft Server. CompTIA+ is a performance-based certification that supports the ability to connect users to the data needed to do their jobs regardless what device used. Microsoft Azure Administrator implements, manages, and monitors identity, governance, storage, compute, and virtual networks in a cloud environment.

Occupations	Server Administrator, Comptia A+ Service Technician, Microsoft Domain Administrator
Prerequisites	Basic typing and computer skills
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	CompTIA Cloud+	Azure	MS Server Admin

IT SECURITY - COMPTIA, MICROSOFT & AWS SECURITY CERTIFICATION
Course Description

Cyberattacks have grown in frequency, and analysts are needed to come up with solutions to prevent hackers from stealing information or creating problems on networks.

Certification establishes the core knowledge required of any cybersecurity role and provides a springboard to intermediate-level cybersecurity jobs.

Occupations	Information Security Analysts, Systems Administrator, & CompTIA S+ Certified Cyber Security Analyst
Prerequisites	Intermediate understanding of Operating Systems
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	CompTIA S+	Microsoft Security	AWS Security

MEDICAL BILLING HEALTH & IT TECHNICIAN
Course Description

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.

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) 8-1 Student instructor Ratio
Course Length	Full Time: 10 Weeks, 21 Hours Per Week, 16 Class, 5 Lab, Total Hrs. 210
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	Billing (AAPC)	Medical Coding	PCT (Patient Care Technician)

MICROSOFT ARTIFICIAL INTELLIGENCE Course Description	(Will add details later / TBD)

MICROSOFT DATA & BUSINESS ANALYST Course Description	Data Analysts are responsible for designing and building scalable data models, cleaning and transforming data. Obtaining the certification indicates to the world that you're qualified to build and implement solutions that use Power Apps, Power BI, and Power Virtual Agents.
Occupations	CRM Consultant, IT Consultant, Data Analyst Associate & Business Analyst
Prerequisites	Entry level basic computer skills
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	Part Time: 144 Hrs Full Time: 288 Hrs
Cost	Part Time: $8,500 Full Time: $12,500 (Training Materials & Exams Included in Pricing)
Certification Goal	Power Platform Associate	Microsoft Data Analyst Associate

CAREER PROGRAMS

BUSINESS ADMINISTRATION CAREER PROGRAMS
See individual program profiles for detail description

Programs	Business Administration (SalesForce, QuickBooks & MS Office) Google Analytics, Adwords & Social Media Administration *The person can customize it out with any two related programs*
Occupations	Business Administrator, Quickbooks ProAdvisor, Social Media Administrator
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	One Year Program: 48 Weeks Total Hours: 900, 20 Hours Per Week
Cost	Full Time Tuition & Fees $25,000 (Training Materials & Exams Included)
Certification Goal	MOS	QuickBooks CU	ADM 201	Adwords	Analytics

BUSINESS MANAGEMENT CAREER PROGRAM
See individual program profiles for detail description

Programs	Business Management – PMP, Agile, SCRUM & Six Sigma Microsoft Data & Business Analyst *The person can customize it out with any two related programs*
Occupations	Project Manager, Certified ScrumMaster, CRM Consultant, Business Analyst
Prerequisites	Limited Project management experience. Basic MS Office and Intermediate Excel
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	One Year Program: 48 Weeks Total Hours: 900, 20 Hours Per Week
Cost	Full Time Tuition & Fees $25,000 (Training Materials & Exams Included)
Certification Goal	PMP	Agile	SCRUM	Power Platform Associate	Microsoft Data Analyst Associate

CREATIVE & DIGITAL ARTS CAREER PROGRAM
See individual program profiles for detail description

Programs	Adobe Graphic Design & E-Learning App & Software Development – Android, IOS, AWS & Microsoft *The person can customize it out with any two related programs*
Occupations	Graphic Designer, E-Learning Specialist, iOS or Android App Developer
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	One Year Program: 48 Weeks Total Hours: 900, 20 Hours Per Week
Cost	Full Time Tuition & Fees $25,000 (Training Materials & Exams Included)
Certification Goal	Adobe ACE	AutoCAD CU	AWS Developer	Certified Azure Developer

HEALTH & INFORMATION TECHNOLOGY CAREER PROGRAM
See individual program profiles for detail description

Programs	Medical Billing, Coding & Patient Care Technician Medical Records, SalesForce Administration *The person can customize it out with any two related programs*
Occupations	Insurance Coding Specialist, Patient Care Technician, Medical Billing Specialist
Prerequisites	Basic computer skills. High school or GED required.
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	One Year Program: 48 Weeks Total Hours: 900, 20 Hours Per Week
Cost	Full Time Tuition & Fees $25,000 (Training Materials & Exams Included)
Certification Goal	AAPC	Medical Coding	PCT (Patient Care Technician)	ADM 201

INFORMATION TECHNOLOGY CAREER PROGRAM
See individual program profiles for detail description

Programs	Cisco CCNA/CCNP Combo (Cisco Certified Network Professional) IT Cloud (CompTIA & Microsoft Server & Azure) *The person can customize it out with any two related programs*
Occupations	Network Administrator, Network Engineer, Server Administrator,
Prerequisites	Basic Computer skills and knowledge of Operating Systems
Methods & Material	Certified Instructor-led training, Hands-on Labs, Certified Materials (Online Available) 8-1 Student instructor Ratio
Course Length	One Year Program: 48 Weeks Total Hours: 900, 20 Hours Per Week
Cost	Full Time Tuition & Fees $25,000 (Training Materials & Exams Included)
Certification Goal	CompTIA Cloud+	Azure	MS Server Admin	CCNA	CCNP

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. CTIC is closed and does not hold classes on federal holidays.

ENROLLMENT	SPRING PROGRAM 2022	ENROLLMENT	SUMMER PROGRAM 2022
Enrollment Deadline	2nd Mon April	Enrollment Deadline	2nd Mon July
Program Begin	2nd Mon Sept	Classes Begin	2nd Mon July
Program End	2nd Wed Sept	Program End	2nd Wed Dec
Final Grade/ Certificates	4th Wed In Sept	Final Grade/Certifcates	4th Wed In Dec
ENROLLMENT	FALL PROGRAM 2022	ENROLLMENT	WINTER PROGRAM 2022
Enrollment Deadline	2nd Mon Sept	Enrollment Deadline	1st week Dec
Program Begin	2nd Mon Sept	Classes Begin	1st week Dec
Program End	2nd Wed Feb	Program End	2nd Wed May
Final Grade/ Certificates	4th Wed In Feb	Final Grade/Certifcates	4th Wed In May

2021 FEDERAL HOLIDAYS

JANUARY 1-4: New Year's Day
JANUARY 18: Martin Luther King Jr. Day
FEBRUARY 15: President's Day
MAY 31: Memorial Day
JULY 4: Independence Day
SEPTEMBER 6: Labor Day
OCTOBER 12: Columbus Day
NOVEMBER 11: Veterans Day
NOVEMBER 22-28: Thanksgiving Break
DECEMBER 20-31: Christmas Break

2022 FEDERAL HOLIDAYS

JANUARY 1-4: New Year's Day
JANUARY 17: Martin Luther King Jr. Day
FEBRUARY 21: President's Day
MAY 30: Memorial Day
JULY 4: Independence Day
SEPTEMBER 5: Labor Day
OCTOBER 10: Columbus Day
NOVEMBER 11: Veterans Day
NOVEMBER 21-25: Thanksgiving Break
DECEMBER 19-31: Christmas Break

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.

ADMISSIONS

Any student who qualifies is welcome to attend the Computer Training Institute of Chicago. A high school diploma, GED is not required.

Students with special needs should notify the admission department during the registration process so we can accommodate their unique needs. Computer Training Institute of Chicago facilities are handicapped accessible.

TRANFERABILITY OF CERTIFICATIONS

Entering students will be given credit for current certifications and options to select exchange classes. Exiting students should verify that degree programs will accept certifications before enrolling. See "Transfer of Credit Policy'.

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

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 CTIChicago 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 & Job Placement Services

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.

TUITION OPTIONS

CTIC offers several options for financial assistance, student loans and grants. Contact the Administrative Office to discuss your options.

GRADING POLICES

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	59-50	Insufficient Achievement. The student has demonstrated insufficient mastery over course competencies.

ADDITIONAL GRADE DESCRIPTIONS

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

GRADING FOMULA

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 students and grant recipients maintain Satisfactory Academic Standards (SAP).

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 three 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 80% or above.

CTIC SAP (SATISFACTORY ACADEMIC PROGRESS) POLICY

CTIC validates that students meet these internal CTIC SAP requirements.

- Each individual students progress is monitored throughout the program
- ASAP report is created monthly for each student
- 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 for one month after probation
- A student will be removed from their program if they fail the SAP review after 50 or 75% of the program. For Veteran students, 2 months after the initial probation date. Students will be re-assessed and given the opportunity to take a different program that fits their assessment level.

MINIMUN GPA

Students whose GPA at the end of any Program 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'.

MAXIMUM TIME FRAME

Students who fail to complete 80% of the assignments at 25, 50 & 80% completion 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 has a 80% attendance policy. Attendance reports are generated monthly. Students whose attendance is less than 80% of the program are considered not to be making 'satisfactory academic progress.' They will be placed on probation policy below and subject to the "CTIC SAP Policy' above.

Attendance is tracked in 15-minute increments.
A student who is late 15min four times will lose one hour of classroom clock hours.
A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a LOA, the student is still held accountable to the SAP Attendance policy. If the student falls below the 80% mark, and we are unable to contact the student, to obtain a completed LOA and arrange makeup time within 7 days, they will be withdrawn from the program.

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 fail to achieve 'satisfactory academic progress' for the second Program, 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 to change training programs. Students who choose to change programs will not receive a change in probationary status.

DISMISSAL

A student will be dismissed from the school after two SAP failures and one attempt to re-assess and re-assigned to a new program. (*Please see below for Veterans dismissal policy)

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' up to 90 days.
- 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 50% of their current program are eligible for permanent dismissal. This decision is final.

CONDITIONS FOR APPEAL OF SAP OR CONDUCT RELATED DISMISSAL

Documented student illness or proof of current or pre-existing medical issue
Documented immediate family illness or proof of current or pre-existing medical issue
Documented Business, employment related requirement or emergency
Documented Court, Legal or Police related matters
Extreme weather or acts of nature

DISMISSAL POLICY FOR VETERANS

If a veteran fails to meet SAP at a monthly evaluation, CTIC will either dismiss the veteran or extend the veteran's probation for a second month. If CTIC grants a veteran a second month of probation and they fail to meet SAP at the end of the second month of probation, CTIC will dismiss the veteran from the program. The veteran is eligible to re-enroll in a different program, after an assessment, that better meets the students aptitude.

NOTICE OF NON-DESCRIMINATION

CTIC does not discriminate against any person on the basis of race, color, religion, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, or status as a veteran in admission to, access to, treatment in, or employment in its programs and activities. CTIC has instituted these policies and certain procedures to ensure a safe and non-discriminatory environment and to meet legal requirements. All employers and faculty using the facilities and services of the career services offices must comply with these policies and procedures.

AFFIRMATION FOR VISA STUDENTS

CTIC affirms that non-immigrant foreign students will be enrolled under the appropriate visa status, which is: (a) a M visa for vocational and/or technical programs, (b) a J visa for visitor exchange programs, and (c) a F visa for academic and language (avocational) programs, consistent with federal requirements.

TRANSFER OF CREDIT

CTIC will grant transfer credit only for college level courses completed at a degree-granting, regionally accredited, post-secondary two-year and four-year College or University. Credit will also be accepted for courses taken at accredited institutions by the Ministry of Education in the home country. Courses from non-accredited institutions are not transferable to CTIC.

CTIC will also grant transfer credit for industry recognized certifications obtained in the last three years. This does not include the Private Vocational school certificates on completion. Only Industry recognized certifications will be accepted. For example Microsoft or Cisco Certifications.

College courses and certifications will only be accepted that are directly related the programs or course offerings that the candidate is enrolling in.

TRANSFER OF CREDIT FAQ'S

How to request course credits?
Request for acceptance of previous college or certification credits must be made in writing to the CTIC Admissions department. There is a $200 administrative fee for transfer of credit request. Payment must be made by credit card or certified funds.
What documented proof is required? Official college transcripts or industry certification with course numbers.
How is transferability determined?
Three guiding principles inform CTIC's policies on transfer credit:
1. Educational quality
2. Comparability of the nature, content, and level of credit earned; and
3. Appropriateness and applicability of the credit earned in light of the student's educational goals.

Educational quality is ensured at least partially by the requirement that transferred credit must be from accredited institutions.
Comparability of the nature, content, and level of credit earned is ensured by thorough research into the content of each transferable course, by careful articulation of general education, and certain major program certifications and current industry standards by ongoing consultation with CTIC faculty.
Appropriateness and applicability of the credit earned in light of the student's educational goals is ensured by close consultation and coordination with CTIC's Academic and Program committees.

TRANSFER OF CREDIT FAQ'S

How and when do incoming transfer students know what credits are accepted?
Full disclosure about the transferability and applicability of coursework from other institutions is provided to all transfer students as part of the admission process, prior to matriculation. Written notification about the applicability of transfer credit to the CTIC General Education requirements is sent to the prospective student and to the CTIC Academic Director. Transferability of required courses in the major program is determined by the faculty of the appropriate academic discipline and the Academic Director.

How much credit will be received for college courses and certifications accepted by CTIC? Previous training credit cannot exceed 25% of the prospects program. Evaluations are done on a case by case nature. Every program and each student's previous performance is different. However, comparability of the nature, content, and level of credit earned is ensured by thorough research into the content of each transferable course, by careful articulation of general education, and certain major program certifications and current industry standards by ongoing consultation with CTIC faculty.

If approved, how will my tuition be adjusted? CTIC is required by State law to provide a specific amount of training hours for each course we certify students for. However credits provided for courses within a specific program can be granted and the cost for that specific course that is covered by the credit will be deducted from the overall tuition. An adjusted program cost invoice will be provided to the student, company state of federal institution that is paying for the program.

Can I appeal the decision if denied? Yes. Appeals should be made in writing and addressed the Program Director. The appeal should include documentation and a detailed argument addressing the reasons stated in the denial of transfer credit letter. The decision made after a thorough review, by the Program Director will be final.

Can I receive credit from other colleges or institutions for the programs completed at CTIC? Computer Training Institute of Chicago cannot guarantee acceptance of credit for our programs at other institutions. Students should contact the admissions department at the appropriate institution and understand that schools transfer of credit policy.

How do I request transcripts or certifications to submit to other schools? Request for copies of transcripts or certifications should be made in writing to the Student Services department. The request must be dated and signed by the student whose name is on the requested documents.

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...)
An LOA must still be submitted. The student is still held accountable to the SAP Attendance policy. If the student falls below the 80% mark, and we are unable to contact the student, to obtain a completed LOA and arrange makeup time, they will be withdrawn from the program.

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 he appropriate state accrediting and approval bodies for the school.

ABSENCES, MAKEUP WORK & TARDINESS

ABSENCES: Students are required to complete 80% of the classroom hours per the selected program. Days absent will account against the 80% attendance policy.
Students absent more than 80% at the quarterly review check point of the program will be subject to the SAP policy.

TARDINESS: Students are required to complete 80% of the classroom hours per their enrolled program. CTIC records attendance in 15 minute increments. So although tardiness is not recorded as an absence, the time late or missed adds up in 15 min increments and will count against the 80% attendance hours requirement. Students who are consistently late and are not present 80% of the classroom hours at quarterly review check point, of the program will be subject to the SAP policy.

MAKE UPS: Students who fail to complete 90% of the assignments at the quarterly review check point 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. Students are allowed to make up missed assignments. Missed assignments must be completed and turned in within 2 weeks of the assignment date to receive credit for completion. The missed assignments will equal any assignments they missed in class.

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, classroom, administrative or business related
- Cheating, falsifying documents or dishonest behavior

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:

- SAP Requirements Policy Failure
- Academic Probation
- Student Dismissal, for SAP or Conduct

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 with documented or signed witness evidence.
- The appeal should be submitted to the Program Director 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 Program Director 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 Program Director, Admissions Director and Secretary. Other school staff may be asked to sit in on some appeal board meetings as needed. Instructor etc... This is determined on a case by case basis.)

REFUND AND WITHDRAWAL POLICY

REFUND POLICY:

All tuition and instructional charges is subject to the following pro-rata refund policy:

1) COMPUTER TRAINING INSTITUTE OF CHICAGO 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 enrolled.

2) The student's total financial obligation for instruction shall not be more than the total contract price of the program in which the student is enrolled.

3) Computer Training Institute of Chicago 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 within 45 days of the LDA (Last day of attendance) or the DOD, (Date of determination of withdrawal. After any disbursements to grant or financial aid sponsors, the student shall receive the balance, if any tuition was paid directly by the student, the amount due under the school's refund policy. For example International, ESL or Corporate funded student payments.

4) Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee stated in this agreement.

5) Program Cancellation: If Computer Training Institute of Chicago cancels a program subsequent to a student's enrollment, the institution must refund all monies paid by the student.

6) Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, Computer Training Institute of Chicago may only retain a maximum total of $500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

7) Cancellation After the Start of Class (Optional Student Trial Period): Computer Training Institute of Chicago considers a withdrawal as a cancellation or no show (for example, the applicant dos not show within the first week of the program) A student who is considered a cancellation or no show under our policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the application/registration fee.

WITHDRAWING FROM A COURSE:

1) The student should verbally or in writing submit a withdrawal request, 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.

VETERANS ONLY - REFUND AND WITHDRAWAL POLICY

REFUND POLICY:

All tuition and instructional charges is subject to the following pro-rata refund policy:

Percentage of days in class completed by student At notice of cancellation	Percentage of tuition and instructional charges that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

CTIC will not retain more than $10.00 of the established registration fee if a student, veteran or eligible person fails to enter and complete the course.

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 program in which the student is enroll.

2) The student's total financial obligation for instruction shall not be more than the total contract price of the program in which the student is enrolled.

3) The school shall return that portion of any refunds due to sponsors furnishing grants, loans or scholarships in conformity with federal and state laws, and regulations and requirements sponsors. After any disbursements to 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.

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' 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.

TUITION REIMBURSEMENT SCHEDULE & SCALE SCHEDULE

SCHEDULE

- If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

- For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

CHARGES OTHER THAN TUITION:

- All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition price are non-refundable charges. These charges are explicitly itemized in the catalog and the enrollment agreement.

- International and ESL students are bound by the terms as defined in any student housing agreement.

- Termination or Withdrawal Schedule for All Vocational Programs and Avocational Programs:

- Termination or Withdrawal Schedule for All Vocational Programs and Avocational Programs: Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

1) Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may considers a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

2) During the first week of classes, tuition charges withheld will exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000.

3) After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000. (See example below.)

4) After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

5) When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

6) A student who withdraws prior to the start of the course receives a tuition refund less $150 administrative charge, per course.

7) A student who withdraws before the first 25% of the course hours receives a 75% tuition refund.

8) A student who withdraws between the 25%-50% of the course hours receives a 50% refund.

9) A student who withdraws after 50% of the course hours receives no refund.

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

'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 provide 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'

- 250GB Hard drive
- 4GB RAM
- 2.2 GHZ CPU
- DSL, Cable or Satellite Hi Speed Internet Connection

DESCRIPTION OF FACILITY
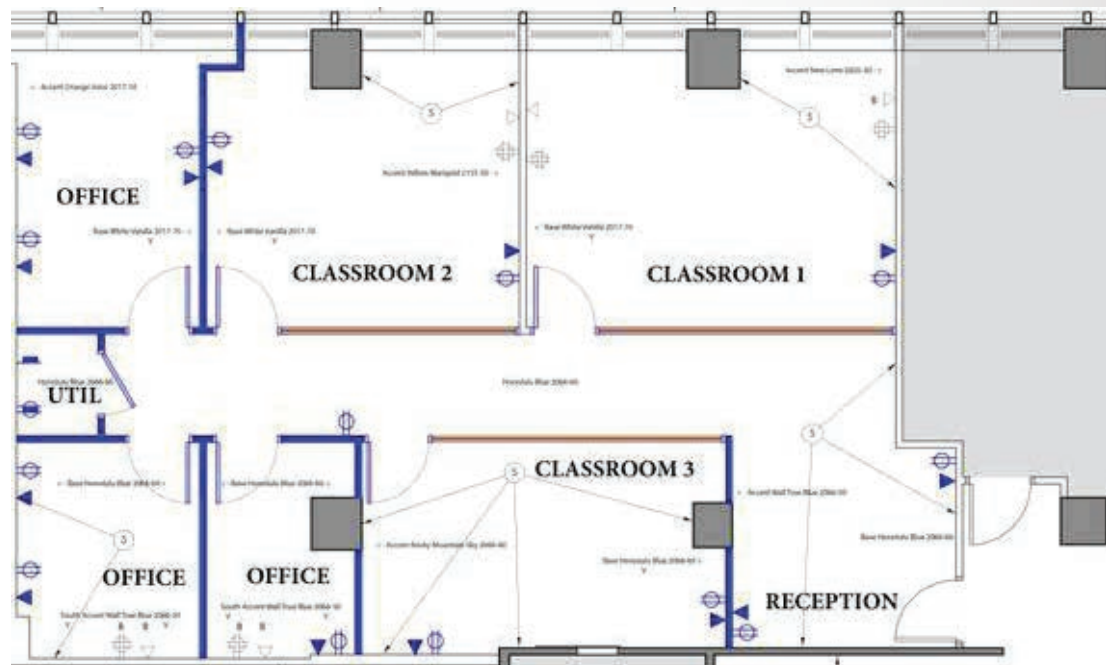
DESCRIPTION OF EQUIPMENT

All classrooms contain a smartboard or large monitor for projection of instructor training presentations. Each classroom seats a maximum of eight students. All students have dedicated PC's with flat screen monitors or Laptops.

STUDENT SUPPORT SERVICES

ACADEMIC SERVICES

At CTIC, the success of our students is what makes us successful. To that end, all of our students we have instituted a variety of students services. The leadership at CTIC and our entire staff is committed to helping achieve their academic personal and career goals.

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 THESE LIFE CHANGING PROGRAMS!

- Resume Building
- Career Counseling
- Mentoring Seminars - Corporate Etiquette, 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 still continue to attend CTIC seminars and career fairs for free, for as long as they desire.

Computer Training Institute of Chicago does not guarantee employment.

STUDENT PLACEMENT STATISTICS

CTIC PROGRAMS DISCLOSURE REPORTING	ADOBE GRAPHICS DESIGN & E-LEARNING COMBO	APPLE IOS & ANDROID APP DEVELOPER	AUTODESK AUTOCAD & REVIT	BUSINESS ADMINISTRATION -MS OFFICE, QUICKBOOKS & SALESFORCR	BUSINESS MANAGEMENT PMP & SIX & SIGMA COMBO
ENROLLMENT REPORT					
Enrolled on July 1, 2020	15	10	10	12	12
ENROLLED IN THE NEXT 12 MONTHS					
New Starts	17	20	12	17	20
Re-enrollments	0	0	0	0	0
Transfers	0	4	0	0	0
TOTAL NUMBER OF ENROLLMENTS	32	34	22	29	32
NUMBER OF STUDENTS ENROLLED IN THE PROGRAM WHO WERE:					
Transferred out of the program into a new program	0	2	0	0	0
Completed program	25	13	20	8	22
Withdrew from the school	0	0	0	0	18
Are still enrolled	12	14	11	0	16

CTIC PROGRAMS DISCLOSURE REPORTING	ADOBE GRAPHICS DESIGN & E-LEARNING COMBO	APPLE IOS & ANDROID APP DEVELOPER	AUTODESK AUTOCAD & REVIT	BUSINESS ADMINISTRATION -MS OFFICE & QUICKBOOKS COMBO	BUSINESS MANAGEMENT PMP & SIX & SIGMA COMBO
JOB PLACEMENT REPORT					
Placed in field of study	7	12	14	10	14
Placed in related field	2	4	4	5	4
Placed out of field	2	0	0	2	0
Not available for placement	1	1	0	0	2
Not employed	1	3	0	3	2
CERTIFICATION REPORTS					
Took certification exam	7	0	12	10	18
Passed certification exam	7	0	10	10	16
EMPLOYMENT REPORTS					
Employed without CTIC Job Placement	2	19	6	3	8
Average Salary	39,000	38,000	44,000	38,000	81,000

STUDENT PLACEMENT STATISTICS

CTIC PROGRAMS DISCLOSURE REPORTING	IT HEALTH TECHNICIAN MEDICAL BILLING & CODING	CCNA & CCNP COMBO	GOOGLE ANALYTICS, ADWORDS & SOCIAL MEDIA ADMINISTRATION (NEW PROGRAM)	IT SECURITY - COMPTIA, MICROSOFT & AWS SECURITY
ENROLLMENT REPORT				
Enrolled on July 1, 2020	10	10	5	10
ENROLLED IN THE NEXT 12 MONTHS				
New Starts	8	20	16	12
Re-enrollments	4	0	0	0
Transfers	0	4	0	0
TOTAL NUMBER OF ENROLLMENTS	14	34	21	22
NUMBER OF STUDENTS ENROLLED IN THE PROGRAM WHO WERE:				
Transferred out of the program into a new program	0	2	0	0
Completed program	8	13	7	12
Withdrew from the school	0	0	0	0
Are still enrolled	0	14	0	8

COMPUTER TRAINING INSTITUTE OF CHICAGO

CTIC PROGRAMS DISCLOSURE REPORTING	IT HEALTH TECHNICIAN MEDICAL BILLING & CODING	CCNA & CCNP COMBO	GOOGLE ANALYTICS, ADWORDS & SOCIAL MEDIA ADMINISTRATION (NEW PROGRAM)	IT SECURITY - COMPTIA, MICROSOFT & AWS SECURITY
JOB PLACEMENT REPORT				
Placed in field of study	6	14	5	12
Placed in related field	1	0	0	0
Placed out of field	0	0	0	0
Not available for placement	0	2	0	0
Not employed	1	0	0	0
CERTIFICATION REPORTS				
Took certification exam	6	10	10	12
Passed certification exam	6	9	8	12
EMPLOYMENT REPORTS				
Employed without CTIC Job Placement	3	4	4	6
Average Salary	35,000	63,000	41,000	41,000

STUDENT PLACEMENT STATISTICS

The following programs were released in 2021. There is currently no historical data at this time. Placement statistics will be available in 2022.

CTIC PROGRAMS DISCLOSURE REPORTING	MICROSOFT DATA & BUSINESS ANALYST	IT CLOUD - COMPTIA, MICROSOFT SERVER & AZURE COMBO	CYBER SECURITY & CERTIFIED ETHICAL HACKING	
ENROLLMENT REPORT				
Enrolled on July 1, 2020	0	0	0	
ENROLLED IN THE NEXT 12 MONTHS				
New Starts	0	0	0	
Re-enrollments	0	0	0	
Transfers	0	0	0	
TOTAL NUMBER OF ENROLLMENTS	0	0	0	
NUMBER OF STUDENTS ENROLLED IN THE PROGRAM WHO WERE:				
Transferred out of the program into a new program	0	0	0	
Completed program	0	0	0	
Withdrew from the school	0	0	0	
Are still enrolled	0	0	0	

CTIC PROGRAMS DISCLOSURE REPORTING	MICROSOFT DATA & BUSINESS ANALYST	IT CLOUD - COMPTIA, MICROSOFT SERVER & AZURE COMBO	CYBER SECURITY & CERTIFIED ETHICAL HACKING	
JOB PLACEMENT REPORT				
Placed in field of study	0	0	0	
Placed in related field	0	0	0	
Placed out of field	0	0	0	
Not available for placement	0	0	0	
Not employed	0	0	0	
CERTIFICATION REPORTS				
Took certification exam	0	0	0	
Passed certification exam	0	0	0	
EMPLOYMENT REPORTS				
Employed without CTIC Job Placement	0	0	0	
Average Salary	0	0	0	

PROGRAM CURRICULUM

ADOBE GRAPHICS DESIGN & E-LEARNING COMBO

CLASS	CHAPTERS	TOPICS
PHOTOSHOP	1	INTERFACE
PHOTOSHOP	2	PROJECT EXPLORATIONS
PHOTOSHOP	3	CUSTOMIZING PS
PHOTOSHOP	4	IMAGE EDITING CONCEPTS
PHOTOSHOP	5	LAYERS & MASK
PHOTOSHOP	6	PHOTO RETOUCHING
PHOTOSHOP	7	DIGITAL IMAGES & RAW
PHOTOSHOP	8	TYPE & CREATING MOCK UPS
PHOTOSHOP	9	3D & VIDEO EDITING
PHOTOSHOP	10	JUST FOR FUN
PHOTOSHOP	11	OUTPUTING YOUR IMAGES
PHOTOSHOP	12	ARTISTICE EXSPRESSION & FX
ILLUSTRATOR	1&2	ILLUSTRATOR FUNDAMENTALS
ILLUSTRATOR	3	NAVIGATING VIEWS AND DOCUMENTS
ILLUSTRATOR	4	CREATING AND WORKING WITH SHAPES
ILLUSTRATOR	5	TRANSFORMATIONS, OBJECTS & LAYERS
ILLUSTRATOR	6	DRAWING
ILLUSTRATOR	7	USING SYMBOLS & COLOR
ILLUSTRATOR	8	TYPOGRAPHY
ILLUSTRATOR	9	WORKING WITH IMAGES
ILLUSTRATOR	10	WORKING WITH EFFECTS
ILLUSTRATOR	11	GRAPHS & BEYOND ILLUSTRATOR
INDESIGN	1	THE INDESIGN INTERFACE AND WORKSPACE
INDESIGN	2	INDESIGN PROJECT EXPLORATIONS
INDESIGN	3	COLOR ME HAPPY
INDESIGN	4	HIGH-END TEXT HANDLING
INDESIGN	5	ALL ABOUT PAGES
INDESIGN	6	FUN WITH IMAGES
INDESIGN	7	BOOK FEATURES
INDESIGN	8	DYNAMIC CONTENT & OUTPUT
DREAMWEAVER	1	INTERFACE
DREAMWEAVER	2	SITE CONTROL
DREAMWEAVER	3	CREATING NEW DOCUMENTS
DREAMWEAVER	4	ADDING & STRUCTURING TEXT
DREAMWEAVER	5	CODING IN DREAMWEAVER
DREAMWEAVER	6	MANAGING CSS
DREAMWEAVER	7	WORKING WITH IMAGES
DREAMWEAVER	8	CREATING LINKS
DREAMWEAVER	9	WORKING WITH TABLES
DREAMWEAVER	10	WORKING WITH FORMS
DREAMWEAVER	11	ADDING INTERACTIVITY
DREAMWEAVER	12	WEB SITE PRESENTATIONS
CAPTIVATE	1	WORKSPACES & NEW PROJECTS
CAPTIVATE	2	RECORDING SCREEN ACTIONS
CAPTIVATE	3	CAPTIONS, IMAGES, & SMART SHAPES
CAPTIVATE	4	BUTTONS, ROLLOVERS, & SLIDELETS
CAPTIVATE	5	AUDIO & VIDEO
CAPTIVATE	6	TEXT BOXES & WORKING WITH POWERPOINT
CAPTIVATE	7	INTRODUCTION TO QUESTION SLIDES
CAPTIVATE	8	FINISHING TOUCHES & PUBLISHING
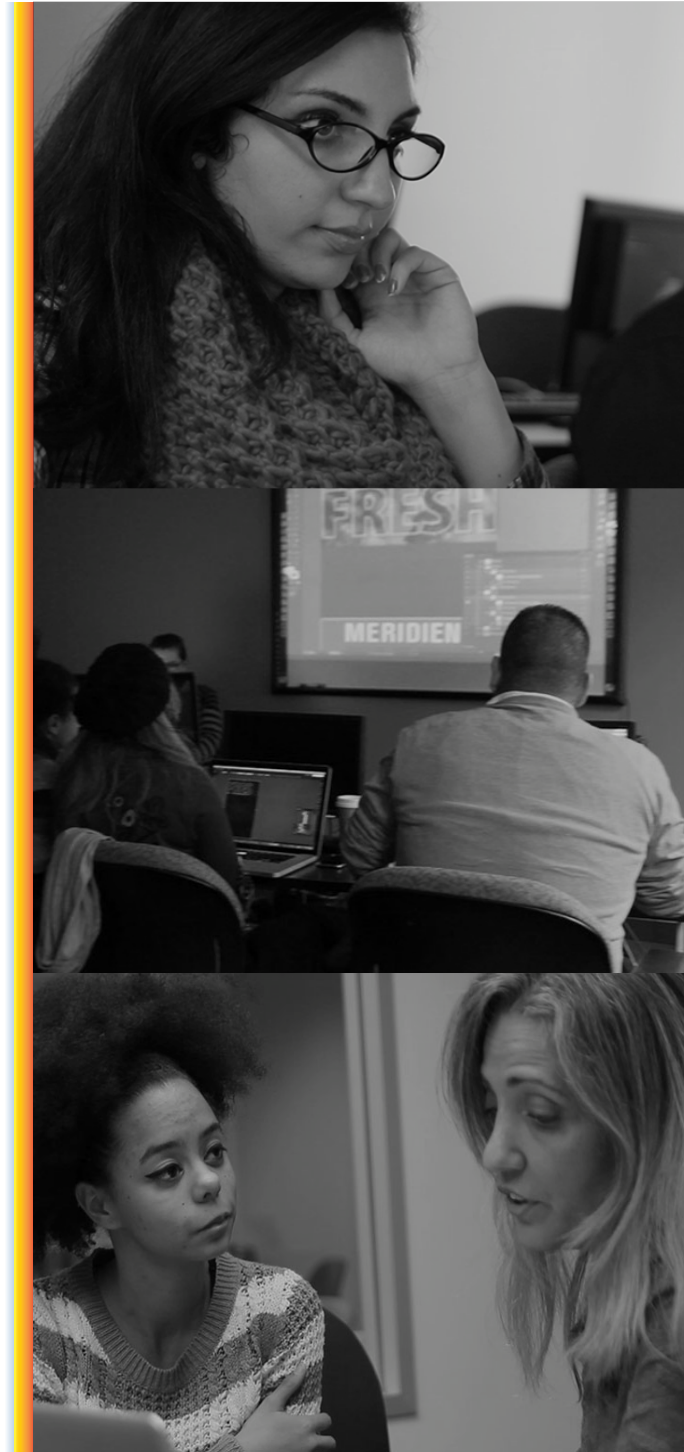
AUTODESK AUTOCAD & REVIT

CLASS	CHAPTERS	TOPICS
AUTOCAD	1	EXPLORING THE INTERFACE
AUTOCAD	2	YOUR FIRST DRAWING
AUTOCAD	3	DRAFTING TOOLS
AUTOCAD	4	ORGANIZING BLOCKS & GROUPS
AUTOCAD	5	TRACKING LAYERS & BLOCKS
AUTOCAD	6	WORKFLOW
AUTOCAD	7	MASTERING VIEWING TOOLS
AUTOCAD	8	PRINTING PLOTTING AND LAYOUTS
AUTOCAD	9	ADDING TEXT
AUTOCAD	10	FIELDS & TABLES
AUTOCAD	11	USING DEMENSIONS
AUTOCAD	12	ATTRIBUTES
AUTOCAD	13	USING OTHER SOURCES
AUTOCAD	14	ADVANCED EDITING
AUTOCAD	15	LAYING OUT PRINTING
AUTOCAD	16	SMART DRAWINGS
AUTOCAD	17	DYNAMIC BLOCKS
AUTOCAD	18	DRAWING CURVES
AUTOCAD	19	EXCAHNGING DATA FROM DRAWINGS
AUTOCAD	20	3D DRAWINGS
AUTOCAD	21	ADVANCED 3D
AUTOCAD	22	EDITING 3D
AUTOCAD	23	EXPLORING 3D MESH
AUTOCAD	24	CUSTOMIZING & MANAGING
AUTOCAD	FIN	PROJECT PRESENTATION

AMAZON WEB SERVICES (ADMINISTRATOR & ARCHITECT)

CLASS	AWS ADMINISTRATOR
AWS ADMIN	DOMAIN 1: MONITORING AND REPORTING
AWS ADMIN	1.1 CREATE AND MAINTAIN METRICS AND ALARMS UTILIZING AWS MONITORING SERVICES
AWS ADMIN	1.2 RECOGNIZE AND DIFFERENTIATE PERFORMANCE AND AVAILABILITY METRICS
AWS ADMIN	1.3 PERFORM THE STEPS NECESSARY TO REMEDIATE BASED ON PERFORMANCE AND AVAILABILITY METRICS
AWS ADMIN	DOMAIN 2: HIGH AVAILABILITY
AWS ADMIN	2.1 IMPLEMENT SCALABILITY AND ELASTICITY BASED ON USE CASE
AWS ADMIN	2.2 RECOGNIZE AND DIFFERENTIATE HIGHLY AVAILABLE AND RESILIENT ENVIRONMENTS ON AWS DOMAIN
AWS ADMIN	3: DEPLOYMENT AND PROVISIONING
AWS ADMIN	3.1 IDENTIFY AND EXECUTE STEPS REQUIRED TO PROVISION CLOUD RESOURCES
AWS ADMIN	3.2 IDENTIFY AND REMEDIATE DEPLOYMENT ISSUES
AWS ADMIN	DOMAIN 4: STORAGE AND DATA MANAGEMENT
AWS ADMIN	4.1 CREATE AND MANAGE DATA RETENTION
AWS ADMIN	4.2 IDENTIFY AND IMPLEMENT DATA PROTECTION, ENCRYPTION, AND CAPACITY PLANNING NEEDS
AWS ADMIN	DOMAIN 5: SECURITY AND COMPLIANCE
AWS ADMIN	5.1 IMPLEMENT AND MANAGE SECURITY POLICIES ON AWS
AWS ADMIN	5.2 IMPLEMENT ACCESS CONTROLS WHEN USING AWS
AWS ADMIN	5.3 DIFFERENTIATE BETWEEN THE ROLES AND RESPONSIBILITY WITHIN THE SHARED RESPONSIBILITY MODEL

AMAZON WEB SERVICES (ADMINISTRATOR & ARCHITECT)

CLASS	AWS ADMINISTRATOR
AWS ADMIN	**DOMAIN 6: NETWORKING**
AWS ADMIN	**6.1 APPLY AWS NETWORKING FEATURES**
AWS ADMIN	**6.2 IMPLEMENT CONNECTIVITY SERVICES OF AWS**
AWS ADMIN	**6.3 GATHER AND INTERPRET RELEVANT INFORMATION FOR NETWORK TROUBLESHOOTING**
AWS ADMIN	**DOMAIN 7: AUTOMATION AND OPTIMIZATION**
AWS ADMIN	**7.1 USE AWS SERVICES AND FEATURES TO MANAGE AND ASSESS RESOURCE UTILIZATION**
AWS ADMIN	**7.2 EMPLOY COST-OPTIMIZATION STRATEGIES FOR EFFICIENT RESOURCE UTILIZATION**
AWS ADMIN	**7.3 AUTOMATE MANUAL OR REPEATABLE PROCESS TO MINIMIZE MANAGEMENT OVERHEAD**

CLASS	AWS ARCHITECT
AWS ARCHITECT	**DOMAIN 1: DESIGN RESILIENT ARCHITECTURES**
AWS ARCHITECT	**1.1 DESIGN A MULTI-TIER ARCHITECTURE SOLUTION**
AWS ARCHITECT	• DETERMINE A SOLUTION DESIGN BASED ON ACCESS PATTERNS.
AWS ARCHITECT	• DETERMINE A SCALING STRATEGY FOR COMPONENTS USED IN A DESIGN.
AWS ARCHITECT	• SELECT AN APPROPRIATE DATABASE BASED ON REQUIREMENTS.
AWS ARCHITECT	• SELECT AN APPROPRIATE COMPUTE AND STORAGE SERVICE BASED ON REQUIREMENTS.
AWS ARCHITECT	**1.2 DESIGN HIGHLY AVAILABLE AND/OR FAULT-TOLERANT ARCHITECTURES**
AWS ARCHITECT	• DETERMINE RESOURCES NEEDED TO PROVIDE A FAULT-TOLERANT ARCHITECTURE ACROSS AVAILABILITY ZONES.
AWS ARCHITECT	• SELECT A HIGHLY AVAILABLE CONFIGURATION TO MITIGATE SINGLE POINTS OF FAILURE.
AWS ARCHITECT	• APPLY AWS SERVICES TO IMPROVE THE RELIABILITY OF LEGACY APPLICATIONS
AWS ARCHITECT	• SELECT AN APPROPRIATE DISASTER RECOVERY STRATEGY TO MEET BUSINESS REQUIREMENTS.
AWS ARCHITECT	• IDENTIFY KEY PERFORMANCE INDICATORS TO ENSURE THE HIGH AVAILABILITY OF THE SOLUTION.
AWS ARCHITECT	**1.3 DESIGN DECOUPLING MECHANISMS USING AWS SERVICES**
AWS ARCHITECT	• DETERMINE WHICH AWS SERVICES CAN BE LEVERAGED TO ACHIEVE LOOSE COUPLING OF COMPONENTS.
AWS ARCHITECT	• DETERMINE WHEN TO LEVERAGE SERVERLESS TECHNOLOGIES TO ENABLE DECOUPLING.
AWS ARCHITECT	**1.4 CHOOSE APPROPRIATE RESILIENT STORAGE**
AWS ARCHITECT	• DEFINE A STRATEGY TO ENSURE THE DURABILITY OF DATA.
AWS ARCHITECT	• IDENTIFY HOW DATA SERVICE CONSISTENCY WILL AFFECT THE OPERATION OF THE APPLICATION.
AWS ARCHITECT	• SELECT DATA SERVICES THAT WILL MEET THE ACCESS REQUIREMENTS OF THE APPLICATION.
AWS ARCHITECT	• IDENTIFY STORAGE SERVICES THAT CAN BE USED WITH HYBRID OR NON-CLOUD-NATIVE APPLICATIONS.
AWS ARCHITECT	**DOMAIN 2: DESIGN HIGH-PERFORMING ARCHITECTURES**
AWS ARCHITECT	**2.1 IDENTIFY ELASTIC AND SCALABLE COMPUTE SOLUTIONS FOR A WORKLOAD**
AWS ARCHITECT	• SELECT THE APPROPRIATE INSTANCE(S) BASED ON COMPUTE, STORAGE, AND NETWORKING REQUIREMENTS.
AWS ARCHITECT	• CHOOSE THE APPROPRIATE ARCHITECTURE AND SERVICES THAT SCALE TO MEET PERFORMANCE REQUIREMENTS.
AWS ARCHITECT	• IDENTIFY METRICS TO MONITOR THE PERFORMANCE OF THE SOLUTION.

BUSINESS ADMINISTRATION - SALESFORCE, QUICKBOOKS & MS OFFICE

CLASS	MICROSOFT OFFICE
WORD	INTERFACE, CREATE WORD FILE, PRINTING
WORD	EDITING AND FORMATING TEXT
WORD	PARAGRAPHS AND STYLES
WORD	TABLES AND ILLUSTRATIONS
WORD	DOCUMENT BUILDING BLOCKS
WORD	MODIFYING LAYOUT
WORD	PROOFING AND REVIEWING
WORD	SHARING AND CUSTOMIZATION
EXCEL	INTERFACE AND WORKBOOKS
EXCEL	FORMULAS
EXCEL	FORMATING
EXCEL	PRINTING AND LARGE PROJECTS
EXCEL	COLLABORATING AND DATABASES
EXCEL	ANALYSIS AND PIVOT TABLES
EXCEL	CHARTS
EXCEL	MACROS AND CUSTOMIZATION
ACCESS	BASICS AND CREATING FIRST DATABASE
ACCESS	DATA AND BUILDING STRUCTURE
ACCESS	FORMATTING APPERANCE AND FORMS
ACCESS	QUERIES
ACCESS	REPORTS AND PUTTING DATA TO WORK
ACCESS	MACROS
ACCESS	OTHER APPS AND ACCESS
ACCESS	ADVANCED TOOLS AND CUSTOMIZATION
POWERPOINT	INTERAFCE AND BASICS
POWERPOINT	FORMATING
POWERPOINT	TABLES AND CHARTS
POWERPOINT	SHAPES, AUDIO AND VIDEO
POWERPOINT	ART AND SHARING
POWERPOINT	CREATE 5 PAGE PRESENTATION ON FAMILY

CLASS	QUICKBOOKS
QUICKBOOKS	CREATE MY FIRST COMPANY
QUICKBOOKS	SETTING UP MY COMPANY
QUICKBOOKS	WORKING WITH CHART OF ACCOUNTS
QUICKBOOKS	SETTING UP CHART OF ACCOUNTS
QUICKBOOKS	WORKING WITH LISTS
QUICKBOOKS	SETTING UP LISTS FOR MY COMPANY
QUICKBOOKS	SETTING UP BANK ACCOUNTS
QUICKBOOKS	SETTING UP MY BANK ACCOUNTS
QUICKBOOKS	SERVICES AND INVENTORY
QUICKBOOKS	SETTING UP SERVICES INVENTORY
QUICKBOOKS	SETTING UP CUSTOMERS COMPANY
QUICKBOOKS	SETTING UP ACCOUNTS RECEIVABLES
QUICKBOOKS	SETTING UP ACCOUNTS PAYABLE
QUICKBOOKS	SETTING UP TAX GROUPS
QUICKBOOKS	CREATE EMPLOYEES AND PAYROLL
QUICKBOOKS	CREATE CREDIT CARD ACCOUNTS
QUICKBOOKS	PAY BILLS AND RECEIVE PAYMENTS
QUICKBOOKS	HOW DID MY COMPANY DO
QUICKBOOKS	CREATE MY MONTHLY BUDGET

CLASS	SALESFORCE
ADM 201	OVERVIEW OF SALESFORCE
ADM 201	ORGANIZATION ADMINISTRATION
ADM 201	USER MANAGEMENT
ADM 201	CONFIGURATION IN SALESFORCE
ADM 201	DATA MANAGEMENT
ADM 201	DATA ANALYTICS & REPORTS
ADM 201	IMPLEMENTING BUSINESS PROCESS
ADM 201	CRM FUNCTIONS
ADM 201	EXTENDING SALESFORCE CRM
ADM 201	BEST PRACTICES & MOBILE

BUSINESS MANAGEMENT - PMP, AGILE, SCRUM & SIX SIGMA

CLASS	PROJECT MANAGEMENT
P-MANGEMENT 1	THE PMP EXAM OVERVIEW
P-MANGEMENT 2	PROJECT MANAGEMENT FRAMEWORK
P-MANGEMENT 3	THE PROJECT MANAGEMENT PROCESS
P-MANGEMENT 3	THE WHAT COMES BEFORE GAME
P-MANGEMENT 4	INTEGRETION MANGEMENT
P-MANGEMENT 4	INTEGRETION MANGEMENT - DEVELOP PM PLAN
P-MANGEMENT 5	SCOPE MANAGEMENT
P-MANGEMENT 6	TIME MANAGEMENT
P-MANGEMENT 6	TIME MANAGEMENT - ESTIMATE ACTIVITY DURATIONS
P-MANGEMENT 7	COST MANAGEMENT
P-MANGEMENT 8	QUALITY MANAGEMENT
P-MANGEMENT 8	QUALITY MANAGEMENT
P-MANGEMENT 9	PROJECT HUMAN RESOURCE MANAGEMENT
	STUDENT PROJECT STATUS PRESENTATIONS
P-MANGEMENT 10	PROJECT COMMUNICATIONS MANAGEMENT
P-MANGEMENT 11	PROJECT RISK MANAGEMENT
P-MANGEMENT 12	PROJECT PROCUREMENT MANAGEMENT
P-MANGEMENT 13	PROFESSIONAL AND SOCIAL RESPONSIBILITY
	FINAL PRESENTATION
P-MANGEMENT 14	PREP TESTING - FINALIZE ALL PMP APPS

CLASS	SIX SIGMA GREEN BELT
SSGB 1	INTRODUCTION TO SIX SIGMA
SSGB 2	DEFINE PHASE POWER POINTS
SSGB 3	MEASURE PHASE POWER POINTS
SSGB 4	ANALYZE PHASE POWER POINTS
SSGB 5	IMPROVE PHASE POWER POINTS
SSGB 6	CONTROL PHASE POWER POINTS
SSGB 7	INTRO & SIX SIGMA GOALS
SSGB 8	LEAN & DFSS
SSGB 9	IDENTIFY STUDENT VIRTUAL PROJECTS
SSGB 10	CREATE PROJECT CHARTER CTQ & CTC
SSGB 11	CREATE HIGH LEVEL PROCESS MAP & SIPOC
SSGB 12	DETAILED PROCESS MAP & HISTOGRAM
SSGB 13	CREATE BI, POISSON & NORMAL DISTRIBUTION
SSGB 14	CREATE PROJECT CP
	STUDENT PRESENTATIONS DEFINE-MEASURE
SSGB 15	CREATE MULTI VARI CHARTS
SSGB 16	CREATE HYPOTH, CHI & ANOVA
SSGB 17	CREATE DOE
SSGB 18	CREATE FISHBONE & VALUE MAP
SSGB 19	CREATE CONTROL X & -R
SSGB 20	CREATE CONTROL P, C & NP CHARTS
	FINAL PRESENTATIONS DEFINE-CONTROL
	SUBMIT VIRTUAL EXAM SCORES

CISCO CCNA & CCNP COMBO

CLASS	CCNA-ICND1 100-101 & 200-101
CCNA-ICND1	INTERNETWORKING/ETHERNET NETWORKING
CCNA-ICND1	INTRO TO TCP/IP
CCNA-ICND1	EASY SUBNETTING
CCNA-ICND1	VLSM/SUMMS/TROUBLESHOOTINH TCP/IP
CCNA-ICND1	CISCO 10S AND MANAGING INTERNETWORKS
CCNA-ICND1	IP ROUTING
CCNA-ICND1	OSPF & LAYER 2 SWITCHING
CCNA-ICND1	VLANS AND INTER VLAN ROUTING
CCNA-ICND1	SECURITY
CCNA-ICND1	NAT & IPV6
CCNA-ICND2	ENHANCED SWITCHED TECHNOLOGIES
CCNA-ICND2	MANAGING CISCO DEVICES
CCNA-ICND2	IP SERVICES
CCNA-ICND2	TROUBLESHOOTING IP/IPV6 AND VLANS
CCNA-ICND2	ENHANCED IGRP/MULTI AREA OSPF
CCNA-ICND2	WIDE AREA NETWORKS

CLASS	CCNA SWITCHING - 300-115
CCNA SWITCHING	SWITCHING INTRO 1-4
CCNA SWITCHING	SWITCHING INTRO 5-8
CCNA SWITCHING	SWITCHING INTRO 9-12
CCNA SWITCHING	CAMPUS NETWORK STRUCTURE
CCNA SWITCHING	CAMPUS NETWORK ARCH
CCNA SWITCHING	IMPLEMENTING VLANS & TRUNKS 1-8
CCNA SWITCHING	IMPLEMENTING VLANS & TRUNKS 9-16
CCNA SWITCHING	VLAN TRUNKING 1-6
CCNA SWITCHING	VLAN TRUNKING 7-12
CCNA SWITCHING	IMPLEMENTING ETHERCHANNEL 1-4
CCNA SWITCHING	IMPLEMENTING ETHERCHANNEL 5-9
CCNA SWITCHING	EXAM TIPS - REVIEW

CLASS	CCNP ROUTING - 300-101
CCNA- ROUTING	CCNP ROUTING - 300-101
CCNA- ROUTING	CHARACTERISTICS OF ROUTING PROTOCOLS
CCNA- ROUTING	REMOTE SITE CONNECTIVITY
CCNA- ROUTING	IPV6 REVIEW AND RIPNG
CCNA- ROUTING	FUNDAMENTAL EIGRP CONCEPTS
CCNA- ROUTING	ADVANCED EIGRP CONCEPTS
CCNA- ROUTING	EIGRP FOR IPV6 AND NAMED EIGRP
CCNA- ROUTING	FUNDAMENTAL OSPF CONCEPTS
CCNA- ROUTING	THE OSPF LINK-STATE DATABASE
CCNA- ROUTING	ADVANCED OSPF CONCEPTS
CCNA- ROUTING	ROUTE REDISTRIBUTION
CCNA- ROUTING	ROUTE SELECTION
CCNA- ROUTING	FUNDAMENTALS OF INTERNET CONNECTIVITY
CCNA- ROUTING	FUNDAMENTAL BGP CONCEPTS
CCNA- ROUTING	ADVANCED BGP CONCEPTS
CCNA- ROUTING	IPV6 INTERNET CONNECTIVITY
CCNA- ROUTING	FUNDAMENTAL ROUTER SECURITY CONCEPTS

CLASS	CCNA SWITCHING - 300-135
TSHOOT	NETWORK MAINTENANCE AND TOOLS
TSHOOT	TROUBLESHOOTING DEVICE PERFORMANCE
TSHOOT	LAYER 2 TRUNKS AND VLANS
TSHOOT	STP & LAYER 2 ETHER CHANNEL
TSHOOT	INTER VLAN LAYER 3 ETHER CHANNEL
TSHOOT	SWITCH SECURITY FEATURES
TSHOOT	FIRST HOP REDUNDANTCY
TSHOOT	TROUBLESHOOTING IPV4 ADDRESSING
TSHOOT	TROUBLESHOOTING IPV6 ADDRESSING
TSHOOT	ROUTING & GRE TUNNELS
TSHOOT	TROUBLESHOOTING RIPV2 RIPNG
TSHOOT	TROUBLESHOOTING EGRP & OSPF
TSHOOT	ROUTE MAPS & REDISTRIBUTION
TSHOOT	MANAGEMENT PROTICALS & TOOLS
TSHOOT	TROUBLESHOOTING MANAGEMENT ACCESS
	FINAL PREPERATION

COMPUTER TRAINING INSTITUTE OF CHICAGO

CYBER SECURITY & CERTIFIED ETHICAL HACKING

CLASS	CYBER SECURITY
CYBER SECURITY	**1.1 BUSINESS ENVIRONMENT**
CYBER SECURITY	• DIGITAL INFRASTRUCTURE
CYBER SECURITY	• ENTERPRISE ARCHITECTURE
CYBER SECURITY	• DATA & DIGITAL COMMUNICATION
CYBER SECURITY	• SECURITY ENVIRONMENT
CYBER SECURITY	• NETWORK & OPERATING SYSTEMS
CYBER SECURITY	• APPLICATIONS
CYBER SECURITY	• VISUALIZATION & CLOUD
CYBER SECURITY	**1.2 OPERATIONAL SECURITY READINESS (PR)**
CYBER SECURITY	• DIGITAL & DATA ASSETS
CYBER SECURITY	• PORTS & PROTOCOLS
CYBER SECURITY	• PROTECTION TECHNOLOGIES
CYBER SECURITY	• IDENTITY & ACCESS MANAGEMENT
CYBER SECURITY	• CONFIGURATION MANAGEMENT PREPAREDNESS
CYBER SECURITY	• THREAT MODELING
CYBER SECURITY	• CONTINGENCY PLANNING
CYBER SECURITY	• SECURITY PROCEDURES
CYBER SECURITY	**1.3 THREAT DETECTION & EVALUATION (DE)**
CYBER SECURITY	• MONITORING
CYBER SECURITY	• VULNERABILITY MANAGEMENT
CYBER SECURITY	• SECURITY LOGS & ALERTS
CYBER SECURITY	• MONITORING TOOLS & APPLIANCES
CYBER SECURITY	• PENETRATION TESTING
CYBER SECURITY	• NETWORK TRAFFIC ANALYSIS
CYBER SECURITY	• PACKET CAPTURE & ANALYSIS
CYBER SECURITY	• DATA ANALYSIS
CYBER SECURITY	• RESEARCH AND CORRELATION
CYBER SECURITY	**1.4 INCIDENT RESPONSE & RECOVERY (RS&RC)**
CYBER SECURITY	• INCIDENT HANDLING
CYBER SECURITY	• NOTIFICATIONS & ESCALATION
CYBER SECURITY	• DIGITAL FORENSICS
CYBER SECURITY	• MITIGATION
CYBER SECURITY	• CONTAINMENT
CYBER SECURITY	• ATTACK COUNTERMEASURES
CYBER SECURITY	• CORRECTIVE ACTIONS
CYBER SECURITY	• RESTORATION
CYBER SECURITY	• SECURITY FUNCTIONS VALIDATION
CYBER SECURITY	• INCIDENT ANALYSIS & REPORTING
CYBER SECURITY	• LESSONS LEARNED & PROCESS IMPROVEMENT

CLASS	ETHICAL HACKING
ET-HACKING	SECURITY & ETHICAL HACKING OVERVIEW
ET-HACKING	INTRODUCTION TO ETHICAL HACKING
ET-HACKING	RECONNAISSANCE TECHNIQUES
ET-HACKING	FOOTPRINTING & RECONNAISSANCE
ET-HACKING	SCANNING NETWORKS ENUMERATION
ET-HACKING	HACKING PHASES & ATTACK TECHNIQUES
ET-HACKING	SYSTEM HACKING MALWARE THREATS
ET-HACKING	NETWORK AND PERIMETER HACKING
ET-HACKING	SOCIAL ENGINEERING
ET-HACKING	DENIAL-OF-SERVICE
ET-HACKING	SESSION HIJACKING
ET-HACKING	CCHEFHI E EXAM B BLUEPRINT V4.0 0044
ET-HACKING	WEB APPLICATION HACKING
ET-HACKING	HACKING WEB APPLICATIONS
ET-HACKING	SQL INJECTION
ET-HACKING	WIRELESS NETWORK
ET-HACKING	MOBILE PLATFORM,
ET-HACKING	IOT AND OT HACKING

GOOGLE ANALYTICS, ADWORDS & SOCIAL MEDIA ADMINISTRATION

CLASS	GOOGLE ANALYTICS
ANALYTICS	WHAT IS ANALYTICS & WHAT DO WE MEASURE?
ANALYTICS	FUNDAMENTALS & REPORTING
ANALYTICS	DETAILED REPORTS & SEGMENTATION
ANALYTICS	SHARING & VISITOR REPORTS
ANALYTICS	ADVERTISING REPORTS
ANALYTICS	TRAFFIC REPORTS
ANALYTICS	CONTENT REPORTS
ANALYTICS	CONVERSIONS - HOME & CONCLUSIONS
ANALYTICS	FINAL REVIEW ANY OPEN TOPICS

CLASS	GOOGLE ADWORDS
ADWORDS	ADWORDS OVERVIEW
ADWORDS	ACCOUNTS
ADWORDS	SEARCH & MATCHING
ADWORDS	CAMPAIGNES
ADWORDS	AD GROUPS
ADWORDS	AUCTIONS
ADWORDS	CONVERSIONS
ADWORDS	ROI & OPTIMIZATION
ADWORDS	RE-MARKETING
ADWORDS	VIDEOS

IT CLOUD (COMPTIA & MICROSOFT SERVER & AZURE)

CLASS	COMPTIA CLOUD
COMPTIA	UNDERSTAND CLOUD CONCEPTS
COMPTIA	PLAN AND DESIGN A CLOUD ENVIRONMENT
COMPTIA	ADMINISTER CLOUD RESOURCES
COMPTIA	MANAGE CLOUD STORAGE
COMPTIA	MANAGE NETWORKS IN THE CLOUD
COMPTIA	SECURE & TROUBLESHOOT NETWORKS IN THE CLOUD
COMPTIA	MANAGE CLOUD MIGRATIONS & TROUBLESHOOT CLOUD DEPLOYMENTS
COMPTIA	MANAGE CLOUD AUTOMATION & ORCHESTRATION
COMPTIA	UNDERSTAND CLOUD SECURITY CONCEPTS
COMPTIA	MANAGE CLOUD SECURITY
COMPTIA	MANAGE CLOUD PERFORMANCE
COMPTIA	MANAGE CLOUD MAINTENANCE
COMPTIA	IMPLEMENT HIGH AVAILABILITY & DISASTER RECOVERY IN THE CLOUD
CLASS	AZURE ACTIVE DIRECTORY
AZURE	MANAGE ROLE-BASED ACCESS CONTROL ASSIGNMENTS
AZURE	MANAGE SUBSCRIPTIONS AND GOVERNANCE
AZURE	IMPLEMENT AND MANAGE STORAGE
AZURE	SECURE STORAGE
AZURE	MANAGE STORAGE
AZURE	CONFIGURE AZURE FILES AND AZURE BLOB STORAGE
AZURE	DEPLOY AND MANAGE AZURE COMPUTE RESOURCES
AZURE	AUTOMATE DEPLOYMENT OF VIRTUAL MACHINES (VMS)
AZURE	CONFIGURE VMS
AZURE	CREATE AND CONFIGURE CONTAINERS
AZURE	CREATE AND CONFIGURE AZURE APP SERVICE
AZURE	CONFIGURE AND MANAGE VIRTUAL NETWORKING
AZURE	IMPLEMENT AND MANAGE VIRTUAL NETWORKING
AZURE	SECURE ACCESS TO VIRTUAL NETWORKS
AZURE	CONFIGURE LOAD BALANCING
AZURE	MONITOR AND TROUBLESHOOT VIRTUAL NETWORKING
AZURE	INTEGRATE AN ON-PREMISES NETWORK WITH AN AZURE
AZURE	VIRTUAL NETWORK
AZURE	MONITOR AND BACK UP AZURE RESOURCES
AZURE	MONITOR RESOURCES BY USING AZURE MONITOR
AZURE	IMPLEMENT BACKUP AND RECOVERY

CLASS	MICROSOFT SERVER		
MS- SERVER	UNDERSTANDING SERVER INSTALLATION	MS- SERVER	UNDERSTAND ACTIVE DIRECTORY INFRASTRUCTURE
MS- SERVER	UNDERSTAND DEVICE DRIVERS	MS- SERVER	UNDERSTAND GROUP POLICY
MS- SERVER	UNDERSTAND SERVICES	MS- SERVER	UNDERSTANDING STORAGE
MS- SERVER	UNDERSTAND SERVER INSTALLATION OPTIONS	MS- SERVER	UNDERSTAND RAID
MS- SERVER	CHOOSE THE CORRECT OPERATING SYSTEM	MS- SERVER	UNDERSTAND DISK TYPES
MS- SERVER	UNDERSTANDING SERVER ROLES	MS- SERVER	UNDERSTANDING SERVER
MS- SERVER	UNDERSTAND WEB SERVICES	MS- SERVER	UNDERSTAND PERFORMANCE
MS- SERVER	UNDERSTAND REMOTE ACCESS	MS- SERVER	UNDERSTAND LOGS AND
MS- SERVER	UNDERSTAND THE FILE AND	MS- SERVER	UNDERSTANDING SERVER MAINTENANCE
MS- SERVER	MANAGEMENT	MS- SERVER	UNDERSTAND BUSINESS
MS- SERVER	UNDERSTAND SERVER	MS- SERVER	UNDERSTAND UPDATES
MS- SERVER	UNDERSTANDING ACTIVE DIRECTORY	MS- SERVER	UPDATE SERVICE (WSUS)
MS- SERVER	UNDERSTAND ACCOUNTS AND GROUPS	MS- SERVER	UNDERSTAND TROUBLESHOOTING
MS- SERVER	UNDERSTAND AGDLP AND AGUDLP		
MS- SERVER	UNDERSTAND ORGANIZATIONAL UNITS		
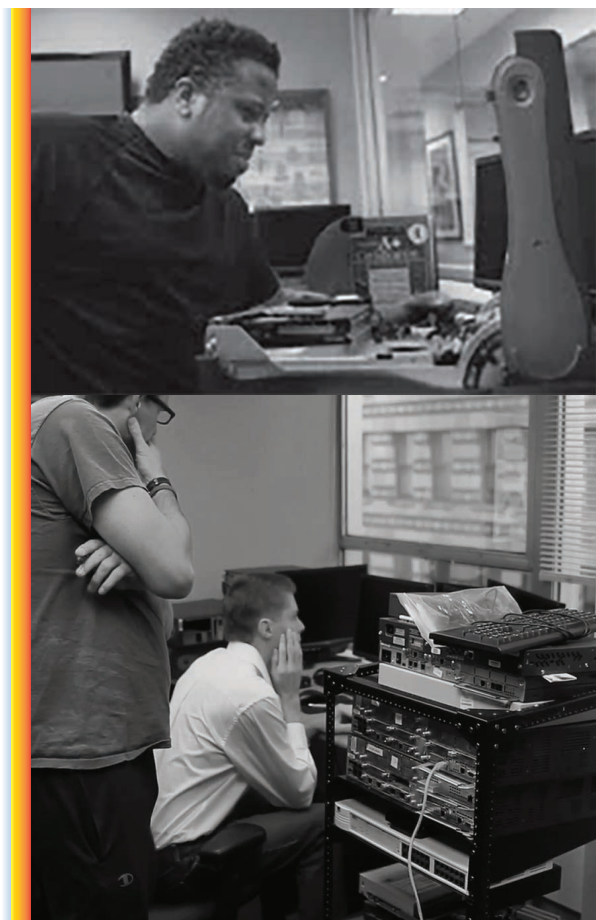
MEDICAL BILLING HEALTH & IT TECHNICIAN

CLASSIFICATION SYSTEMS
1. INTERPRET HEALTHCARE DATA FOR CODE ASSIGNMENT
2. INCORPORATE CLINICAL VOCABULARIES AND TERMINOLOGIES USED IN HEALTH INFORMATION SYSTEMS
3. ABSTRACT PERTINENT INFORMATION FROM MEDICAL RECORDS
4. CONSULT REFERENCE MATERIALS TO FACILITATE CODE ASSIGNMENT
5. APPLY INPATIENT CODING GUIDELINES
6. APPLY OUTPATIENT CODING GUIDELINES
7. APPLY PHYSICIAN CODING GUIDELINES
8. ASSIGN INPATIENT CODES
9. ASSIGN OUTPATIENT CODES
10. ASSIGN PHYSICIAN CODES
11. SEQUENCE CODES ACCORDING TO HEALTHCARE SETTING

DOMAIN II. REIMBURSEMENT METHODOLOGIES (23%)
1. SEQUENCE CODES FOR OPTIMAL REIMBURSEMENT
2. LINK DIAGNOSES AND CPT CODES ACCORDING TO PAYER SPECIFIC GUIDELINES
3. ASSIGN CORRECT DIAGNOSIS RELATED GROUP (DRG)
4. ASSIGN CORRECT AMBULATORY PAYMENT CLASSIFICATION (APC)
5. EVALUATE NCCI (NATIONAL CORRECT CODING INITIATIVE) EDITS
6. RECONCILE NCCI EDITS
4. VALIDATE MEDICAL NECESSITY USING LCD (LOCAL COVERAGE DETERMINATIONS) AND NCD NATIONAL COVERAGE)
8. SUBMIT CLAIM FORMS
9. COMMUNICATE WITH FINANCIAL DEPARTMENTS
10. EVALUATE CLAIM DENIALS
11. RESPOND TO CLAIM DENIALS
12. RESUBMIT DENIED CLAIM TO THE PAYER SOURCE
13. COMMUNICATE WITH THE PHYSICIAN TO CLARIFY DOCUMENTATION

DOMAIN 111. HEALTH RECORDS AND DATA CONTENT (15%)
1. RETRIEVE MEDICAL RECORDS
2. ASSEMBLE MEDICAL RECORDS ACCORDING TO HEALTHCARE SETTING
3. ANALYZE MEDICAL RECORDS QUANTITATIVELY FOR COMPLETENESS
4. ANALYZE MEDICAL RECORDS QUALITATIVELY FOR DEFICIENCIES
5. PERFORM DATA ABSTRACTION
6. REQUEST PATIENT-SPECIFIC DOCUMENTATION FROM OTHER SOURCES
7. RETRIEVE PATIENT INFORMATION FROM MASTER PATIENT INDEX
8. EDUCATE PROVIDERS IN REGARDS TO HEALTH DATA STANDARDS:
9. GENERATE REPORTS FOR DATA ANALYSIS

DOMAIN IV. COMPLIANCE (14%).
1. IDENTIFY DISCREPANCIES BETWEEN CODED DATA AND SUPPORTING DOCUMENTATION
2. VALIDATE THAT CODES ASSIGNED BY PROVIDER OR ELECTRONIC SYSTEMS ARE SUPPORTED BY PROPER DOCUMENTATION
3. PERFORM ETHICAL CODING
4. CLARIFY DOCUMENTATION THROUGH PHYSICIAN QUERY
5. RESEARCH LATEST CODING CHANGES
6. IMPLEMENT LATEST CODING CHANGES
4. UPDATE FEE/CHARGE TICKET BASED ON LATEST CODING CHANGES
8. EDUCATE PROVIDERS ON COMPLIANT CODING
9. ASSIST IN PREPARING THE ORGANIZATION FOR EXTERNAL AUDITS

DOMAIN V. INFORMATION TECHNOLOGIES (8%)
1. NAVIGATE THROUGHOUT THE ELECTRONIC HEALTH RECORD (EHR)
2. UTILIZE ENCODING AND GROUPING SOFTWARE
3. UTILIZE PRACTICE MANAGEMENT AND HIM (HEALTH INFORMATION MANAGEMENT) SYSTEMS
4. UTILIZE CAC (COMPUTER ASSISTED CODING) SOFTWARE THAT AUTOMATICALLY ASSIGNS CODES BASED ON ELECTRONIC TEXT
5. VALIDATE THE CODES ASSIGNED BY COMPUTER ASSISTED CODING SOFTWARE

DOMAIN VI. CONFIDENTIALITY & PRIVACY (8%)
1. ENSURE PATIENT CONFIDENTIALITY
2. EDUCATE HEALTHCARE STAFF ON PRIVACY AND CONFIDENTIALITY ISSUES
3. RECOGNIZE AND REPORT PRIVACY ISSUES/VIOLATIONS
4. MAINTAIN A SECURE WORK ENVIRONMENT
5. UTILIZE PASS CODES
G. ACCESS ONLY MINIMAL NECESSARY DOCUMENTS/INFORMATION
7. RELEASE PATIENT-SPECIFIC DATA TO AUTHORIZED IND! UALS
&. PROTECT ELECTRONIC DOCUMENTS THROUGH ENCRYPTION
9. TRANSFER ELECTRONIC DOCUMENTS THROUGH SECURE SITES
10. RETAIN CONFIDENTIAL RECORDS APPROPRIATELY
11. DESTROY CONFIDENTIAL RECORDS APPROPRIATELY

MICROSOFT DATA & BUSINESS ANALYST

CLASS	MS DATA ANALYST	DATA ANALYST	VISUALIZE THE DATA
DATA ANALYST	PREPARE THE DATA	DATA ANALYST	CREATE REPORTS
DATA ANALYST	OBTAIN DATA FROM DIFFERENT SOURCES	DATA ANALYST	CREATE DASHBOARDS
DATA ANALYST	PROFILE THE DATA	DATA ANALYST	ENRICH REPORTS FOR USABILITY
DATA ANALYST	CLEAN, TRANSFORM, AND LOAD THE DATA	DATA ANALYST	ANALYZING THE DATA
DATA ANALYST	MODEL THE DATA	DATA ANALYST	ENHANCE REPORTS TO EXPOSE INSIGHTS
DATA ANALYST	DESIGN A DATA MODEL	DATA ANALYST	PERFORM ADVANCED ANALYSIS
DATA ANALYST	DEVELOP A DATA MODEL	DATA ANALYST	DEPLOY AND MAINTAIN DELIVERABLES
DATA ANALYST	CREATE MEASURES BY USING DAX	DATA ANALYST	MANAGE DATASETS
DATA ANALYST	OPTIMIZE MODEL PERFORMANCE	DATA ANALYST	CREATE AND MANAGE WORKSPACES

CLASS	POWER PLATFORM
POWER PLATFORM	CONFIGURE MICROSOFT DATAVERSE
POWER PLATFORM	MANAGE AN EXISTING DATA MODEL
POWER PLATFORM	CREATE AND MANAGE PROCESSES
POWER PLATFORM	CONFIGURE SECURITY SETTINGS
POWER PLATFORM	CREATE APPS BY USING POWER APPS
POWER PLATFORM	CREATE MODEL-DRIVEN APPS
POWER PLATFORM	CREATE CANVAS APPS
POWER PLATFORM	CREATE PORTAL APPS
POWER PLATFORM	CREATE & MANAGE POWER AUTOMATE
POWER PLATFORM	CREATE FLOWS
POWER PLATFORM	CREATE & MANAGE BUSINESS PROCESS FLOWS
POWER PLATFORM	BUILD DESKTOP FLOWS
POWER PLATFORM	IMPLEMENT VIRTUAL AGENTS CHATBOTS
POWER PLATFORM	CONFIGURE TOPICS & CONFIGURE ENTITIES
POWER PLATFORM	INTEGRATE POWER BI WITH POWER APPS
POWER PLATFORM	IMPLEMENT AI BUILDER
POWER PLATFORM	INTEGRATE APPS WITH MICROSOFT 365

COPYRIGHT INFRINGMENT POLICY

What is copyright?
Copyright is legal protection of intellectual property, in whatever medium, that is provided for by the laws of the United States to the owners of copyright. Types of works that are covered by copyright laws include, but are not limited to, literary, dramatic, musical, artistic, film, and multi-media works. Many people understand that printed works, such as books and magazine articles, are covered by copyright laws. However, they are not aware that the protection extends into software, digital works, and unpublished works and it covers all forms of a work, including its digital transmission and use.

What is the current law concerning digital copyright?
The Digital Millennium Copyright Act ("DMCA"), signed into law in 1998, recognizes that digital transmission of works adds complexity to the copyright laws. The DMCA provides educational institutions with some protections if individual members of the community violate the law. However, for Computer Training Institute of Chicago to maintain this protection we must expeditiously take down or otherwise block access to infringing material, whenever it is brought to our attention and whether or not the individual who is infringing has received notice.

It is important to note that the DMCA contains serious implications with respect to infringing activities of faculty, students, or staff who are performing teaching or research functions.
The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject an individual to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.
For more information, please see the Web site of the U.S. Copyright Office at http://www.copyright.gov/, especially their FAQ's at www.copyright.gov/help/faq.

If students are found in violation their privileges to access the network from their personal computers will be denied for the remained of the program. During the period when students cannot connect a personal computer to the network, students will be allowed to access the Internet only from Computer Training Institute of Chicago computers. Additional infringements will result in permanent loss of network privileges and/or referral of the student's name to the appropriate authorities for civil or criminal prosecution.

"FERPA STATEMENT"

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to: place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest. Other schools to which a student is transferring
Specified officials for audit or evaluation purposes
Appropriate parties in connection with financial aid to a student
Organizations conducting certain studies for or on behalf of the school
Accrediting organizations
To comply with a judicial order or lawfully issued subpoena
Appropriate officials in cases of health and safety emergencies
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Welcome to CTIC

"YOUR PARTNER FOR SUCCESS!"
We are here to help you reach your goals.
We welcome your comments and suggestions.
CTIChicago.com

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