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GENERAL INFORMATION

Mission
Our mission is to provide postsecondary education that responds to a wide range of students’ needs including preparation for career seekers and career changers; skills upgrade and industry credentialing; English language learning and testing; college preparation and credit articulation. A BIR education equips students with the skills needed to surmount the current and future challenges of a computer-driven and technology-enhanced workplace. We are committed to enabling our students to think independently, perform effectively, and compete successfully, thus making our school an invaluable resource for the public and private sectors companies, organizations, and institutions.

Philosophy
BIR believes that education emphasizing new technologies, educational competency, and a combination of theoretical and hands-on instruction is essential for success. BIR Training Center wants to serve as student’s avenue for achievement whether a student’s goal is an academic transition, gainful employment, attainment of industry credentials, or the fostering of cultural and intellectual interests. BIR Training Center is committed to providing an education that builds confidence in the student’s ability to succeed in pursuing academic and professional goals.

History and Affiliation
BIR Training Center is a proprietary institution of higher education founded in 1993 and that autumn the first 12 students began classes at BIR. In the 2016–17 school year, over 2,200 students, representing five continents and 75 countries, were educated at BIR. Since its inception, BIR has been expanding its educational programs in various academic and occupational fields. The institution has credit transfer agreements with several colleges and universities. To provide adequate student funding, BIR is an approved training provider for the Workforce Investment Board. The Department of Homeland Security authorizes BIR to accept and enroll international students, and we are an active member of NAFSA (Association of International Educators). Many of the school’s academic programs are affiliated with industry-specific certification and testing agencies. These affiliations are listed on the website and in the Academic Curriculum section of the catalog under specific departments.

Accreditation and Approval
The school is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates (www.acics.org, 202.336.6780). Founded in 1912, ACICS accredits institutions that offer programs in a variety of fields. ACICS is recognized by the Council for Higher Education Accreditation (CHEA). In December of 2016, the US Department of Education (USDE) made the decision to no longer recognize ACICS as an accreditor. The school is approved by the Illinois Board of Higher Education, Division of Private Business and Vocational Schools (IBHE, PBVS) www.ibhe.org, 217.782.2551.

Locations and Facilities
BIR Training Center has five locations. The locations are accessible by public transportation, located in proximity to main highways, and have either on or off-site parking. All locations offer broadband Wi-Fi Internet access. Settings include 300 computers with access to a variety of software platforms and packages, and robotics and computerized manufacturing labs.

The main location is 3601 W. Devon Avenue on Chicago’s far north side in an area that combines urban diversity with proximity to the suburbs. It houses the institution’s administrative headquarters. The 828 S. Wabash Avenue location is situated 12 miles southeast of the administrative headquarters in the heart of the Midwest’s largest metropolis in the midst of world-renowned commercial, cultural, and educational institutions. The location is easily accessible by various means of public transportation and is located in the largest educational city hub. The 6240 W. Belmont Avenue location is in an ethnically and linguistically diverse northwest side residential-commercial neighborhood. This is the school’s smallest location serving the local community that appreciates an opportunity to study within their immediate neighborhood. The 5440 N. Cumberland Avenue location is seven miles away from the main Devon Avenue campus. This area, just east of O’Hare International Airport, is home to one of the largest industrial zones and to an array of densely populated urban and suburban residential communities. BIR’s stand-alone Robotics and Computerized Manufacturing (RCM) Lab at 5338 N. Northwest Highway features advanced computer-controlled and robotic equipment with corresponding equipment for milling and turning centers, quality control and inspection, 3-D printing, and robotics.

ADMISSIONS

General Requirements
Admission is open to any person without regard to linguistic and socioeconomic backgrounds, gender, race, ethnicity, and religion who is 16 years of age or older. BIR Training Center admits graduates from high school, persons who hold a General Education Development (GED) or HiSet® Certificate. High school juniors and seniors can be admitted
for concurrent enrollment in BIR and a secondary school with
the consent of their high school, parent/guardian, and a BIR
staff member who is responsible for the course or program in
which the applicant wishes to enroll. Persons who are beyond
the age of compulsory school attendance (in Illinois 18 years
of age or over) and have neither graduated from high school
nor earned a GED or HiSet® Certificate will be considered for
acceptance in less-than-full program of study. BIR Training
Center will attempt to provide reasonable academic
accommodations to applicants with special needs. Admission
to the school does not guarantee entrance into all programs.
For program admission requirements, see the individual
program descriptions. A student who does not meet a
program’s admission requirements may submit a statement for
consideration.

To be admitted into the school a person needs to submit an
application, including a self-attestation of High School
Graduation or Equivalency, sign an enrollment agreement, and
pay the enrollment fee. An international applicant needs to
complete an International Student Application and submit
additional documentation, forms, and fees. For detailed
information, please see the International Students section of
the catalog.

The first trimester in which a student who is enrolled into a
program of study registers, attends classes, and earns a grade
is called their matriculation trimester. A student in a program
of study who has an identifiable matriculation trimester is
considered a matriculated student. Externship, career
development, and placement assistance are offered to
matriculated students.

An applicant who is not seeking a program certificate, who is
not interested in services described above, who wishes to
enroll for reasons of improving specific skills, who is
fulfilling requirements for another institution, or who is
enhancing knowledge is considered a non-matriculated
student. A non-matriculated student can enroll and register for
courses, provided that prerequisites are met. A non-
matriculated student who wishes to become matriculated
should enroll in a program of study.

**Enrollment Process**

Applications are reviewed and students are accepted on a first-come, first-served basis. To enroll at BIR, a student is advised
to follow these steps:

STEP 1: Visit the school’s website at www.birtraining.edu to
learn about the school, its programs, disclosure, and financial
information. If possible, visit one of our locations in person
and take a tour.

STEP 2: Get information regarding program goals, outcomes,
and graduation requirements.

STEP 3: Select a program or course of study.

STEP 4: Submit the school application (no fee required) and any
required documentation.

STEP 5: Select a tuition payment plan and, if qualified, apply for
financial assistance.

STEP 6: Complete enrollment documents and pay the
enrollment fee.

STEP 7: Following the evaluation of all documentation, the school
will make an acceptance decision. A rejected applicant will be
given the opportunity to reapply.

STEP 8: Placement:

**Career Students** take the CASAS Employability Competency
System exam. The exam evaluates students’ skills and places
them in the correct math course. A raw Math score of 13 and
above allows students to register for classes for which
prerequisites have been fulfilled. A raw Math score of 7–12
allows students to register for remedial math and a general
computer class. Health Care students may also register for
Medical Terminology, Human Anatomy, and Physiology.
Computerized manufacturing students may also register for
Blueprint Reading. Students who have a raw Math score of 6
or less are referred to outside tutoring or community college.
Application Development students do not take a placement
tests.

**English Language Students** take the Cambridge Michigan
Language Assessments English Placement Test (CaMLA
EPT) and are placed in one of six levels, as follows: a score of
17 or below corresponds to Foundation of English, a score 18–
30 students corresponds to Level 1–Beginning, a score of 31–
40 corresponds to Level 2–Intermediate, a score of 41–52
corresponds to Level 3–High Intermediate, a score of 53–61
corresponds to Level 4–Advanced, a score of 62–74
corresponds to Level 5–Academic Preparation and Gateway to
Testing, and a score of 75 or above corresponds to Level 6–
Test Preparation.

STEP 9: Attend new student orientation to obtain a student ID
and a system log-in and password. Orientation provides an
opportunity to connect with other students, learn about support
services and institutional policies, and resolve any last minute
questions.

STEP 10: Go to the Student Portal to review available schedule,
select and register for course(s).

**Academic Calendar**

BIR is a year-round school. BIR’s academic year begins on
July 1 and extends through June 30. Any class beginning
during a particular academic year is considered to be a part of
that academic year, regardless of when the class ends. BIR
uses an academic calendar that consists of three 16-week
trimesters. Each trimester is further divided into two modules.
of eight weeks each. In addition, every other year a summer module is also offered. Students may begin their study at any module. The institution also offers 4-week accelerated modules. This academic calendar gives students the opportunity to take more credits in an academic year than they would under a traditional semester system. Registration starts 17 days before the first day of each trimester. Final grades for each course are posted on the Student Portal no later than the 10th day from the last day of that course. The school reserves the right to make changes in this calendar.

The school will stay open for religious and civil holidays not listed below, although some classes may not be in session. BIR recognizes the broad diversity of the religious beliefs of its faculty, staff, and students. To resolve conflicts that could arise from various observances, it is our practice that tests and major assignments should not be scheduled on other religious holidays such as Easter, Eid al-Fitr, or Rosh Hashanah.

**SCHOOL YEAR 2017–2018**

**Fall Trimester** (16 weeks)
July 31 – November 19, 2017

Module 1 (8 weeks)
- First week of classes: July 31
- Labor Day: September 4 (BIR Closed)
- Last day to add/drop/change schedule: August 13
- Module 2 Registration Opens: September 8
- US Constitution Day: September 18
- Last week of classes: September 24

Module 2 (8 weeks)
- First week of classes: September 25
- Winter Registration Opens: November 3
- Last week of classes: November 13–19

**Winter Trimester** (16 weeks)
November 20, 2017 – March 11, 2018

Module 1 (8 weeks)
- First week of classes: November 20–26
- Thanksgiving: November 23 (BIR Closed)
- Christmas: December 24 (Closing at 1:30 p.m.)
- Dec. 25 (Closed)
- Module 2 Registration Opens: December 29
- New Year: January 1, 2018 (Closed)
- Last week of classes: January 8–14

Module 2 (8 weeks)
- First week of classes: January 15–21
- Last day to add/drop/change schedule: January 28
- Spring Registration Opens: February 23
- Last week of classes: March 5–11

**Spring Trimester** (16 weeks)
March 12 – July 1, 2018

Module 1 (8 weeks)
- First week of classes: March 12–18
- Last day to add/drop/change schedule: March 25

Module 2 Registration opens: April 20
- Last week of classes: April 30–May 6

**Module 2 (8 weeks)**
- First week of classes: May 7–13
- Last day to add/drop/change schedule: May 20
- Memorial Day: May 28 (BIR Closed)
- Fall Registration Opens: June 15
- Last week of classes: June 25–July 1

**4-Week Accelerated Study**

**2017**

Begins: Ends:
Monday, July 31 Sunday, August 27
Monday, August 28 Sunday, September 24
Monday, September 25 Sunday, October 22
Monday, October 23 Sunday, November 19
Monday, November 20 Sunday, December 17
Monday, December 18 Sunday, January 14

Commencement for 2016–2017 Summer Module and Spring Trimester completions is on Friday, September 15, 2017.

Commencement for 2017–2018 Fall Trimester completions is on Friday, January 5, 2018.

Commencement for 2017–2018 Winter Trimester completions is on Friday, April 27, 2018.

**2018**

Begins: Ends:
Monday, January 15 Sunday, February 11
Monday, February 12 Sunday, March 11
Monday, March 12 Sunday, April 8
Monday, April 9 Sunday, May 6
Monday, May 7 Sunday, June 3
Monday, June 4 Sunday, July 1

Commencement for 2017–2018 Fall Trimester completions is on Friday, January 5, 2018.

Commencement for 2017–2018 Winter Trimester completions is on Friday, April 27, 2018.

**SCHOOL YEAR 2018–2019**

**Fall Trimester** (16 weeks)
July 2 – October 21, 2018

Module 1 (8 weeks)
- First week of classes: July 2–8
- Independence Day: July 4 (BIR Closed)
- Last day to add/drop/change schedule: July 15
- Module 2 Registration Opens: August 10
- Last week of classes: August 20–26

Module 2 (8 weeks)
- First week of classes: August 27–September 2
- Labor Day: September 3 (BIR Closed)
- Last day to add/drop/change schedule: September 9
- US Constitution Day: September 17
- Winter Registration Opens: October 5
- Last week of classes: October 15–21

**Winter Trimester** (16 weeks)
October 22, 2018 – February 10, 2019

Module 1 (8 weeks)
- First week of classes: October 22–28
- Last day to add/drop/change schedule: November 4
Thanksgiving  November 22 (BIR Closed)
Module 2 Registration Opens  November 30
Last week of classes  December 10–16

**Module 2 (8 Weeks)**
First week of classes  December 17–23
Christmas  December 24 (Closed at 1:30 p.m.)
December 25 (Closed)
Last day to add/drop/change schedule  December 30
New Year  December 31, 2018 (Closed at 3:00 p.m.)

**January 1, 2019 (Closed)**
Spring Registration Opens  January 25
Last week of classes  February 4–10

**Spring Trimester (16 weeks)**
February 11–June 2, 2019

**Module 1 (8 weeks)**
First week of classes  February 11–17
Last day to add/drop/change schedule  February 24
Module 2 Registration opens  March 22
Last week of classes  April 1–7

**Module 2 (8 weeks)**
First week of classes  April 8–14
Last day to add/drop/change schedule  April 21
Summer Registration Opens  May 17
Memorial Day  May 27 (BIR Closed)
Last week of classes  May 29–June 2

**Summer Module (8 weeks)**
June 3–July 28, 2019

First week of classes  June 3–9
Last day to add/drop/change schedule  June 16
Independence Day  July 4 (BIR Closed)
Fall Registration Opens  July 12
Last week of class  July 22–28

Commencement for 2017–2018 Spring Trimester completions is on Friday, August 17, 2018
Commencement for 2018–2019 Fall Trimester completions is on Friday, December 7, 2018
Commencement for 2018–2019 Winter Trimester completions is on Friday, March 29, 2019

**4-Week Accelerated Study**

**2018**

Begins:  
Monday, July 2  
Monday, July 30 
Monday, August 27
Monday, September 24 
Monday, October 22
Monday, November 19 
Monday, December 17

Ends:  
Sunday, July 29
Sunday, August 26
Sunday, September 23
Sunday, October 21
Sunday, November 18 
Sunday, December 16
Sunday, January 13
ACADEMIC POLICIES

Definitions
A program of study is a logical sequence of courses which leads to a program certificate. The institution offers career and English Language programs. A career program provides training and education that will assist students in obtaining an occupation. An English Language program consists of instruction in English as an Additional Language and English for Specific Purposes.

An academic year for a career student is a minimum of 24 credits within three consecutive trimesters from the start date of the module in which the first grade is earned. An academic year for an English Language student is two and one-half trimesters, 40 weeks, of courses taken over a period of one year from the start date of the initial module.

A course is a stand-alone instructional unit within a program of study. Topics covered in a course pertain to specific subject matter that most likely relates to topics covered in other courses of a program.

A trimester is the most common period of enrollment and consists of two modules. Most courses are delivered over the length of a module. Some courses may be delivered over two modules, while other courses are delivered within a single module on an accelerated four week schedule.

A session is a scheduled meeting time within a course. Their lengths and locations may vary based on the number of credit hours, academic calendar, and a course’s structure.

An instructional hour is 50 minutes of an academic activity.

A semester credit hour is an equivalent to 15 lecture hours, 30 laboratory hours, or 45 practicum (e.g., externship) hours. Additional coursework includes reading, writing, research, exercises, practice, etc.

A matriculated student is a student in a program of study who has at least one A, B, C, D, F, I, or Q recorded on their transcripts. A matriculation date is the start date of a module where grades A, B, C, D, F, and Q, or indicator I, have been recorded. A program completion date is the last day of a module where the last course of the program is taken or a credit is granted.

Instruction
Instruction is delivered in a variety of formats and methods. Academic activities include, among others, instructor-led lectures, workshops, projects, laboratory work, tutorial studies, as well as clinical, manufacturing, and business practical training. Practical curricular training and externship provide students with hands-on experience and take place in program-related environments that have established partnerships with the institutions.

BIR makes reasonable efforts to offer a sufficient selection of courses in every trimester, but reserves the right to cancel or postpone any course due to insufficient enrollment or any other insurmontable difficulties. The institution is not liable for inconveniences resulting from such cancellation or postponement.

Grading System
The decision about what grade to award a student is mostly the responsibility of the instructor. Students’ performance is recorded in a letter grading system. BIR is on a 4.00 grading scale. Grade Point

Attendance Policy
Attendance has been proven to be a factor in academic success. Attendance is taken every session and recorded electronically by the instructor assigned to the course. Every student is expected to fully attend and participate in all academic activities.

It is expected that students be in their seats and ready to begin at the appointed class hour, return from breaks on time, and remain in the classroom until class is dismissed. Students who come to class late or leave early disrupt the flow of the lesson. Late arrival is when a student arrives late to class. An early departure is when the student leaves before the instructor dismisses the class. Absenteeism, late arrivals, and early departures are recorded electronically, and may affect a student’s academic standing and may result in failure of the course. Students who have missed 15 consecutive calendar days will be considered withdrawn from the course and will receive a Q grade on their transcript.

Students are expected to maintain 80 percent attendance. Students who fell below or are in danger of falling below the required attendance percentage should contact a faculty member or the Academic Department for makeup work. The student should see the course syllabus for the instructor’s policy on makeup work and makeup exams. It is at the discretion of the instructor to give makeup work. It is the student’s responsibility to request makeup work, assignments, and homework and arrange for makeup exams. If the instructor gives makeup work, the student must complete the makeup work within the 150 percent maximum timeframe.

Attendance records are available for students to view under “Academic History” on the BIR Student Portal. BIR students are encouraged to log on to their Student Portal frequently to monitor their progress in meeting the standards of attendance.
Average (GPA) is calculated when a grade is issued. For the calculation methodology please see the GPA section. Course grades are posted to transcripts no later than 10 days after the last day of that course.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent level of subject matter proficiency</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Consistently very good level of subject matter proficiency</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory level of subject matter</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Acceptable level of subject matter proficiency</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failure to demonstrate an acceptable level of subject matter proficiency or to complete required work</td>
</tr>
</tbody>
</table>

| Q     | 0.00         | Indicates that a student left a course (voluntarily or through administrative withdrawal) after the Add/Drop period. The course cannot be dropped and the Q cannot be issued after the sixth Sunday of a module or the third Sunday of an accelerated module. The Q is posted by the Registrar based on the Withdraw Request. The Q is counted toward attempted credits and appears on the official transcript. |

Note: Grades A, B, C, D, and F are counted as attempted credits, calculated into the GPA, and are recorded on the transcript. The grade Q is not calculated into the GPA but is counted as attempted credits and recorded on the transcript.

*Will appear as an intermediate/place holder for the final grade

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>ATTEMPTED CREDIT</th>
<th>CALCULATE INTO GPA</th>
<th>ON OFFICIAL TRANSCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>YES</td>
<td>NO</td>
<td>NO/YES*</td>
</tr>
<tr>
<td>N</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>R</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>S</td>
<td>NO</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>U</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

**INDICATOR**

<table>
<thead>
<tr>
<th>INDICATOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Indicates a substantial portion of work in a course has been of acceptable quality but is not entirely completed as of the end of the grading period. An Incomplete is granted at student’s request and per instructor’s approval. “I” should not be used to avoid a failing grade. “F” is counted in attempted credits and is changed to the final grade by the educational administration no later than the last day of the module following the one for which the “I” was received. If the required work is not completed by the established deadline, the final grade will be based on work already completed. “I” is calculated in attempted credits, but is not included in determining GPA.</td>
</tr>
<tr>
<td>N</td>
<td>Indicates that a student who registered for a course has not attended that course. “N” does not appear on the transcript.</td>
</tr>
<tr>
<td>R</td>
<td>Indicates credit granted for passing a test, academic work at another institution, relevant experience, or any combination of the preceding methods. The “R” indicator carries no grade points and is not calculated into GPA. It appears on the transcript and calculated in attempted credits.</td>
</tr>
<tr>
<td>S</td>
<td>Indicates successful completion/fulfillment of non-credit activities such as stream workshops and certification exams. “S” is not calculated into the GPA.</td>
</tr>
<tr>
<td>U</td>
<td>Indicates unsuccessful completion/non-fulfillment of non-credit activities such as stream workshops and certification exams. “U” is not calculated into the GPA.</td>
</tr>
</tbody>
</table>

**Grade Appeal**
A student may appeal a grade or an evaluation during the module following the issuance of the grade or evaluation note. Optimally, the appeal will be resolved when the student asks the faculty member who issued the grade or evaluation for reconsideration. If the grade is reconsidered, the faculty member applies for a change of grade. If the grade is not reconsidered by the faculty member, a student might wish to file the General Appeal form (available on the Student Portal) explaining the reasons why the grade should be re-evaluated and submitting the form and supporting evidence to the Student Services, which will bring it to the Standards and Appeal Committee.

**Note:** The grade appeal deadline may be extended for a student who goes on vacation or Leave of Absence (LOA) or has a compelling case for an extension.

**Granted Credits**
A student may be granted credits based on proficiency tests, placement scores, granted credits for life and job experience, or for credits earned at a different institution or a different program at BIR. Generally, up to 33 percent of credits in a program of study may be granted through any combination of the preceding methods provided that these credits or experiences have been earned within the last five years. However, there is no limit to the number of credits that can be transferred from one BIR program to another.

The process of granting credits includes a review of the request and supporting documentation by Student Services to ensure that the competencies of each course’s learning objectives are fulfilled. The granted credits can either reduce the credits required to complete a program or to allow a student to substitute fundamental level courses with those which are more advanced (see indicator R). Courses for which student is awarded an R are not included in the qualitative measure (GPA) but are included in the quantitative measure.

Students who believe that they have sufficient knowledge may attempt to receive credits by passing proficiency tests. These tests are available for select career courses.

Students may be granted credits based on the results of the placement tests. Placement credits are limited to math and English Languages courses.

Students who are interested in obtaining credits based on proficiency and placement tests should apply for them by following the instructions on the Request for Testing form, which is located on the Student Portal.

Students may be granted credits based on their job or life experience. Students should summarize how the experiences fulfill the course requirements and supply supporting materials which are specific to each request. Supporting materials may include a detailed work history, professional license, publications such as newsletters and manuals; and training from a reliable source such as a professional association or agency. Students may also be required to meet
with a head of an academic unit or a faculty member for an interview.

Credits transferred from colleges, universities, and postsecondary schools, including BIR, must cover at least 70 percent of the same coursework that is stated under “Course Descriptions” in the current BIR catalog or a course syllabus and carry a final grade of C or above. Students who are interested in obtaining credits based on transfers should apply for them by following the instructions on the Request for Credits form, which is located on the Student Portal. The Request for Credits form must be accompanied by a transcript or other supporting evidence.

If life experience, job experience, or transfer credit is denied, student may appeal this decision by following the instructions on the General Appeal form, which is located on the Student Portal.

Registration
Registration for a new trimester generally starts 17 days prior to the beginning of that trimester. Registration for courses ends after the first attendance for that course is recorded. During registration an active student with a current enrollment agreement can register online in a course of their program of study. To register, a student should go to the Student Portal and enter their login and password. They may proceed with adding or dropping courses and viewing schedules and grades. If online registration is not available for a course, students need to register in person or via phone. A student who wishes to register for a course that requires a placement will not be able to do so until the assessment scores are posted.

Add-Drop Period
There is a period during which a student can add or drop courses with no consequences for their transcript and with no financial penalty. This period is called the Add-Drop Period. The add period and the drop period are equal in length to provide a student an opportunity to add courses from the vacancies created through dropped courses. For each course, its add-drop period begins from that course’s first scheduled and recorded meeting and extends before the third scheduled and recorded meeting. A student can add or drop a course on the Student Portal at any time prior to the end of a course’s add-drop period.

Late Registration
A registration that occurs during a course’s add-drop period is called Late Registration. A late registration fee is assessed for all new registrations made during the Add-Drop Period. A student who has registered for a course during open registration can change the registration for the same enrollment period. To avoid being assessed the late registration fee, a student should first drop the course they are registered in and then add the new one. A student who registers for a new course without first dropping the current one is assessed a late registration fee.

Course Load Adjustment after Add-Drop Period
After the end of a course’s add-drop period, a student’s access to online registration ends. To add or drop a course after the end of that course’s add-drop period, a student needs to petition the Registrar. To add a course after the Add-Drop Period, a student needs to get approval from their academic department. To drop a course after the Add-Drop Period, a student needs to submit a Portal-based Request identifying the course they wish to drop. A course drop request submitted after the Add-Drop Period but before the third Sunday of an accelerated 4-week course, the sixth Sunday of an 8-week course, or the twelfth Sunday of a 16-week course will have the grade Q recorded on the transcript by the Registrar. If there is a recorded academic activity for this course, after the submission of the course drop request, the day of that activity becomes the day of request. After the Q is recorded, the student is blocked from attending this course. A course cannot be dropped, and no Q will be assigned after the third Sunday of an accelerated 4-week course, the sixth Sunday of an 8-week course, or the twelfth Sunday of a 16-week course. A student who submits a request to drop after the established timeline will receive the course final grade based on the work completed in that course. Q appears on the official transcript, counted toward attempted credits, but carries no grade point.

Note: In some exceptional well-documented cases, it may be possible to retroactively adjust a drop date.

Repeating a Course
A program certificate holder within three years of commencement or an active student in a career program can repeat a course for which a passing grade was earned. An alumnus will need to execute a new enrollment agreement. An active student will need to file a request with the Business Office. The course can be either audited or repeated with an intention to earn a grade. If a grade is earned, then only the highest grade is counted towards a student’s GPA and shown on the transcript. Repeating a course is based on Business Office approval and is not available for online registration. A student is required to purchase current textbook(s), pay the facility fee, and a lab/shop fee if applicable. There is no tuition payment. A repeated course is not included in a student’s academic load, is not counted toward attempted hours, there is no financial assistance nor is it counted toward the full-time academic load. Not all courses can be repeated.

Retaking a Course
A student or an alumnus may retake a course. A retaken course is included in a student’s academic load and counted in attempted credits. The highest grade or the most recent grade, if all the grades are the same, is the only grade counted towards a student’s GPA and shown on the transcript.

Note: Students in English Language programs are allowed to take a course twice.
An alumnus will need to execute a new enrollment agreement. An active student might need to execute an addendum. To retake the course, one is required to purchase current textbook(s) and pay tuition. If a course is retaken after a year from the commencement day, it will have no effect on that program’s GPA nor will be shown on the program transcript. English language courses may be retaken but not repeated.

**No Show**
A student who has registered for a course but has not attended that course is considered a No Show. A No Show student is dropped from a course automatically after that course first two scheduled sessions. The No Show indicator “N” is recorded on an academic history. “N” does not appear on a transcript. A No Show student is assessed a fee, but there is no tuition charge for a No Show course.

**Blocks**
BIR reserves the right to block a student’s from attending classes for non-payment, property damage, and other monetary and administrative issues. A student’s financial block is generated by the system if a student is delinquent on their account for seven days. A block can also be imposed after attempts to resolve an outstanding issue have failed. The block can be initiated by departments and offices including Financial Assistance, Academic Affairs, the Registrar, International Services, etc. Principally, blocks are imposed, removed, and otherwise administered by the Business Office, but under conditions requiring immediate attention, a block might be administered by a party other than the Business Office. Until the block is removed, no grades will be posted, and the student is not permitted to attend classes nor register for new classes.

**Academic Load**
Students obtain full-time status by earning at least 24 credits during an academic year. See individual programs for full-time completion lengths and sample paths. Students are advised to limit their academic load to 7 credits per module or 14 credits per trimester in order to set aside time sufficient for coursework preparation to meet the demands of professional and personal lives. A student who is, or has previously been, in academic jeopardy is cautioned against taking a large academic load. A student’s academic load might affect the amounts and types of financial assistance that a student is eligible for, expected commencement date, or the validity of their F-1 status.

BIR Training Center is frequently required to certify a student’s academic load for the purpose of financial assistance eligibility, SEVIS registration, loan deferments, etc. The following general guidelines are used by the Registrar for such verifications. A repeated course is not included in a student’s academic load. A student who is completing coursework in a course for which an “I” was issued is not considered to be enrolled in that course.

**Credits Scheduled in a Trimester**
- 8 credits of more = Full-Time Status
- 6–7 credits = Three-Quarter Time Status
- 4–5 credits = Half-Time Status
- 2–3 credits = Less-Than-Half-Time Status

**Satisfactory Academic Progress**
Active participation and stellar attendance are proven factors in academic success. It is the student’s responsibility to follow the instructor’s classroom policies. Whenever possible, the student should work with the faculty in order to obtain makeup work, assignments, and homework. Should an illness or unforeseen situation prevent a student from being present on the day of a final or a mid-term exam, the student is responsible for contacting the instructor directly to arrange a make-up exam.

BIR’s Standards of Satisfactory Academic Progress (SAP) measure quantitative (credit hour completion rate) and qualitative (program’s grade point average, GPA) progress toward the completion of the student’s program of study. SAP is applied to matriculated students and represents a standard of academic achievement required by BIR. BIR measures SAP three times during each academic year, at the end of the Fall, Winter, and Spring trimesters.

**Qualitative Standard: Grade Point Average (GPA)**
BIR measures qualitative progress on the basis of a 4.0 scale. The fewer courses a student completed, the more of an impact a grade will have on the student’s GPA. Conversely, the more credits a student completed the less impact an individual grade has on the GPA. That is why students who keep a close eye on their grades from the beginning of their study have higher chances to graduate in a timely manner and with a higher GPA. GPA calculations make use of “quality points” (QP), which, for a given course, are the number of credits for that course multiplied by the course’s grade points.

\[
QP \text{ (COURSE)} = \text{CREDITS (COURSE)} \times \text{GRADE POINTS (COURSE)}
\]

A student’s cumulative GPA is based on all courses that apply toward a specific program, including remedial courses. The GPA is defined as the sum of quality points from all courses in a program divided by the total number of credits in those courses. Generally, grades received in other courses that are not part of that program are not included in the program GPA calculations.

\[
\text{PROGRAM GPA} = \frac{\sum \text{QP COURSE}}{\sum \text{CREDITS (COURSE) EACH COURSE IN PROGRAM}}
\]

The GPA excludes courses which have no corresponding grade points, such as those with indicators S, U, R, I, and Q.
If a course is taken more than once, only the highest grade is counted towards a student’s GPA. All calculations should be carried out to two decimal places, rounding up. For example, assume a student is enrolled in a program and has completed two courses: X and Y. Both courses are worth 3.00 credits and the student received an A in X and a B in Y. The student’s program GPA will be:

\[
\text{GPA} = \frac{(3.00 \times 4.00) + (3.00 \times 3.00)}{3.00 + 3.00} = \frac{21.00}{6.00} = 3.50
\]

### Quantitative Standards: Progress toward Graduation and Maximum Credits toward Graduation (MCTG)

Each student must successfully complete a certain percentage of the courses attempted by the end of each trimester.

To make progress toward graduation (PTG), at each evaluation, a student must successfully complete attempted credits as outlined in the table below. PTG is calculated by dividing number of successfully completed credits by the number of credits attempted. Courses with I indicators are not computed until an appropriate letter grade is assigned. Refer to the chart under “Grading System” for an explanation of the indicator I.

Examples: During their third trimester, Jill and Josh attempted the same three courses. One course was 4 credits and the remaining two courses were 3 credits each. Jill failed one 3-credit course but passed the second one, and she also passed the 4-credit course. Jill attempted 10 credits and successfully completed 7 credits. Her PTG is 70 percent. Jill meets the PTG standard.

Josh failed the 4-credit course and passed both 3-credit courses. Josh attempted 10 credits and successfully completed six. His PTG is 60 percent. Josh does not meet the PTG standard.

Maximum credits toward a career program graduation is 150 percent of a program’s credits rounded up to the nearest whole number. All program courses that have final grades, retaken courses, and courses with indicators R, I, and Q are counted toward the MCTG. For example, a student pursuing a 20-credit certificate program may attempt 30 credits for that program. The calculation is as follows:

\[
\text{NUMBER OF CREDITS FOR CERTIFICATE FROM CATALOG} \times 1.5 = 20 \text{ CREDITS} \times 1.5 = 30 \text{ CREDITS}
\]

Research shows that second language acquisition is a complex process that takes place over several stages. Most students are able to reach Intermediate Fluency stage after three to five years of language study. After five to seven years of study, students may reach Advanced Fluency stage characterized by near-native communication on both concrete and abstract topics.

### Satisfactory Academic Progress—Quantitative and Qualitative Standards

Students are considered to be making Satisfactory Academic Progress (SAP) if their progress in their program meets the following standards:

<table>
<thead>
<tr>
<th>Evaluation Periods</th>
<th>Quantitative Measure (Percentage of Completed Credits Out of Cumulative Attempted Credits)</th>
<th>Qualitative Measure (GPA per Trimester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>50%</td>
<td>1.00</td>
</tr>
<tr>
<td>2nd</td>
<td>60%</td>
<td>1.50</td>
</tr>
<tr>
<td>3rd and further</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

- At the end of their first trimester, their first trimester grade point average (qualitative measure) is at least 1.0 and at least 50 percent of their attempted credits were completed with a passing grade, such as an A, B, C, or D (quantitative measure).
- At the end of their second trimester, their second trimester grade point average is at least 1.50 and at least 60 percent of their cumulative attempted credits were completed with a passing grade.
- At the end of their third and further trimesters, their third and further trimester grade point average is at least 2.0 and at least 67 percent of their cumulative attempted credits were completed with a passing grade. In order to graduate from a program, a student’s overall GPA must be at least 2.0.

### Academic Warning

At the end of each Evaluation Period, a student who does not meet the above SAP will receive written notification stating that he or she is being placed on Academic Warning for the following Evaluation Period. A student on Academic Warning who brings their qualitative and quantitative progress to SAP by the end of that Evaluation Period is released from Academic Warning.

### Academic Probation

If the student has not corrected the problem of his or her academic warning, the student will be placed on academic probation for the following evaluation period. The student will receive written notification stating that he or she is being placed on Academic Probation for the following Evaluation Period. The Standards and Appeal Committee (SAC) will develop an academic plan that will ensure the student is able to meet SAP standards by a specific time frame. The student will be removed from probation if he or she has successfully corrected the problem. Failure to correct the problem by the maximum time frame of the program, the student will be dismissed from the program.

### Academic Probation Appeal

Students that have been placed on probation may request an appeal, in writing, to the Standards and Appeal Committee (SAC) within 15 days of being placed on probation.
students’ academic plan will be reviewed with the student during the probationary period as stated on the plan.

**Academic Dismissal**

A student will receive a written notice of dismissal from the Student Services Office if he or she fails to meet satisfactory academic progress (SAP) requirements at the end of the probationary period.

**Academic Dismissal Appeal**

A student may appeal the dismissal to the Standards and Appeal Committee (SAC) based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student’s dismissal appeal must be received no later than 15 calendar days after the date on the dismissal letter.

The appeal must contain 1) an explanation of why the student failed to meet SAP; and 2) a description of what has changed in the student's situation that will enable him or her to again meet SAP. Supporting documentation must be submitted.

SAC will review the dismissal appeal submitted in the context of the student's entire academic record, and notify the student of its decision within 15 calendar days. If the student is denied reinstatement, the decision is final.

**Reinstatement Process**

If the student’s appeal is approved by the Standards and Appeal Committee (SAC), the student will be reinstated into their program/course. SAC’s notice to the student will outline the requirements of any Academic Plan and the student must follow their academic plan. The student will be notified in writing from SAC that they will be reinstated. The terms of the Academic Plan must ensure the student will be able to complete the program within the maximum timeframe. The student will be on Academic Probation for the subsequent Evaluation Period once reinstated. If a student fails to meet SAP or the requirements of the Academic Plan at the end of the Academic Probation period, the student is dismissed. Second dismissal appeals in this situation will only be granted at the discretion of SAC, and based upon very exceptional circumstances.

**Leave of Absence**

A student who decides to temporarily suspend their studies at BIR must file a leave of absence request. A leave of absence (LOA) should be taken by a student when the student intends to return for a future trimester. A leave of absence is a temporary break in a student’s attendance during which she/he is considered to be continuously enrolled. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. Students are advised to discuss the academic impact of a withdrawal or LOA, prior to withdrawing or going on LOA, with appropriate BIR staff such as their program head; Student Relations; Student Services, or a Designated School Official (DSO).

The Request for LOA/Withdrawal is accessible from the Student Portal and may be submitted electronically. Absence from class does not constitute withdrawal or approved leave of absence (LOA). It is not sufficient for a student to tell the instructor or someone in the office. It is strongly suggested that a student who decides to go on a leave of absence or to withdraw from the school should do so before registering for new courses. A student who attends classes is responsible for tuition costs.

A student cannot take more than three modules (up to 168 days) of LOA, in a 12-month period. This 12-month period begins on the first day of the student’s initial LOA. If a student does not resume their studies at the end of LOA, they will be considered withdrawn without notification. If the LOA request is made after the start of a course but before the completion of 75 percent of the course, the student will receive the indicator of Q. After 75 percent of the course has passed, an incomplete will be given, and the student needs to complete the work no later than the last day of the module following the one for which the “I” was received. Upon returning from a LOA, students resume their education where they left off.

A student who takes one or more LOAs from the school for no more than a total of 168 days during any 12-month period, is not considered withdrawn from the school during the LOA. A student wishing to take a LOA from the school must take the following steps:

1. The Request for LOA/Withdrawal form is accessible from the Student Portal and may be submitted electronically. The request for a leave of absence must be made in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family.
2. The student must submit the leave of absence request and specify a reason for the leave. The reason must be identified in order for BIR to have a reasonable expectation of the student’s return within the timeframe of the leave of absence as requested.
3. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
4. The Request for LOA/Withdrawal form will be sent to Student Services for approval.
5. BIR will not assess the student any additional charges as a result of the leave of absence.

International students should consult a school DSO to determine eligibility for a LOA and consequence of a LOA or withdrawal on their visa status and submit their requests to the International
Student Services office. International students should follow guidelines established by SEVIS regulations.

**Withdrawal**

Withdrawal indicates a decision to permanently leave the school. Students are advised to discuss the academic impact of a withdrawal or LOA, prior to withdrawing or going on LOA, with appropriate BIR staff such as their program head; Student Relations; Student Services students, or a Designated School Official (DSO).

Withdrawal from the school is a multi-step process. Overlooked or bypassed steps could result in serious financial consequences. A student wishing to withdraw from the school must take the following steps:

1. Submit a completed LOA/Withdraw Request;

2. Contact the Business Office to determine financial indebtedness; a student who withdraws from the school is responsible for their account balances;

A student might need to drop all courses in the current and the upcoming trimesters, if they ask for an immediate withdrawal.

A student who is unable to properly withdraw because of illness or other valid reasons must notify the Student Services office, a program coordinator, or the Registrar. Upon receipt of the request, the informed party will, in turn, assist the student to complete the process by notifying other parties who need to know.

A student who withdraws while on warning or probation will have that fact noted. Withdrawal at a time when a dismissal is likely will not be permitted. A student who leaves the school without following the above procedure and does not have an active registration will be considered to be withdrawn without notification from the school for tuition refund purposes. In such cases, the withdrawal process will, generally, be initiated by the school.

A student who has withdrawn without notification and wants to return will need to seek reentry. A student who properly withdraws may return in the same program within two years from the date of withdrawal without signing a new enrollment agreement; otherwise, a new agreement must be signed.

**Student’s Date of Withdrawal**

For proper withdrawal, a student’s withdrawal date is the date the student indicated on the Leave of Absence/Withdraw Request unless there is a later last date of an academically related activity such as an exam, a tutorial, turning in assignments, and study groups, and similar.

For withdrawal without notification, a student’s withdrawal date is the last date of attendance.

For a student who is funded by an agency that requires the student to submit instructor sign forms, (for example Trade Adjustment Act), the school will use the student’s instructor signed academic activity record to determine the withdrawal without notification date.

A student who earns a passing grade in a course is considered to complete an enrollment period of that course.

A student who receives a failing grade is not considered withdrawn without notification.

A student who takes one or more LOAs from the school for no more than a total of 180 days during any 12-month period, is not considered withdrawn from the school during the LOA. **Note:** In rare instances, it may be possible to adjust a withdrawal or leave of absence date.

**Reentry**

If a reentering student owes a balance, it must be paid before entrance is granted.

A student who returns to retake or repeat a course from a program they completed will need to execute a new enrollment agreement for a course they want to repeat or retake.

A student who properly withdrew from the school and returns to continue in the same program in the same school year does not need to execute a new enrollment agreement. The student can follow program requirements of the original enrollment agreement and will have the same academic and/or conduct status as before the withdrawal, unless otherwise indicated. Otherwise the student will need to execute a new enrollment agreement and is a subject to the rules, regulations, pricing, and program requirements of the catalog current at the time of reentry.

**Reentry after Dismissal or Other Problems**

Students seeking reentry after dismissal or withdrawal without notification must submit the Request to Reenter BIR Training Center form (found on the Student Portal) and submit an accompanying written statement that answers the following questions:

1. Explain the circumstances that resulted in your leaving BIR Training Center.

2. Explain how your circumstances have changed or what will be different if you are readmitted.

3. Explain why you are ready to return and complete your program without any more disruptions.
To appeal with SAC, a student submits the General Appeal form (found on the Student Portal) along with adequate justification and pertinent documentation to the Student Services. The preparation process generally requires several days; a student should allow sufficient time before the SAC meeting for review. Materials should be received no later than the Friday before the next SAC meeting and may include but not limited to: a request, computer generated records, letters of support on stationary and with signatures from faculty, employer, physician, counselor, or similar; plans for improvement with required signatures; medical appointment history and bills; military orders; obituaries and funeral programs. An appeal submitted with missing materials or without the student’s name, mailing address, e-mail, and phone number will result in a delay going before the SAC. Also, the student needs to resolve outstanding fees (e.g., Late, No Show) in order for the appeal to be heard. Students may request an appointment with SAC if they have submitted all of their documents in a timely manner. If students are present they will be allowed an opening statement of up to five minutes (without an instructor present when applicable) followed by questions and answers (Q&A) from the SAC. If a student chooses not to be present, the SAC will rely on the written appeal. If a faculty member whose action is in question is present, they will be allowed an opening statement of up to five minutes (without student present) followed by Q&A from the SAC. If a faculty person chooses not to be present, SAC will rely on the written rebuttal.

Determination on grade appeals will be made either during the meeting or shortly after if additional time is needed to resolve the matter. The student who files an appeal will be notified of the decision by the Registrar. Other committee decisions will be forwarded to the Business Office within 10 days. The Business Office will inform appropriate parties, including the student and the faculty member. The student may appeal to the school President the SAC decision within five days of the decision. This must clearly define the basis for appealing the SAC decision. However, it is the president’s sole discretion as to whether or not to review the SAC decision.

**CREDENTIALS**

General policies for advancement and graduation: Students are bound by the catalog under which they matriculated as well as satisfied nonacademic obligations (e.g., tuition and fees payment, book and materials obligations and damages) before being issued certificate or official transcript. BIR Training Center issues the following credentials:

**Program Certificate**

A Program Certificate is awarded to matriculated students who upon their program completion have satisfied academic requirements of cumulative grade point average (CGPA) of 2.00 and pass all courses in the program. Students who do not meet 2.00 CGPA at the end of their program of study will be considered completers.
Certificate of Attendance
A Certificate of Attendance is awarded to students who are no longer enrolled and who upon program completion have not achieved a minimum CGPA of 2.00. A Certificate of Attendance is also awarded to students who completed an individual course that was taken to enhance their knowledge and skills in their current occupation, to improve knowledge of English, or to pursue personal interests. This certificate is not meant to provide skills necessary to gain a new career. To earn a Certificate of Attendance, a student must achieve a minimum CGPA of 1.00.

Transcript
A transcript is a record of a student’s program status, coursework, and grades. A transcript may omit certain academic entries such as remedial courses that are not part of a program. Each transcript is signed and sealed by the Registrar. A transcript is considered official only if unopened.

Academic History
An Academic History is a record of a student’s academic activities and grades that, unlike the transcript, may contain entries such as orientations, assessments, and remedial and repeated courses. This system generated document can be downloaded by a student from the Student Portal during their study at BIR. An academic history cannot be used for official purposes.

Process of Obtaining Credentials
BIR holds three Commencement ceremonies per year. Graduates are not required to participate in Commencement. A graduate who chooses not to participate will have their program certificate and transcript mailed within 40 days of the end of their last trimester to the address in the Student Profile.

A Certificate of Attendance and the corresponding transcript are mailed to a student per their request within 40 days from the day of the request or the last day of a trimester of attendance, whichever is later.

Note: A student who does not fulfill graduation requirements for their program may petition for a different program certificate or a different type of certificate.

A replacement, an auxiliary, or a continuing education certificate/transcript may be ordered by submitting a request that includes the student’s name, school ID number, and date of graduation, credential requested, contact information, and the address to which the documents should be mailed. Requests should be emailed/mail to the Registrar or Student Relations Specialist. Credentials can be released to a third party only per student request. The auxiliary credential and rush service fees are assessed per document.

BIR Training Center will withhold all credits, educational services, issuance of transcripts and certificates from any person whose financial obligations to the school (including delinquent student accounts, deferred balances, and liability for damage) are due and or unpaid. If any overdue obligations are referred to an outside agency or attorney for collection, the debt is increased to cover all reasonable costs of collection, including collection agency and attorney’s fees, and court costs. By registering for any courses in the school, each student accepts and agrees to be bound by this policy.

Transfer of BIR Credits to Other Institutions
An articulation agreement is an agreement between institutions to accept credits earned at one institution to satisfy major or elective requirements at another institution. The school to which a student wants to transfer credits always makes the final decision as to appropriateness, and comparability of credits. Outside of existing articulation agreements, BIR Training Center does not guarantee that the credits or coursework earned at BIR are transferrable to another institution. See www.birtraining.edu for a list of institutions with current articulation agreements.

Confidentiality of Student Records
Current and former students are entitled to access their permanent record in accordance with the Family Educational Rights and Privacy Act of 1974 of the Buckley Amendment. This Act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate data. A student who wishes to review her/his educational record must submit a request in writing to the Registrar. The student will be notified of a date and time to review the record.

Students Information Directory
BIR Training Center designates the following information as The BIR Information Directory. This information may be disclosed and released by the school at its discretion and without the student’s consent:

1. Student’s Name
2. Dates of Attendance
3. Program(s) of Study
4. Certificates Conferred
5. Participation in officially recognized activities
6. Awards Received
7. Employment Gained
8. Enrollment Status (i.e., enrolled, continuing, reentry, alumni, etc.)

Note: To have any or the entire directory of information withheld, a student must give written notice in person or by certified mail.
Note: Federal regulations 8 U.S.C. § 1372 and § 214.3 (g) require that all educational institutions report information concerning an F or M non-immigrant student that would ordinarily be protected by the provisions of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

Enrollment Verification
Enrollment verification is primarily used for daycare and housing support, transportation discounts, employment, or other purposes. An active student who is enrolled in an on-campus course may verify their enrollment on the Student Portal by clicking on “Forms,” then “Enrollment Verification Request.” A copy of the form will be sent directly to the student’s BIR email address. Active students enrolled in an off-campus course, such as an externship, should contact Student Services, at studentservices@birtraining.edu to request an Enrollment Verification Report. The following information is verified on all enrollment verifications:

- Name
- Address on file
- Academic Load (full-time, half-time, etc.)
- Current Trimester Name and Begin/End dates
- Program of Study
- BIR ID Number

The following information may also appear on the form by a student’s request. They can click: GPA, expected graduation date, and/or financial data on the form.

Complaints
Complaints against this school may be registered with the Illinois Board of Higher Education on the IBHE online complaint system at http://complaints.ibhe.org/, accessible through the agency’s homepage (www.ibhe.org) or sent to Illinois Board of Higher Education, 1 N. Old State Capital Plaza, Suite 333, Springfield, Illinois 62701–1377, or by calling 217.782.2551. Complaints may also be sent to: Accrediting Council for Independent Colleges and Schools, Suite 980, 750 First Street NE, Washington, DC 20002–4223, phone: 202.336.6780, acics@acics.org. www.acics.org.

INTERNATIONAL STUDENTS

Admission
BIR Training Center welcomes international students. We are dedicated to enhancing the international student’s pursuit of their educational goals. United States Citizenship and Immigration Services (USCIS) authorizes BIR Training Center to accept and enroll F-1 and M-1 non-immigrant students and issue I-20s through Student and Exchange Visitors Information System (SEVIS). SEVIS is a web-based system that connects to USCIS educational institutions, ports of entry, the State Department, Social Security Administration, and other governmental organizations.

An international applicant is subject to the same admissions guidelines as a domestic student. In addition to the paperwork described in the Admission section of the catalog, an international applicant must present evidence (such as bank statements/letters) of funds sufficient to cover academic and living expenses for the duration of study or one academic year (9 months), whichever is less. Statements/letters cannot be dated more than six months prior to the issuance of an I-20 and should preferably be in English with amounts converted to US dollars. The money does not have to be in a student’s name. A student may have a sponsor. If the sponsor is a US citizen or permanent resident, they should submit a letter/statement from a financial institution, an Affidavit of Support (form I-134). A proof of income such as a letter from an employer, W-2 form, or an income tax statement might be needed. If the sponsor is neither a US citizen nor a permanent resident, they should submit a bank statement and either a document attesting the sponsor is willing to support the student or BIR’s sponsor guarantee form.

To cover the student’s cost of living and education for an academic year, $12,789 is needed. If a student will be bringing dependents, such as a spouse or a child, an additional $3,123 per dependent for an academic year is needed. An international student who plans to study for a time shorter than an academic year should consult with the International Student Office to determine the cost of their intended duration of study.

The following steps describe three possible processes for becoming an international student: Any student wishing to enroll in F-1 or M-1 status must complete the admission process as well as follow immigration regulations. Please contact the Office of International Student Services at dso@birtraining.edu for more information on obtaining and maintaining student status.

Maintenance of Status
To remain in F-1/M-1 status, a student is required to:

1. Be a full-time student (ESL students must be scheduled for 18 hours per week; student enrolled in all other programs must be enrolled for 8 credit hours per trimester).
3. Report changes in address or legal name within 10 calendar days of the change. Make changes on the student portal and notify the Designated School Official (DSO).
4. Obtain DSO approval and receive DSO travel endorsement on I-20 before traveling outside of the United States.
5. Report any intention to transfer to another school, leave the country, or change status to the DSO.
6. Obtain an updated I-20 when a funding source changes.
7. Notify and file timely requests to the DSO for changes in dependent status and other changes or additions.
8. Obtain permission from the DSO before requesting a leave of absence or reduce course load.
9. Keep a valid passport and Form I-94 at all times. Expiring passports can be renewed in the United States through the embassy of the student’s home country.

### Annual Vacation and Reduced Course Load

Students are eligible to take one trimester of vacation during a 12 month period that begins on the first day of a student’s initial course. Vacation is only for a continuing student with a valid enrollment agreement.

A student who cannot be in school full-time due to a medical condition or personal emergency can request a reduced course load. A student should submit a completed Medical Leave of Absence (MLOA)/Reduced Course Load Request, which is accessible on the Student Portal, along with current medical or other documentation to the international student office. The office will determine whether to authorize or deny the request within three days of receiving the form and supporting documentation. Generally, if the leave is approved, the duration will be for one module. After that, if there is a need to extend the MLOA, the student must provide updated documentation. If the leave is denied, the student should return to school. Denials may be appealed.

### Withdrawal with Notification, Grace Period, and Transferring Out

A student who submits a withdrawal with notification form will be considered as having shortened their program for F-1 status purposes. If a student withdraws with notification, they will have 60 days to transfer to another school or leave the country from the effective date of withdrawal indicated on the form. If a student notifies the school of withdraw during a vacation or LOA, the I-20 will be shortened to the end of the student’s last period of attendance. However, the shortening of the I-20 will leave a grace period that is sufficient for the student to arrange their transfer to another school or departure from the country. The SEVIS records of a student who wishes to transfer to another school will not be released until a letter of acceptance from the new school is received by the International Student office and all balances on the student account have been paid.

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>INITIAL ENTRY FROM ABROAD</th>
<th>CHANGE OF STATUS</th>
<th>TRANSFER TO BIR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicants abroad may apply for an F-1 Visa at their local US Consular office.</td>
<td>Most non-immigrants already in the US may apply for a change of status to F-1 prior to the expiration of their current status. Certain visa types are not eligible — contact BIR for more information.</td>
<td>F-1 students are usually eligible to transfer to BIR.</td>
</tr>
<tr>
<td>DURATION OF STUDY</td>
<td>1–36 Months Shorter programs are available.</td>
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</tr>
<tr>
<td>STEP 1</td>
<td>Pay the process specific fees Submit to BIR: • Passport Copy • Financial Documentation</td>
<td>Pay process specific fees and tuition deposit Submit to BIR: • Passport Copy • Financial Documentation • Entrance Visa Copy • I-94 Copy • I-539 may be required</td>
<td>Submit BIR transfer form to current school • After BIR receives the filled transfer form from a student’s current school, an acceptance letter will be issued. • A student submits the BIR acceptance letter back to their current school. • The student’s current school releases the record to BIR. Note: In certain cases, BIR may request more information prior to issuing an acceptance.</td>
</tr>
<tr>
<td>STEP 2</td>
<td>Receive I-20 from BIR Schedule visa interview at embassy/consulate. Take the following to the interview: • I-20 • SEVIS I-901 Fee Receipt • Machine Readable Visa • (MRV) Fee Receipt 158, as required • Passport • Accommodation Information • Color photograph • Financial Documentation • Program of Study Description</td>
<td>Receive I-20 from BIR Mail the following to USCIS for adjudication: • I-20 • SEVIS I-901 Fee receipt • I-539 application &amp; fee • Passport Copy • Financial Documentation • Entrance Visa Copy • I-94 Copy • Any supporting documentation you feel may strengthen your case.</td>
<td>Pay process specific fees and tuition deposit Submit to BIR: • Passport Copy • Financial Documentation • Entrance Visa Copy • I-94 Copy • Previous School I-20 Copies</td>
</tr>
<tr>
<td>STEP 3</td>
<td>If entrance visa is approved, arrive in the US no more than 30 days before the program start date. SUBMIT TO BIR: • I-94 Copy • Stamped I-20 Copy • Pay tuition deposit</td>
<td>Stay in regular contact with the school while the case is pending. Submit any correspondence you receive from USCIS to BIR. IF THE CASE IS APPROVED, SUBMIT TO BIR: • Stamped I-20 Copy • I-797 Approval Notice Copy</td>
<td>Receive I-20 from BIR.</td>
</tr>
</tbody>
</table>
FINANCIAL INFORMATION

TUITION AND FEES
See Appendix B for the Schedule of Tuition
See Appendix C for the Schedule of Fees

Payment and Payment Plans
Students pay tuition according to a payment plan selected and recorded on the enrollment agreement or its addendum. There are three payment plans:

1. One Payment: 100 percent of a course’s tuition is due no later than the course’s first scheduled session.

2. Two Payment: a course’s tuition is payable in two equal installments. The first installment is due by that course’s first scheduled session. The second payment is due three weeks from the first scheduled session. For a sixteen-week schedule the second payment is due six weeks from the first scheduled session.

3. Alternative Payment: tuition due date varies based on an arrangement made with the school’s Business Office or expected day of payment from an outside agency or a date stated on the Employer Reimbursement Agreement.

Regardless of the method used to finance a student’s education, every student selects a payment plan which is recorded on their enrollment agreement. Payments can be made by credit card, check, cash, money order, or wire transfer. When a student who registered for a course does not show for that course, the No Show fee is assessed. When a student registers for a course after that course’s first scheduled session, the Late Registration fee is assessed. When a student does not make a payment on time, the Late Payment fee is assessed. When a student’s check is returned unpaid or a credit card transaction is cancelled, the Returned Check/Cancelled Credit Card Transaction fee is assessed. A student who is delinquent on their account for seven days is placed on financial block and barred from attending classes. A student who fails to pay or lacks sufficient funding to cover their outstanding account balance may be administratively dismissed.

Books, Materials, and Supplies
Books, materials, and supplies are not included in tuition. Their costs depending on what is required for a specific course. Once purchased, they become the student’s property. The school refunds the cost of an unused, unmarked, and undamaged item if it was purchased from BIR and a student has provided the school with a notice of cancellation or withdrawal or a course is cancelled by the school.

Cancellation, Withdrawal, and Refund
To cancel an enrollment agreement a student must notify the school in writing in one of the following ways:

- Via email sent to registrar@birtraining.edu
- By letter sent by postal mail to BIR Training Center, ATTN: Registrar, 3601 W. Devon Ave., Chicago, IL 60659
- By hand delivered letter

Cancellation
A student who cancels their agreement within three calendar days after enrolling, but prior to the first day of a module for which they registered will receive 100 percent refund of enrollment fee. A student who cancels their enrollment agreement anytime following the three calendar days after enrolling will receive no refund of the enrollment fee.

If the institution cancels a program of study subsequent to a student’s registration for a module, all monies paid by the student will be refunded.

Withdrawal
To officially withdraw from school, a student must notify the school by one of the following ways:

- By completing and submitting the “Leave of Absence/Withdraw Request” located on the Student Portal
- Via email sent to registrar@birtraining.edu
- By letter sent by postal mail to BIR Training Center, ATTN: Registrar, 3601 W. Devon Ave., Chicago, IL 60659
- By hand delivered letter

A student who registers for a course but never attends a class or other academically related activity such as an exam, a tutorial, turning in assignments, and attending a study group among others will receive a full refund of paid tuition for that course.

A student who attended at least one class or other academically related activity such as an exam, a tutorial, turning in assignments, and a study group among others, has an official withdrawal date based on the date they notify the school of their withdrawal. The exception is if they attend a later class or other related academic activity after their notification of withdrawal, then the date of that last activity becomes the last date of attendance.

A student who attended at least one class or other academically related activity such as an exam, a tutorial, turning in assignments, and a study group among others, and unofficially withdraws without notification, will have the date of that last activity considered the last date of attendance.

A tuition refund is calculated using the last date of attendance and will be paid within 45 calendar days from the documented date of determination. The date of determination is the date the
The school reserves the right to cancel or postpone any classes due to insufficient enrollment or any other difficulties. The school is not liable for any inconvenience that may result from cancellation or postponement. The school reserves the right to make revisions in the course of instruction during the period of student’s enrollment. Both parties promise to honor the Illinois Board of Higher Education rules and regulations. The student further promises to honor school policies and procedures as they are defined in the school catalog and other relevant publications.

### FINANCIAL ASSISTANCE

**Note:** BIR does not participate in federal financial aid programs.

**Grants**

Grants are awards that do not have to be repaid. Grants are provided by the federal and state governments and are based on financial need. When awarding policies and funds permit, a student’s financial assistance package includes grants such as:

1. **Workforce Investment Act (WIA) Training Voucher** is a training grant for unemployed or low-income students. State and local agencies determine eligibility and administer this funding. Grant amounts are up to $9,000.

2. **Trade Adjustment Assistance (TAA)** is a grant for workers who lost their jobs or whose hours of work and wages are reduced as a result of jobs being moved to foreign countries or increased imports. Workers who believe they have been adversely affected by foreign trade, or others acting on their behalf, may petition the US Department of Labor for a determination of eligibility. Grant amounts are up to $20,000, over two years of study.

3. **Illinois Department of Human Services** provides varying amounts of retraining grants to students with disabilities. The Department determines a student’s eligibility and administers the grant.

**Scholarships**

Scholarships are awarded without regard to a student’s financial need and are based on academic merit, early enrollment, completion, or other criteria. Scholarships are provided by civic or government organizations and the school itself. Eligibility, amounts, dates, and application processes vary. The school encourages students to continue pursuing scholarships every year, even after enrollment, from government organizations and the school itself.

The Hope Scholarship and Lifelong Learning Tax Credits are federal programs that reduce federal income tax liability. A taxpayer (either a student or a person who claims a student as a dependent) may qualify for the credits. For information see IRS publication 970, Tax Benefits for Education.
BIR Sponsored Awards

1. The UpPromise tuition award is for a student who enrolls in a BIR program of study during their first on-campus visit and agrees to complete the program within 150 Percent completion time. A student meeting the above criteria may receive an up-front conditional award for up to 10 percent of their tuition. If a student does not complete their program, the tuition award will be revoked, and the published tuition will be charged for each completed course.

2. The Adult Learner Program is a 10 percent tuition award for students age 55 or older.

3. The Alumni Recognition Program is a 10 percent tuition award for BIR Program Certificate holders when they return to enroll in a new course or program.

4. The Meritorious Student Scholarship is an institutional scholarship that promotes academic accomplishment and high attendance. To qualify, a student has to achieve grades of A or B in an uninterrupted block of four consecutive or concurrent courses (excluding an annual vacation) and attendance of 83 percent or greater in each of the four courses in that block. To apply for this scholarship student must submit the Meritorious Scholarship application to the Business office. Upon the approval of the application the student will be granted a 10 percent tuition award for the next two consecutive or concurrent courses.

5. Employment on-campus provides students with ways of reducing their cost of attending BIR while improving their working skills and habits. In turn, students engaged in the school’s Student Employment Opportunity Program provide the school with services essential to its operations. Jobs for students are posted on the Student Portal.

STUDENT CONDUCT

When on-campus or off-campus but involved in school-related activities (trips, observations, practica, exhibitions, etc.), students are to present a neat appearance and demonstrate professional conduct and courtesy. Inappropriate and disruptive behavior, such as, but not limited to, the following, will not be tolerated: submission of work other than the student’s own, behavior that interrupts other students’ ability to learn, attempted or actual theft or damage to school property or to the property of a member of the school, indecent or profane language, and physical or verbal abuse of any person.

General Probation

Administration or faculty may request general probation for a student whose performance indicates a pattern of academic, professional, financial, or ethical deficiencies. The Student Services office will contact that student in order to reach (along with a party that initiated the General Probation process) a mutually acceptable reasonable arrangement to improve skills or reverse the deficiencies and clearly determine conditions under which the student would be placed on probation. If a student has been placed on probation, then a plan that specifies provisions (for example, administrative withdrawal from a course where such deficiencies occurred) and a schedule under which the student should be removed from that probation is developed.

Administrative Dismissal

A student who is engaged in behavior that poses a danger of causing harm to self or others or disturbs the learning environment may be dismissed. A student who has not paid or does not expect to have sufficient funding to cover their outstanding account balance prior to the first day of classes may be dismissed.

When a dismissal is being considered, a committee will review the criteria for dismissal and pass down a recommendation. Following the review, the school will make a final decision regarding the dismissal. However, the school may, at its sole discretion, execute an immediate administrative dismissal should circumstances warrant. A dismissed student is notified of their dismissal in the letter mailed to the address in their student profile.

Dismissed students are not eligible for any services and are not permitted to register for classes unless they successfully appeal their dismissal and are readmitted. A student’s enrollment agreement becomes void as of the date of dismissal. A dismissed student is prohibited from registering or attending classes, externships, or any other academic activities regardless of the circumstances of dismissal or pending appeal. The Student Services office will inform the student as to the steps that must be taken if the student is allowed and wishes to reenroll.

A student has the right to appeal their dismissal within 15 calendar days of the dismissal letter date by providing, in writing, the reason for the appeal, supporting evidence, and a summary of extenuating circumstances.

Administrative Dismissal Appeals

Students can appeal their general probation and administrative dismissal by providing concrete and specific evidence that supports their appeal. If an appeal is successful, the student is released from general probation and administrative dismissal.

Computer Usage

All registered students in good standing are granted a user account to access computer labs, networks, and other resources. All activities related to the educational process within existing guidelines are authorized in the computer labs. That includes accessing e-mail, working on assignments, conducting course-related research, and using computer lab software for training purposes.

During class time, computers may be used only with the consent of the instructor for in-class assignments, exams, or other educational purposes. At all other times, the computer screen should be blank.
Theft or other abuse of computing and machining time and facilities will not be tolerated and may cause disciplinary action, including expulsion. Those activities include, but are not limited to:

- Installation and pirating of software
- Unauthorized use of another individual’s identification and password
- Unauthorized entry into another user’s folders, files, saved documents, and e-mail correspondence
- Use of computing facilities to view, send, or download obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the school’s computing/production systems
- Excessive exploitation of the computer facilities for personal use

Additionally, no food or drink is allowed in computer laboratories. Students are limited to printing a restricted number of pages. An additional fee of $10 per 100 pages will be charged. For more detailed information, see BIR’s Computer Lab Policy.

**Drug and Alcohol Free Environment**

BIR is a drug-free school. Students are automatically dismissed if found using, possessing, distributing, or selling drugs, alcoholic beverages, or any dangerous or illegal substance. Anyone in violation of state, federal, or local regulations with respect to illegal drugs or alcohol may be subject to criminal prosecution.

**Limited Facility Usage**

The school administration retains the right to inspect and search school property and equipment owned and controlled by the school without notice or student consent. Students have no reasonable expectation of privacy in any area owned or used by BIR for training. After completion of a course, students have access to their work for a two-week period. After that timeframe, unless granted extended use of the computer facility, all work becomes property of the school and may be discarded.

**STUDENT SERVICES**

Student Services supports students throughout their lifecycle at BIR and as alumni. It is a resource that helps move students toward program completion and careers. After initial enrollment, students attend New Student Orientation to acclimate them to school procedures and provide information they will need to succeed at BIR. At the end of a trimester, Student Services recognizes students who are high achievers or who greatly improved their academic standing. Students placed on academic warning or probation may receive advice and encouragement to improve academic performance. This office handles academic and general appeals, and formal requests to continue studies and reenter the school. Student Services is a vital service for students that promotes program completion. This office also offers career information and guidance for students as well as school sponsored employment for students. After program completion, Student Services organizes the graduation for awarding professional certificates and is available to alumni who request career services. Student Services oversees student progress and offers support to enhance student success at BIR. Contact Student Services at studentservices@birtraining.edu or 773.866.0111 ext. 65.

**New Student Orientation**

All new student attend a New Student Orientation. There is an overview of the school’s locations, facility use, financing, and access to parking and public transportation. Students learn how to use the Student Portal and receive the user name and password to their BIR email accounts. The grading system and satisfactory academic progress are explained to clarify student academic expectations. Students also receive their photo IDs.

**Advising**

Students wanting to improve their academic progress may receive advising from the Student Services staff or their program coordinators. Staff members provide advising for students who want advice that can help them improve their academic performance and complete the Request to Continue Studies or Request to Re-enter form.

**Academic Recognition**

Student Services recognizes high performing students (Shining Stars) who have a program grade point average of 3.5 or higher and students who have significantly improved their academic standing (Rising Stars) at the end of each trimester.

**Appeals and Special Requests**

Appeals regarding general conduct, academic warning and probation, and Requests to Reenter as well as Requests to Continue Studies are handled by Student Services. This office also can process or refer requests for testing out of specific courses, credits (See “Granted Credits” under “Academic Policies”), and Proof of Enrollment that may be requested by some government agencies.

**Student Activities**

Student Services sponsors a variety of student activities throughout the year including holiday parties, movie nights, field trips, athletic activities, and volunteering opportunities.

**Student Employment**

BIR Training provides students with a way of reducing their cost of attending BIR while improving their working skills and reinforces career goals through participation in school-sponsored employment. Students qualify for school sponsored employment after the completion of one trimester and by achieving and maintaining a GPA of 2.0 or higher. International students will need to apply for and obtain a Social Security number. BIR on-campus employment is available for all students and is mostly limited to 20 hours a week. Students are hired by a department to assist with duties as assigned. Open positions are posted on the BIR Student Portal. Instructions for applying to a position are included on the posting.
Career Development
This service offers career students and alumni job-seeking resources and training that helps them prepare to enter the employment market. BIR cannot and does not guarantee graduate placement. We will make every reasonable effort to prepare students to secure employment. The placement assistance of the school includes, but is not limited to:

- Instructor-led training in résumé writing, interviewing, and completing applications and employment forms
- Assistance in development of job search strategies
- Periodic on-campus programs relevant job fairs;
- Current jobs openings posted on “Jobs Board” and resource binders of jobs pertinent to BIR programs;
- Special events such as meetings with recruiters, guest speaker presentations, and on-site interviews with employers who make placement requests or list their vacancies with the school

To effectively use the service, the graduate must:

- Have the legal right to accept employment in the United States.
- Participate in all placement activities provided by the school.

Onsite Job Fairs
Students have the opportunity to meet with employers at onsite job fairs that are arranged by BIR Training Center. During the job fairs, students learn about available job positions and the skills that employers are currently seeking. They also have a chance to submit their résumés and to have interviews with representatives of employing companies. Information on planned job fairs is posted on general and classroom bulletin boards, and is promoted on the main page of the Student Portal.

Pre-Enrollment Advising
BIR staff responds to a wide range of student questions and guides them toward optimal solutions. Those interested in careers may receive guidance on jobs that are in demand and the skills that are required for employment in these fields. Assistance is available regarding transfer classes toward a certificate, or about new skills an employer may require, or simply if you want more out of life.

A BIR advising session is the place to start. For career-driven students, BIR offers job market orientations that provide essential information relating to career direction and employment opportunities. For those who want to earn a certificate, our staff will provide up-to-date information on standardized entrance tests and articulation of credits. English language students may be interested in survival skills, college/university admission or to improve their language skills for employment opportunities.

Learning Center and Library
Our Learning Center is a tutoring, testing, and independent learning resource for language and career students who want to succeed in their classes and reach their learning goals.

The Center provides individual and group tutoring options in a variety of subjects including English, test preparation (i.e., TOEFL iBT®, IELTSTM), mathematics, computer skills, careers, and more.

Individual tutoring is tailored to the needs of individual students. Students work on the skills they want to learn at their own level and pace, and many opportunities are made available to ask questions, practice skills, receive feedback, and focus on improving weak points.

Group sessions, which are facilitated by a tutor, are theme-based and focused on special topics or skills identified as useful to BIR students. They provide a smaller, more intimate setting for learning to take place than in the traditional classroom.

Tutoring, group sessions, and other resources are available to all students a variety of locations and times, including mornings and evenings, weekdays and weekends. Our knowledgeable and friendly tutors strive to provide students with an excellent learning experience. Students can purchase individual tutoring sessions in the main office at any location. Group sessions’ schedules are posed in the Learning Center and no sign up is necessary. For more information: learningcenter@birtraining.edu or 773.866.0111 ext. 51.

Students can study independently in our library and make use of its educational resources. For ESL and Test Prep students, a variety of materials for all English levels and skills are available including a collection of books for reading (graded according to level), a variety of newspapers and magazines, handouts, and a list of recommended interactive websites. The Learning Center has textbooks and learning materials to support our various programs. There are also computers where students can engage in research and writing, class work, or practice skills (i.e., IELTSTM, ESL, TOEFL iBT®, CAM) using our programs or recommended websites.

The Learning Center coordinates and administers tests for prospective and current students who want to be granted BIR credits by testing out (proficiency or placement tests) or who need to make up a course test (mid-term or final).

Test Out: Taking a test does not guarantee credit. To receive credit, students need to score 70 percent or better on the test. Students are informed of the results by Student Services. A student is allowed two test out attempts per course. Not all courses are available for test out. Granted credits are indicated on the student’s transcript with the letter “R”.

Makeup Test: Instructors must approve makeup tests. Obtain your instructor’s permission prior to submitting the request. Not all missed tests can be made up. The completed test is returned to the instructor for grading.

To request testing, students must fill out a Request for Testing form located on the Student Portal and pay the testing fee. Within a week after submitting the request, the Learning Center will contact the student via email to schedule the test (BIR email account for current students, personal account for prospective students). Students must
present a BIR or other picture ID before taking a test. Students who
do not show up, who cancel less than 24 hours in advance, or who
are more than 15 minutes late and want to reschedule must pay
another fee. Contact the Learning Center for more information:
learningcenter@birtraining.edu.

Copyright Policy
The copyright law of the United States permits the use of
copyrighted material in the classroom under the principles of “fair
use” (17 U.S. Code §107). As a general guideline, this means that
if materials are to be used in essentially the same way or for the
same audience as the author intended, their use should be limited to
single articles or chapters from longer works (works of 10 or more
chapters total), small parts of shorter works or those with 9 or fewer
chapters (10% or less); several charts, graphs, or illustrations; or
small parts of works such as performances (audio, video). These
materials may be included in coursepacks, classroom handouts,
PowerPoint presentations, etc. However, their use must not harm
the copyright holders’ ability to earn profit from their intellectual
property. For this reason, copying portions of current textbooks for
classroom distribution, in place of students purchasing the
textbooks, violates federal law and is strictly forbidden.

Because fair use is always a judgment call and varies from case to
case, instructors need to determine if the amount of copyrighted
materials they are using is within the law. Online tools such as the
American Library Association’s Fair Use Evaluator
(http://librarycopyright.net/resources/fairuse/) can help in making
these determinations. The School Librarian is also available to offer
assistance in making fair use determinations.
ACADEMIC CURRICULUM

Departments and Programs
The institution has six academic departments which offer 11 certificate programs. A Certificate of Program Completion is awarded upon successful completion of a program of instruction. A Certificate of Attendance is awarded upon completion of a course or several courses that are taken to enhance one’s knowledge and skills in their current occupation, to improve knowledge of English, or to pursue personal interests such as sitting for industry credentialing exams.

The English Language Institute offers instruction to speakers of other languages at all levels from complete beginner to those preparing for university study. The programs place emphasis on listening, speaking, reading, and writing. The average class size for English Language Institute courses is 15 students per instructor.

Four departments offer career training programs: the Department of Accounting and Administration, the Department of Computer Information Technology, the Department of Computerized Manufacturing and Robotics, and the Department of Healthcare Professions. The Department of General Education offers courses that support programs in other academic departments, but does not offer a program of its own. The average class size for career training courses is 15 students per instructor.

The departments with career training have curriculum aligned with industry credentialing exams. These exams are associated with industry needs and independently verify individual knowledge. BIR also offers a variety of certification pathways which focus specifically on sitting for industry certification exams. These offerings include courses from the certificate programs but lead to a quicker attainment of industry credentials.

Department of Computerized Manufacturing and Robotics
- FANUC Robotics Handling Tool Operation and Programming
- FANUC Robotics V-iRVision 2D Operation and Programming W/R30iA
- NIMS Measurement, Materials, and Safety
- NIMS CNC Turning Operator
- NIMS CNC Milling Operator

Department of Health Professions
- Certified Billing and Coding Specialist (CBCS)
- Certified Phlebotomy Technician (CPT)
- Registered Phlebotomy Technician (RPT)
- Certified Electrocardiogram Technician (CET)
- Certified Medical Administrative Assistant (CMAA)
- Certified Basic Life Support (BLS)
- Medical Assistant Certification (MAC)
- Certified Patient Care Technician/Assistant (CPCT/A)
- Certified Medical Assistant (CCMA)
- Registered Medical Assistant (RMA)
Classification of Instructional Programs and Standard Occupational Classification

Instructional programs offered by postsecondary institutions are categorized by career clusters to align academic programs to occupational pathways. This Classification of Instructional Programs (CIP) was developed by US Department of Education. The CIP code is independent of program length. Programs of different lengths may be given the same CIP code. Standard Occupational Classification (SOC) system is used by the US government to organize workers into occupational categories and to calculate, analyze, and report employment data. SOC codes that identify occupations along with their corresponding CIP codes are provided for all BIR programs that prepare students for careers. Some of the programs have more than one CIP code. The Occupational Information Network (O*NET) is a database that contains occupational definitions to help students, job seekers, businesses and workforce development professionals to understand today's world of work in the United States by describing occupations in terms of the skills and knowledge required, how the work is performed, and typical work settings.

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Instructional title</th>
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<th>Occupational title</th>
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<tbody>
<tr>
<td>Accounting and Office Administration</td>
<td>52.0302</td>
<td>Accounting Technology/ Technician and Bookkeeping</td>
<td>43–3031.00</td>
<td>Bookkeeping, Accounting and Auditing Clerks</td>
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<tr>
<td>Application Development</td>
<td>11.0202</td>
<td>Computer Programming, Specific Applications</td>
<td>15–1131.00</td>
<td>Computer Programmers</td>
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<td>Applied Business Communication</td>
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<td>Business/Corporate Communication</td>
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<td>Computerized Manufacturing and Robotics</td>
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<td>Manufacturing Engineering Technology/ Technician</td>
<td>17–3026.00</td>
<td>Industrial Engineering Technicians</td>
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<td>Computer Numerical Control Machine Tool</td>
<td>15.0702</td>
<td>Quality Control Technology/Technician</td>
<td>51–9061.00</td>
<td>Inspectors, Testers</td>
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<tr>
<td>English Language Introductory</td>
<td>32.0109</td>
<td>Second Language Learning</td>
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<td>Not applicable</td>
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<tr>
<td>English Language Bridge</td>
<td>32.0109</td>
<td>Second Language Learning</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>English Language Test Preparation</td>
<td>32.0109</td>
<td>Second Language Learning</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Health Information Technology</td>
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<td>Medical Insurance Coding Specialist/Coder</td>
<td>29–2071.00</td>
<td>Medical Records and Health Information Technicians</td>
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<td></td>
<td>51.0714</td>
<td>Medical Insurance Specialist/Medical Biller</td>
<td>43–6013.00</td>
<td>Medical Secretaries</td>
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<td>Medical Assisting</td>
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<td>Medical/Clinical Assistant</td>
<td>31–9092.00</td>
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<td>51.0902</td>
<td>Electrocardiograph Technology/ Technician</td>
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<td>Cardiovascular Technologists and Technicians</td>
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<td>51.1009</td>
<td>Phlebotomy Technician/ Phlebotomist</td>
<td>31–9097.00</td>
<td>Phlebotomists</td>
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</tbody>
</table>
DEPARTMENT OF GENERAL EDUCATION

The Department of General Education offers course work that supports career programs, but the department has no specific academic program. ABM 100 and CIT 102 are required of most career certificate programs. ABM 090 is a remedial course.

COURSE DESCRIPTIONS

Each course of all four programs in the Department of General Education is described below.

**ABM 090 Applied Mathematics - 2 Credits**

In this course, students are introduced to and practice the elementary concepts of mathematics: whole numbers, fractions, and decimals. The course covers whole number operations: addition, subtraction, multiplication, and division, including remainders and quotients. There is an explanation of how to identify information that is necessary to solve word problems. Students learn about fractions; and how to add, subtract, multiply, and divide them; and how fractions are used in measurement. Finally, students are taught about decimals, and how to add, subtract, divide, multiply, and round them. Upon successful completion of this course, students should know the basics of calculating the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals, and understand how they are applied in their respective fields.

*Prerequisite: Placement*

**ABM 100 Mathematics and Computation Review - 2 Credits**

The goal of this course is to provide students with a review of mathematical concepts. Students will review operations with fractions, decimals, and concentrate on percent, ratio, proportions, and conversion between the US Conventional and metric systems of measurement. Estimation, rounding, and problem solving strategies will also be covered. Upon successful completion of this course, students should be able to apply the content of the Mathematics and computation Review course in their respective fields of study and future workplaces.

*Prerequisite: Placement or ABM 090*

**CIT 095 Introduction to Computers - 3 Credits**

This course is designed for students who are beginners in the use of a computer. They will learn about the parts of a computer and how to operate it, features of the Windows operating system, and basic email functions. Students also will be introduced to keyboarding and how to use a mouse. They will have hands-on practice using a computer and developing keyboarding skills. Upon completion of this course, students will be able to identify the parts of a computer, understand computer terminology, use disk drives and disk utilities, use a mouse, send and receive email, and be able to type using a keyboard.

*Prerequisite: None*

**ELPG 090 Remedial English - 4 Credits**

This is course is for students who need English language reading and writing remediation. Reading instruction includes recognition of main ideas and details, critical reading skills, and vocabulary improvement. Writing instruction includes using proper sentence structure, mechanics, and grammar as well as paragraph formation. At the end of this course, students will be able to write a single paragraph which focuses on a topic, maintains a main idea, develops that point, supports that point, and uses transitions. They will also be able to read a text, make clear inferences from it, draw conclusions, and make connections.

*Prerequisite: Placement*
Computer Information Technology encompasses tools and techniques by which information is stored, manipulated, exchanged via the Web, and collaborated on through e-mails and instant messaging. Information Technology is an extremely rich and diverse discipline.

The US Bureau of Labor Statistics predicts there will be 1.4 million more software development jobs than applicants who can fill them by 2020. According to code.org, a non-profit group dedicated expanding access to computer science, there are currently more than 500,000 open computing jobs nationwide, but fewer than 43,000 computer science students graduated in the workforce in 2016. Every company now, in reality, is a tech company with needs for websites, on-line payments, automation, virtual order processing, and more. The availability of so many tech jobs, particularly in coding, presents a chance for thousands of Americans to rapidly acquire coding skills in order to enter or re-enter the workforce. The department offers:

• Application Development (C1) Certificate Program

**APPLICATION DEVELOPMENT**

**Program:** 6 Courses 24 Credits

**Full-Time Completion Length:** 11 months

This program prepares individuals to apply the knowledge and skills of general computer programming to the solution of specific operational problems and customization requirements presented by individual software users and organizational users and includes training in specific types of software and its installation and maintenance. At the end of the program, students will be able to rapidly create and modify websites using HTML and CSS, use JavaScript libraries like jQuery to create dynamic behaviors within a website, use browser developer tools to explore and debug an interactive website, understand the basic design principles of a database and write simple SQL queries from scratch, express algorithmic ideas using both the C# and JavaScript programming languages, maintain a project within a version control system, create unit tests for new functionality, guard against the introduction of future bugs, and integrate all of the above skills and components into interactive, database-backed ASP.Net web applications.

Student applying to complete the Application Development program are required to have a two-year college degree, or two years of post-secondary education/training. Study, research and survival skills acquired in post-secondary institution and in the workplace will help students to succeed. Additionally applicants who did not complete high school or college in the United States are required to have a CaMLA English Placement Test score of 62 or higher.

**Sample Schedule for the Applications Development Program**

<table>
<thead>
<tr>
<th>Trimester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 110 Introduction to Web Development</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CIT 111 Introduction to Programming</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trimester 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 210 Interactive Web Programming</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CIT 211 Databases</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trimester 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CIT 301 Web Application Development</td>
<td>4 Credits</td>
</tr>
<tr>
<td>CIT 310 Careers in Information Technology</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>

Credits earned at program completion 24

**COURSE DESCRIPTIONS**

Each course in the Department of Computer Information Technology is described below:

**CIT 095 Introduction to Computers** - 3 Credits

This course is designed for students who are beginners in the use of a computer. They will learn about the parts of a computer and how to operate it, features of the Windows operating system, and basic email functions. Students also will be introduced to keyboarding and how to use a mouse. They will have hands-on practice using a computer and developing keyboarding skills.

Upon completion of this course, students will be able to identify the parts of a computer, understand computer terminology, use disk drives and disk utilities, use a mouse, send and receive email, and be able to type using a keyboard.

*Prerequisite: None*

**CIT 102 Computer Productivity Tools and Keyboarding** - 4 Credits

This course teaches students to use the operating system, navigate the Internet, use web-based e-mail, use Outlook e-mail, calendars, create and edit documents in Microsoft Word, and develop and deliver presentations in PowerPoint. Students will also be working on their keyboarding and alpha/numerical data entry skills. This course includes lab work that focuses on hand placement, accuracy, and speed. At the conclusion of this course, students will work through several projects which helps them apply the skills they have learned to the workplace.

*Prerequisite: None*

**CIT 103 Business Productivity Tools** - 4 Credits

This course teaches students how to analyze data and make business decisions using Microsoft Excel. Students will become familiar with the different elements of a spreadsheet and learn their way around the Excel program. After learning Excel basics, students will move on to develop their worksheets to include more complex formulas, functions, and charts. At the conclusion of this course, students will
work through comprehensive projects to help them apply the skills that they have learned throughout the course. This course is intended to help students prepare for Microsoft Office Specialist Certification-Excel. Upon completion of this course, students should be able to: create worksheets, analyze data, create a complex formula, format a worksheet, create and format various charts, use formulas and functions to help analyze worksheet data, and analyze and manipulate data in a table structure.

Prerequisite: CIT 102

CIT 110 Introduction to Web Development - 4 Credits
Learn the basic languages and technologies at the heart of a website. Students will learn to organize the content of a website into an HTML document and use CSS (stylesheets) to modify the appearance of website elements. Interactive behavior will be added to websites with small and simple uses of JavaScript. Topics include HTML, CSS, the DOM tree, inspecting a document using the DOM Explorer, event handling with simple JavaScript.

Prerequisite: CIT 102 or comparable computer literacy

CIT 111 Introduction to Programming - 4 Credits
This course provides an introduction to programming using the C# language. Emphasis is placed upon the development of correct, efficient programs that are easy to maintain. Topics include problem analysis, program design, documentation, testing and debugging. Basic features of Linux/Unix operating system and the C# or other programming language (such as Java) are covered. Topics: Control flow/functions/basic programming constructs, unit testing, version control.

Prerequisite: CIT 110

CIT 210 Interactive Web Programming - 4 Credits
This course teaches how to use JavaScript and jQuery to create dropdown menus, carousels and many other interactions. Students learn how to connect JavaScript and jQuery to HTML files and make a menu appear and disappear, learn the basics of JavaScript to better understand jQuery, learn how to write code so user actions (e.g., clicking a mouse or pressing a key) can make things happen on the page, how to use jQuery to allow user actions to modify and add HTML elements, and how to use jQuery to present a website’s content with fancy effects. Topics: JavaScript, jQuery, Cross-Browser Compatibility, Debugging with Browser Developer Tools.

Prerequisites: CIT 110, CIT 111

CIT 211 Databases - 4 Credits
This course provides an introduction to Oracle and/or SQL server database architecture, data integrity, functionality, and concepts of relational databases. Students will also learn SQL commands to create and maintain data objects and control data transactions and further their skills in operating system. Emphasis is placed upon the development of correct and efficient SQL statements to retrieve, manipulate, and display data in reports, forms, and various software applications.

Prerequisite: CIT 111

CIT 301 Web Application Development - 4 Credits
ASP.NET MVC is a powerful and effective framework for building maintainable and scalable web applications. This course reviews the Model-View-Controller (MVC) architecture at the heart of ASP.NET MVC and shows how to create a model, execute controller logic, and interact with models via views. The course shows how to create professional-looking web pages with layouts, work with data in forms, create separate content or sites for mobile devices, and enhance projects with AJAX. Securing a site with user permissions, optimizing its performance, and deploying it globally are also covered. Topics: ASP.Net MVC.

Prerequisites: CIT 210, CIT 211

CIT 310 Careers in Information Technology - 4 Credits
This course is a practicum project that additionally covers an industry and the current job market overview; effective job search and résumés.

Prerequisite: CIT 301
Department of Computerized Manufacturing and Robotics

A manufacturing cell is an efficient grouping of all the resources required to manufacture a product. These resources are arranged in close proximity to reduce product costs while improving lead times and quality. Manufacturing takes advantage of technology gains to increase efficiency. Automation components, specifically the industrial robot, help tighten manufacturing and assembly tolerances and improve overall quality. Robots must be integrated with the manufacturing line, requiring custom engineering and design to adapt the robot to a specific part or assembly. The field of robotics has been constantly growing for the last several decades, and with industries struggling to keep costs down by implementing more automation, there is a strong desire to hire students with a background in robotics. BIR’s computerized manufacturing and robotics programs teach students various components of the manufacturing process, including mill, lathe, coordinate measuring machine, and robot. Students work with a variety of software to execute computer-aided design, computer numerical control machining, and robotics operations.

BIR’s manufacturing programs are unique among other programs due to the active involvement of manufacturing industry professionals and partners and the hands-on experience our students gain at our CAD/CAM equipped computer labs and the latest CNC and CMM equipment.

Students in the program have access to precision measuring tools, computer software, computerized production equipment, simulators, and robots. Manufacturing professionals, industry groups, and shop owners are involved in the design and delivery of our training. They review and respond to program content and goals in view of what they see happening in their workplaces, as well as in the industry at large.

The Department offers three certificate programs:
- Computerized Manufacturing and Robotics (M1)
- CNC Machine Tool Technology (M2)
- CNC Machine Tool Operations (M3)

Each certificate presents a different set of skills within the area of computer-controlled production. All programs contain Common Core courses. The Common Core purpose is to provide a common skill set within the field of computerized manufacturing. Concentration Courses address different skill sets or levels of skills specific to the program. The school reserves the right to substitute software and equipment used in the programs based on availability and market changes. Completion length represents a progression pace suggested by the school. This suggested plan is not the only schedule that works, but it has been designed to provide the best course sequence along with the most balanced course load per trimester. The programs can be completed faster or slower based on individual student load and the availability of classes.

COMPUTERIZED MANUFACTURING AND ROBOTICS (M1)
Program: 16 courses 36 Credits
Full-Time Completion Length: 20 months

This program is more than one and a less than two years certificate level program that provide students with an opportunity to acquire technical knowledge and hands-on skills in the areas of operations and programming of computer numerical control (CNC) machines; computer aided drafting and manufacturing (CAD/CAM); manufacturing blueprints, applicable mathematics, safety practices, instrumentation and measurement including operation and programming for a direct computer controlled coordinate measuring machine (DCC CMM), and robotic arm programming with FANUC control. Students who gain an industry certification demonstrate to future employers their competency and commitment to the field, and thus may have an advantage in the workplace. The program emphasizes the interfacing of various front-line technologies and modern tools within the context of computer-assisted and automated manufacturing environment.

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

Sample Schedule for the Computerized Manufacturing and Robotics Program (M1)

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Trimester 1</td>
<td>ABM 100</td>
<td>Mathematics and Computation Review</td>
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<tr>
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<td>COM 100</td>
<td>Blueprint Reading</td>
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</tr>
<tr>
<td></td>
<td>COM 102</td>
<td>CNC Turning Center G-codes Setup and Operation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>COM 115</td>
<td>Mathematics for Manufacturing Occupations</td>
<td>2</td>
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<tr>
<td>Trimester 2</td>
<td>CIT 102</td>
<td>Computer Productivity Tools and Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 202</td>
<td>CNC Turning Center G-codes Manual Part Programming</td>
<td>2</td>
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<tr>
<td></td>
<td>COM 101</td>
<td>CAM I: Design and Drafting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 103</td>
<td>CNC Milling Center G-codes Setup and Operation</td>
<td>2</td>
</tr>
<tr>
<td>Trimester 3</td>
<td>COM 106</td>
<td>Quality Control and CMM Operation</td>
<td>2</td>
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<td>COM 110</td>
<td>Machine Shop Safety and Operations</td>
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<td>NIMS Measurement, Materials, and Safety Certification Exam</td>
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<td></td>
<td>COM 203</td>
<td>CNC Milling Center G-codes Manual Part Programming</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>COM 107</td>
<td>Robotic Manufacturing Cell Operations</td>
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COM 206 CMM Programming 2

Credits for a full-time student after the first year of study 27

Trimester 4
COM 207 Robotic Manufacturing Cell
Advanced Operations 2
COM 303 CAM II: CNC Programming 3
COM 310 Computerized Manufacturing Career Development 4

Credits earned at program completion 36

COMPUTER NUMERICAL CONTROL MACHINE TOOL TECHNOLOGY (M2)
Program: 12 courses 29 Credits
Full-Time Completion Length: 18 months

This program is an over a year certificate level program that provides trainees with an opportunity to blend machining skills with computer competence by combining the theoretical basis of computerized manufacturing with hands-on practice in operations, set up and part programming on computer-controlled (CNC) turning and machining centers with Fanuc compatible control and operations of DCC CMM (direct computer controlled coordinate measuring machine). The program also teaches industry specific mathematics, manufacturing blueprints, quality control, metrology, and computer aided drafting and manufacturing (CAD & CAM). The goal of the program is to prepare students to have knowledge of machining and tooling, understand part programs and machine functions, be able to operate CNC, create a manual and CAM part program, correct and edit errors in tooling and programs, understand metrology, and maintain production quality.

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

Sample Schedule for the Computer Numerical Control Machine Tool Technology Program (M2)

Trimester 1
ABM 100 Mathematics and Computation Review 2
COM 100 Blueprint Reading 2
COM 102 CNC Turning Center G-codes Setup and Operation 2
COM 115 Mathematics for Manufacturing Occupations 2

Trimester 2
CIT 102 Computer Productivity Tools and Keyboarding 3
COM 202 CNC Turning Center G-codes Manual Part Programming 2
COM 101 CAM I: Design and Drafting 3
COM 103 CNC Milling Center G-codes 2

Setup and Operation 2

Trimester 3
COM 106 Quality Control and CMM Operation 2
COM 203 CNC Milling Center G-codes Manual Part Programming 2
COM 303 CAM II: CNC Programming 3

Credits for a full-time student after the first year of study 25

Trimester 4
COM 310 Computerized Manufacturing Career Development 4

Credits earned at program completion 29

COMPUTER NUMERICAL CONTROL MACHINE TOOL OPERATIONS (M3)
Program: 7 courses 17 Credits
Full-Time Completion Length: 8 months

This program is split between the concepts of computerized manufacturing and hands-on practice in operating and setting up CNC turning and CNC milling centers with Fanuc compatible controls and operations of DCC CMM (direct computer control coordinate measuring machine). This program teaches trainees how to operate computerized machinery, read manufacturing blueprints, and maintain quality control, and use applicable mathematics. Upon successful completion, students will be able to operate CNC equipment, monitor machining in progress, to save and edit basic programs, to do incoming and finished part inspection and will understand concepts of computerized machining. Current industry job titles are CNC operator and CMM operator.

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

Sample Schedule for the Computer Numerical Control Machine Tool Operations Program

Trimester 1
ABM 100 Mathematics and Computation Review 2
COM 100 Blueprint Reading 2
COM 102 CNC Turning Center G-codes Setup and Operation 2
CIT 102 Computer Productivity Tools and Keyboarding 3

Trimester 2
COM 103 CNC Milling Center G-codes Setup and Operation 2
COM 106 Quality Control and CMM Operation 2
COM 310 Computerized Manufacturing
Career Development 4

Credits earned at program completion 17

COURSE DESCRIPTIONS
Each course in the Department of Computerized Manufacturing and Robotics is described below:

COM 100 Blueprint Reading - 2 Credits
This course instills the knowledge of blueprint reading, geometric dimensions and tolerances, projections and views, technical sketching, use of precision measuring instruments, concepts of quality control and quality assurance, and inspection planning. Upon completion of this course, students are able to read and conceptualize blueprints and understand the dimensions, tolerances, and symbols that are commonly used for manufacturing blueprints.
Prerequisite: None

COM 101 CAM I: Design and Drafting - 3 Credits
The goal of the class is to prepare the student to work with mechanical drawings found in the production environment and to give practical experience in print reading, dimensioning, systems, and tolerances. Basic computer-aided design and parts production are taught using CAM software.
Prerequisites: CIT 102 and COM 100

COM 102 CNC Turning Center G-Codes Setup and Operation - 2 Credits
This course covers concepts of CNC lathe machining, setup and operations, tooling and work-holding systems; and basics of manual part programming for drilling, turning, as well as threading operations by utilizing G-codes. By the end of this class, students will be qualified to operate, set up, and edit programs on a CNC lathe with Fanuc-compatible controls. Hands-on practice is an integral part of the class.
Prerequisites: ABM 100 and COM 100

COM 103 CNC Milling Center G-Codes Setup and Operation - 2 Credits
This course covers concepts of CNC mill machining, set-up and operations; tooling and work-holding systems; and the basics of manual part programming for drilling, milling, tapping, as well as boring operations by utilizing G-codes. By the end of this class, students will be qualified to operate, set up, and edit programs on a CNC mill with Fanuc-compatible controls. Hands-on practice is an integral part of the class.
Prerequisites: ABM 100 and COM 100

COM 104 CMM Operations in Manufacturing - 2 credits
This course offers in-depth examination of machining processes, tooling and work-holding devices; review of secondary operations such as grinding, finishing and sawing. There will be a discussion of EDM, ECM, laser, water-jet and other modern machining processes. Students learn the fundamentals of the Coordinate Measuring Machine (CMM), its software and measurements needed for part programming. The students will be introduced to manufacturing routing, hierarchy of manufacturing processes, basic understanding of machining processes, v3 measuring methods and standards, dimensional metrology and ISO 9000 quality standards. Upon completion of this course, students will understand the machining and manufacturing processes including: routing, measuring and basics of using of the CMM for precision, as well as ISO 9000 quality standards.
Prerequisites: ABM 100 and COM 100

COM 105 CNC Machining Center Conversational Control Setup and Operation - 2 Credits
This course covers concepts of CNC machining: setup and operations, tooling and work-holding systems, basics of conversational part programming for milling, drilling, turning, tapping, and threading operations by utilizing conversational controls on CNC machining and/or turning centers. By the end of this course, students will be qualified to operate, set up, and edit programs on CNC mills and/or lathes with Mazatrol® or similar controls. Hands-on practice is an integral part of the class.
Prerequisites: ABM 100 and COM 100

COM 106 Quality Control and CMM Operation - 2 Credits
This course teaches: coordinate measuring machine (CMM) functions and operations, quality control, use of measurement equipment, advanced blueprint reading, and fundamentals of geometric dimensioning and tolerancing (GD&T). Upon completion of the course a student should understand the fundamentals of metrology, GD&T; improve their blueprint reading and measuring skills; gain hands-on experience in operating and using a CMM; learn CMM operator’s day-to-day duties and responsibilities; and become familiar with what is required to efficiently operate the CMM screens and equipment. This course includes preparation of the quality control portion of the NIMS Measurement, Materials, and Safety certification exam.
Prerequisites: ABM 100 and COM 100

COM 107 Robotic Manufacturing Cell Operations - 2 Credits
This course provides an overview of robot classifications and types of control for manipulators. Topics include CNC robot applications, basics of robotic actuators and sensors, visual systems, motion planning, task modeling, human-machine interface, and motion and gripping processes. Laboratories provide experience with powering up and jogging the robot; recovery from common program and robot faults, production operations execution, CNC cell program modification and execution, programs and files backup and restoration in a group-based term project. This course is an introduction to robotics and how robots communicate with CNC machines. By the end of this course, students will be able to identify robotic system units in CNC manufacturing and perform basic robotic manipulations that are necessary to operate and edit programs in the Fanuc robotics handling tool software.
Prerequisites: ABM 100 and COM 100

COM 110 Machine Shop Safety and Operations – 1 Credit
The course teaches industrial safety, maintenance, and basic machining processes. The content of this course, in conjunction with that of
COM 106 Quality Control, is aligned with industry credentialing exams and on-the-job tests.
Prerequisites: None

COM 115 Mathematics for Manufacturing Occupations - 2 Credits
This course concentrates on solving mathematical problems applicable in the area of computerized manufacturing and specifically CNC machining. Instruction may include, but is not limited to, skill development in the areas of the Cartesian coordinate system, basic applied algebra, geometry, right-angle trigonometry, and the use of scientific calculators. A brief review of operations with decimals, percentages, fractions, ratios, and proportion will also be included in this course. This course provides skills and sufficient knowledge to solve trade-related math problems.
Prerequisite: ABM100

COM 202 CNC Turning Center G-Codes Manual Part Programming - 2 Credits
This course covers the concepts and components of CNC part programming on a two-axis CNC lathe. By the end of the course, students are able to write G-code programs for a CNC-controlled turning center with Fanuc-compatible controls. Hands-on practice is an integral part of the class. The contents of this course are aligned with the NIMS CNC Turning Operator exam.
Prerequisites: COM 102 and COM 115

COM 203 CNC Milling Center G-Codes Manual Part Programming - 2 Credits
This course covers the concepts and components of CNC part programming on three-axis and multi-axis CNC mills. By the end of the course, students are able to program a CNC-controlled milling center with Fanuc-compatible controls. Hands-on practice is an integral part of the class. The contents of this course are aligned with the NIMS CNC Milling Operator exam.
Prerequisites: COM 103 and COM 115

COM 204 Advanced CMM Skills in Manufacturing - 2 Credits
This course provides an overview of Total Quality Management (TQM) as a foundation of modern manufacturing, lean methods and production semantics; advanced metrology, real-time part measurement and certification. The hands-on sessions in statistical process control data collection and charting, measurement systems, gauging, optical comparators and coordinate-measuring machine (CMM) are an integral part of the class. Upon completion of this course, students will be able to design the processes that are used to maintain TQM in a manufacturing environment, and use appropriate tools such as the CMM.
Prerequisites: COM 104 and COM 115

COM 205 CNC Conversational Off-Line Part Programming - 2 Credits
In this course, students gain hands-on experience in manual conversational programming of a CNC machine, use of industry software for drawing and defining work piece geometry, and generate a CNC program. Students learn manual conversational programming, how to draw and define the geometry of a work piece using software, and how to create a CNC program. Upon completion of this course, they are fully prepared to sit for the Certified GeoPATH Programmer test.
Prerequisites: COM 115 and COM 203

COM 206 CMM Programming - 2 Credits
This course focuses on CMM programming software, CMM report production and interpretation, advanced stylus configuration and calibration, work piece fixturing and alignment, and general day-to-day operation of the CMM and its functions. Throughout the course, students gain hands-on experience and understanding of basic set-up, menus, programming, and operator responsibilities. Upon completion of this course, a student should be able to further their understanding of metrology, gain hands-on experience in operating and using CMM and requirements to efficiently plan and program a process on the CMM such as PC-DMIS software on a Brown and Sharp CMM.
Prerequisites: COM 106 and COM 115

COM 207 Robotic Manufacturing Cell Advanced Operations - 2 Credits
This course provides an overview of integrating vision systems, tool handling operations, and programming with Fanuc Robotics simulation software. Students will learn CNC machine tool-robot integration and utilize robot integrated vision systems with iRVision applications, R-30iA robot controller, FANUC Robotics HandlingPRO Software operations to program FANUC LR Mate 200iC educational robot, robot applications iRVision-2D-R30iA, integrated vision systems. By the end of this course, students will be able to identify robotic vision system solutions in CNC manufacturing, program basic iRVision-2D-R30iA vision solutions, and create programs in the FANUC Robotics HandlingPRO Software Package.
Prerequisites: COM 107 and COM 115

COM 303 CAM II: CNC Programming - 3 Credits
This course teaches command structures, keyboard and menu tables; programs and techniques used to develop designs via CAM systems using representative software such as Mastercam or a comparable program. Upon completion of the course, students will be able to create, insert, and modify geometry using the system command structure, and to dimension and detail designs.
Prerequisites: COM 101 and COM 203

COM 310 Computerized Manufacturing Career Development - 4 Credits
Career entrance and mid-career strategies and resources are examined to lay a foundation for career entry and professional growth. Topics include: industry trends and overview, self-evaluation, goal setting, potential employer identification, individual’s work history analysis, résumés, cover letters, follow-up communication, recommendations, exercises in confidence building, and human resources interviews.
Prerequisite: Program completion
Department of Accounting and Administration

The modern office requires a new type of business specialist. Office automation provides an efficient means of communication, customer support, development and maintenance of computer based records, account tracking, billing, and money management. Traditional accounting skills complemented by a solid understanding of a computerized office environment lead to employment in thousands of businesses.

The department offers one certificate program:

**ACCOUNTING AND OFFICE ADMINISTRATION**

Program: 8 courses 28 Credits
Full-Time Completion Length: 18 months

This program develops general office and bookkeeping skills used in the business environment. Skills taught in this program include office communication such as telephone etiquette, business writing, and editing; accounting functions such as accounts receivable and payable, bank reconciliation, payroll, cash management, and clerical functions. To better understand accounting calculations there is a mathematics review. Students use computer productivity and Internet tools, as well as specialized accounting software that prepare them for a multitude of office positions. During the program, they work with computerized records such as journal entries, posting accounting data, completing transactions, among others. The Accounting and Office Administration curriculum prepares students for career opportunities in bookkeeping and accounting including payroll, accounts payable/receivable, and similar as well as administrative assisting and office support for virtually any industry.

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

**Sample Schedule for the Accounting and Office Administration Program**

**Trimester 1**
- ABM 100 Mathematics and Computation Review 2
- CIT 102 Computer Productivity Tools and Keyboarding 3
- ABC 100 Office Communication and Administration 4

**Trimester 2**
- CIT 103 Business Productivity Tools 4
- COS 100 Financial Accounting I 4

**Trimester 3**
- COS 150 Accounting Software Application 4
- COS 200 Financial Accounting II 3

Credits for a full-time student after the first year of study 24

**Trimester 4**
- COS 310 Career Development 4

Credits earned at program completion 28

**Course Descriptions**

Each course in the Department of Accounting and Administration is described below:

**COS 100 Financial Accounting I** - 4 Credits
This course provides an introduction to the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Primary areas of study include the flow of business transactions through the accounting cycle, analysis of the effects of business transactions on the accounting equation, practical application of how to process source documents which includes journalizing and posting the transactions in the appropriate accounts, reconciling a bank statement and processing payroll transactions. Excel skills learned in CIT100 will continue to be utilized on various Accounting projects. Students will use a ten key calculator to build their ten-key speed and accuracy. This course along with COS150 and COS200 helps build a foundation of accounting knowledge.

*Prerequisites: ABM 100 and CIT 103*

**COS 150 Accounting Software Application** - 4 Credits
In this course, students apply the accounting concepts taught in COS 100 to an automated accounting system, such as QuickBooks, to quickly produce data. Topics include: sales and other customer transactions (accounts receivable), managing expenses (accounts payable), bank reconciliations, reports and graphs, inventory transactions, reimbursable expenses and time, payroll, and preparation of an income statement and a balance sheet.

*Prerequisites: COS 100*

**COS 200 Financial Accounting II** - 3 Credits
Building upon concepts and skills taught in COS100 and COS150, this course teaches concepts and applications for a merchandising business including sales and purchasing transactions. Students will have hands-on experience processing various source documents (e.g. invoices, timesheets, deposit slips, etc.) by working through an accounting set. Using an automated accounting system, such as QuickBooks, they will record and report transactions to complete the accounting cycle.

*Prerequisites: COS 150*

**COS 310 Career Development** - 4 Credits
Topics include industry-specific job market, industry overview, and employment correspondence such as job applications,
resumes, cover and follow-up letters, recommendations, as well as references. In addition to classroom activities this course includes field assignments, job fair participation, and other hiring and placement events.

*Prerequisite: Program completion*
Department of Healthcare Professions

The need for clinical and medical office support personnel for hospitals, medical practices, clinics, nursing homes, and other healthcare providers is growing. Medical assistants perform office and clinical duties such as drawing blood, assessing patient vital signs, performing ECGs, assisting the physician with physical examinations, administering medication and injections, coding and billing for healthcare providers, and managing medical records. BIR’s Department of Healthcare Professions offers training in both of these areas. The Department partners with the healthcare industry professionals who are involved with curriculum development. The school is an approved training and national certification testing site for the National Healthcare Association (NHA), an official testing facility of the American Medical Certification Association (AMCA) Certification Exams, and is affiliated with the American Medical Technologists (AMT). This allows students/graduates to sit for several NHA certification exams that are associated with their program: Certified Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET), Certified Medical Administrative Assistant (CMAA), and Certified Billing and Coding Specialist (CBCS). Graduates from the Medical Assistant Program can sit for the Registered Medical Assistant (RMA) exam via the AMT. The department's instructors are well educated and highly experienced in the subjects that they teach. The department hires faculty holding degrees in medicine and nursing to provide quality training. BIR hosts three well equipped medical labs which replicate standard medical office and hospital settings. There are also labs and classrooms outfitted with medical office and billing software packages.

The Health Information Technology and Administrative and Clinical Medical Assisting certificate programs are in high demand within the healthcare field. Students in both programs develop skills in the administration of the medical office and become knowledgeable about medical terminology, human anatomy, and physiology early in the program. Students enrolled in the Health Information Technology Program learn how to code medical diagnoses and procedures, and submit medical claims to insurance companies using industry grade software. Medical Assisting students learn how to perform various medical procedures such as drawing blood from patients, conducting lab tests, administering pharmaceuticals and the EKG, setting up the examination room, and taking vital signs.

The department offers two certificate programs:
- Health Information Technology (HIT)
- Medical Assisting (MAP)

HEALTH INFORMATION TECHNOLOGY (HIT)
Program: 9 courses 33 Credits

Full-Time Completion Length: 22 months

The Health Information Technology Program is longer than one year but less than two years certificate level program that provides in medical office administration, diagnoses (the International Classification of Disease-9 - Clinic Modification, ICD-10-CM) and procedures (the Current Procedural Terminology, CPT) numerical format and classifications. This format is used for storage, security, and retrieval of data, regardless of the physical medium in which information is maintained. The information is used for reimbursement, development of a computer-based patient record system, legal actions, and research studies. The program contains an externship that provides students with the opportunity to apply the information and skills learned through lectures and labs in a healthcare facility. Externship is completed off-campus in a variety of health care settings such as medical group practices, hospitals, nursing homes, home health agencies, billing companies, and any payer organizations.

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

Sample schedule for the Health Information Technology Program

Trimester 1
ABM 100 Mathematics and Computation Review 2
CIT 102 Computer Productivity Tools and Keyboarding 3
HCP 101 Medical Terminology, Human Anatomy, and Physiology 4

Trimester 2
HCP 102 Diagnostic Coding: ICD-10-CM 3
HCP 103 Procedural Coding: CPT and HCPCS 4

Trimester 3
HCP 201 Medical Office Administration 4
NHA Certified Medical Administrative Assistant Certification Exam
HCP 202 Healthcare Reimbursement, Ethics, and Compliance 4

Credits for a full-time student after the first year of study 24

Trimester 4
HCP 307 Health Information Technology Externship 5
NHA Certified Billing and Coding Specialist Certification Exam

36
MEDICAL ASSISTING (MAP)
Program: 8 courses 32 Credits
Full-Time Completion Length: 22 months

The Medical Assisting Program provides training in clinical, laboratory, and administrative duties. Clinical training focuses on pharmacology, specimen collection, laboratory analysis, phlebotomy, emergency treatment techniques, and other routine medical procedures in properly equipped clinical labs and medical offices. The administrative portion provides training in insurance claim preparation and submission, cash flow management, customer service, health information management, and medical software. An externship is a required component of the program that provides students the opportunity to apply the information and skills learned through lectures and clinical labs in a healthcare facility. Externship is completed off-campus at a medical office, clinic, or associated hospital. This program provides students with the skills and knowledge necessary to work in medical offices, clinics, hospitals, rehabilitation centers, and medical laboratories.

Aplicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

Sample schedule for the Medical Assisting Program

Trimester 1
CIT 102 Computer Productivity Tools and Keyboarding 3
HCP 101 Medical Terminology, Human Anatomy, and Physiology 4

Trimester 2
HCP 201 Medical Office Administration 4
NHA Certified Medical Administrative Assistant Certification Exam
HCP 204 Pharmacology and Medication Administration 4
AMCA Medical Assistant Certification

Trimester 3
HCP 205 Phlebotomy and Specimen Collection 4
NHA Certified Phlebotomy Technician Certification Exam
American Heart Association CPR Certification Exam
HCP 206 Medical Assisting and Infection Control 4
NHA Certified EKG Technician Certification Exam

Credits for a full-time student after the first year of study 23

Trimester 4

HCP 310 HIT Career Development 4

Credits earned at program completion 33

Trimester 5
HCP 311 Medical Assisting Externship 5

Credits earned at program completion 32

COURSE DESCRIPTIONS
Each course in the Department of Healthcare Professions is described below:

HCP 101 Medical Terminology, Human Anatomy, and Physiology (HIT & MAP) - 4 Credits
Through this course students develop knowledge of the language of medicine, human anatomy and physiology related to the 15 body systems. Students study common terms and abbreviations, and learn about Greek and Latin prefixes, suffixes, and root words that are the building blocks for communicating to other healthcare professionals. Upon completion of this course, students will have gained an understanding of medical terminology, human anatomy, and the framework and structure of the body as well as the physiology of the bodily systems that work together to support life.
Prerequisite: None

HCP 102 Diagnostic Coding: ICD-10-CM (HIT) - 3 Credits
This course focuses on diagnostic coding. Students learn pertinent information on how to utilize the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-10-CM) coding system to make an accurate decision to determine codes for maximum reimbursement. Students apply ICD-10-CM instructional notations, conventions, rules, and follow official coding guidelines when assigning ICD-10-CM codes to case studies and actual medical record documentation. Upon completion of this course, students will know how to apply special terms, marks, abbreviations, and symbols used in the ICD-10-CM coding system.
Prerequisite: HCP 101

HCP 103 Procedural Coding: CPT and HCPCS (HIT) - 4 Credits
In this course, students are taught Current Procedural Terminology (CPT) coding. Students acquire skills to identify and utilize modifiers and symbols in order to properly code the Healthcare Common Procedure Coding System (HCPCS) for maximum reimbursement. Students will have an understanding of the current procedural terminology format, conventions, instructional notes, and section guidelines. Students will also be able to code from operative reports, encounter forms, medical records and laboratory reports using CPT levels I and II. Furthermore, students will have an understanding of hospital billing and coding procedures for outpatient procedures, inpatient billing process, reimbursement process, and outpatient insurance as well as understand the role of (ICD-10-CM) Volume 3 in hospital billing. Upon completion of this course, students will be able to apply codes for services and procedures using the current...
versions of CPT Procedural Coding and HCPCS for all possible medical Services.

Prerequisite: HCP 101

HCP 201 Medical Office Administration (HIT & MAP) - 4 Credits
This course teaches students to be knowledgeable participants in the administrative medical environment. Students will learn about the history of medicine, how modern care methods were derived, and the people who established a foundation for today’s healthcare administration. Students will also learn about modern ethical issues that surround medicine, laws and liability, who determines ethical decisions, and how to interact with patients who may have conflicting ethical views. Various scheduling techniques, phone triage methods, and customer service skills will be reviewed. Modern computer concepts in the healthcare environment will be explained with practice using electronic medical record (EMR) software. Students will also learn about the healthcare revenue cycle, payment collection, and how to follow-up on delinquent accounts. Upon completion of this course, students will understand the tasks and skills needed to succeed in a healthcare organization and will be able to take the NHA Certified Medical Administrative Assistant exam.

Prerequisites: CIT 102 and HCP 101

HCP 202 Healthcare Reimbursement, Ethics, and Compliance (HIT) - 4 Credits
Students in this course will learn about the healthcare revenue cycle, fundamental concepts of public and private insurance, regulatory compliance, and ethics. Students will also practice claim processing using both manual methods and electronic medical billing software. Emphasis is placed on the billing cycle including: posting payments, processing information from encounter forms, and completing Centers for Medicare and Medicaid Services (CMS-1500) and Uniform Bill (UB-04) medical claim forms. Additionally, students learn about the Health Insurance Portability and Accountability Act (HIPAA) confidentiality regulations and Diagnostic Related Groups (DRGs). Furthermore, students will be introduced to the qualifications for working in a hospital setting, common terms related to hospital billing, flow of the inpatient hospital stay from billing through payment, payment methods and classifications, and the guidelines for completion and transmission of the CMS-1450 claim form. Upon completion of this course, students will be able to maintain patient financial records and process medical claims for public and private insurance while maintaining patient confidentiality.

Prerequisites: CIT 102 and HCP 101

HCP 204 Pharmacology and Medication Administration (MAP) - 4 Credits
Through this course, students will learn how to use drug information including drug classifications, interactions, side effects, various types of drug administration, and securing prescription refills. Students will perform oral, topical, subcutaneous and intramuscular delivery techniques. In this course, students learn about pharmacy math including metric conversion and calculation of drug dosages. Upon completion of this course, students will have an understanding of dosage calculations, drug administration, classification, legislation, side-effects, interactions, drug therapies, as well as substance abuse and treatment. Furthermore, students will be capable of administrating a parental and non-parental medication.

Prerequisites: HCP 101

HCP 205 Phlebotomy and Specimen Collection (MAP) - 4 Credits
This course concentrates on specimen collection and diagnostic testing. Students learn vein puncture techniques and other blood drawing procedures such as drawing blood using the butterfly method, capillary delivery, and finger sticks using a lancet procedure. Students also learn the use of laboratory equipment, laboratory classifications, regulations, and outreach preparation. CPR techniques for adults and children are taught; and students will become certified in CPR by the American Heart Association. Upon completion of this course students will understand the concepts of phlebotomy and will demonstrate clinical skills used by phlebotomists. Students will also learn to collect and process various other types of specimens including urine. This course includes preparation and administration of the NHA Certified Phlebotomy Technician exam.

Prerequisite: HCP 101

HCP 206 Medical Assisting and Infection Control (MAP) - 4 Credits
This course focuses on learning proper infection control techniques, sterilization and instrument preparation for minor surgery, assisting with medical exams and procedures, patient education, performing an electrocardiogram (EKG), taking and recording medical histories, and managing medical emergencies. Skills will be developed in EKG procedures including the operation of a 12-lead EKG and Holter monitor. Upon completion of this course, students should be able to prepare surgical instruments, set up and assist in exam room procedures, and perform an EKG. This course includes preparation and administration of the NHA Certified EKG Technician exam.

Prerequisite: HCP 101

HCP 207 Health Information Technology Externship (HIT) - 5 Credits
The HIT externship provides the student with hands-on work experience in a medical setting. Under the direction of the externship site’s professional staff and BIR’s Site Coordinator, students will be applying the skills gained in a medical setting. Through the duration of externship, students will perform patient intake, maintenance of patients’ records, insurance verification, medical appointment scheduling, collection and posting of copayments, telephone techniques, demographic data entry, medical claims processing, and other office duties as assigned. Students also are expected to apply their medical software skills and general office computer productivity tools.

Prerequisites: HCP 102, HCP 103, HCP 201, and HCP 202

HCP 310 HIT Career Development (HIT) - 4 Credits
In this course, students are taught how to gain employment in the field of health information technology by performing related activities such as resume writing, proper interviewing techniques, and job search
methods. They also will have acquired job seeking skills by producing a program-specific purposeful resume, responding to interview questions, and conducting employment searches. Upon completion, the student will gain skills to produce different types of field-specific and position-specific resumes, be able to search and apply for employment, and hone their job interviewing skills. The NHA Certified Billing and Coding Specialist Exam will be proctored during this course.

Prerequisites: HCP 307

HCP 311 Medical Assisting Externship (MAP) - 5 Credits
The externship provides students the opportunity to apply concepts and skills learned in the program at a healthcare facility under the direction of a physician, office staff, and BIR’s Site Coordinator. During the Medical Assisting Externship, students might perform a wide range of clinical and administrative duties including but not limited to diagnostic testing, specimen collection, taking vitals, performing EKG, sterilizing and preparing instruments, assisting with procedures, performing patient intake, medical appointment scheduling, and maintenance of patients’ records. Students must complete all required prerequisites to participate and receive credit for the externship.

Prerequisites: HCP 201, HCP 202, HCP 204, HCP 205, and HCP 206

HCP 314 Medical Assisting Career Development (MAP) - 4 Credits
In this course, students are taught how to gain employment in the field of Medical Assisting by performing related activities such as résumé writing, proper interviewing techniques, and job search methods. They also will have acquired job seeking skills by producing a program-specific purposeful résumé, responding to interview questions, and conducting employment searches. Upon completion, the student will gain skills to produce different types of field-specific and position-specific résumés, be able to search and apply for employment, and hone their job interviewing skills. The NHA Certified Clinical Medical Assistant Exam will be proctored during this course.

Prerequisites: HCP 311
The institute offers four Certificate Programs:
- English Language Introductory
- English Language Bridge
- English Language Test Preparation
- Applied Business Communication

English has become the most widely used language in the world. Over 80 percent of the world’s electronically stored information is in English, and English is an official language or has special status in over 75 nations. English is the lingua franca of science, international business and global communication, so it is natural that in the 21st century English language proficiency is a must.

Students may enter English Language Institute Programs at all levels of English proficiency. New students are assessed upon entering the school in order to ensure proper placement and undergo periodic assessment to monitor progress. Upon completion of each of the department’s programs, students receive a certificate that is recognized by a wide range of professional and educational organizations.

The English Language Institute offers an integrated-skills fundamentals course, individual-skills courses at five levels, and test-preparation courses. The series of courses, aligned with the Common European Framework of reference for Languages (CEFR), leads students through the process of language acquisition in graduated steps from survival communication through progressively more complex and precise forms of communication.

Instructors in the department hold advanced degrees in applied linguistics, TESOL, or a related field. Students have access to the latest language learning technology and resources, including individual and small-group tutoring.

BIR uses a holistic approach that relies on reading literary, general interest, professional, and scientific materials; writing essays, blogs, and correspondence; and listening to broadcast media, streaming Internet content, live dialogues, and recordings. To promote effective language acquisition, BIR uses a learning methodology where in addition to lectures, there are weekly instructor-led English for Specific Purposes and general English workshops, skills building labs, as well as an array of individualized learning services delivered by the Learning Center. It is a fundamental tenet of the BIR approach that a diverse and dynamic learning environment is the best route to success. During the summer, the department complements classroom study with cultural encounters that provide students with inspiration as they learn to express themselves about personal experiences. Students learn about American culture through a survey of Chicago’s rich cultural heritage and explore Chicago’s history, art, and architecture, among other topics.

Stream Workshops
Stream Workshops are English for Special Purposes concentrations which focus on learning English in select professional fields and test preparation. BIR offers Stream Workshops in Business English, English for Hospitality and Tourism, English for Healthcare and Medicine, English for Computer Technology, English for Engineering, English for Academic Purposes, English for Law, English for Journalism, and English for Dramatic Arts as well as Test Preparation in TOEFL iBT®, IELTSTM, and GMAT. Stream certificates are awarded upon successful completion of three workshops within a stream.

ENGLISH LANGUAGE INTRODUCTORY
Program: 7 courses 42 Credits
Full-Time Completion Length: 18 months

The English Language Introductory Program provides beginning and intermediate-level students with tools for communicating in English in everyday contexts. The program consists of seven intensive eight-week courses (Levels: Foundations, 1 and 2). Each course contains fourteen General English lectures, eight computer-based Skills Practice labs, and seven communicative workshops. Students with no previous experience in English, the Latin alphabet, and Indo-European language structure begin with the integrated-skills Foundations-level course that focuses on building elementary literacy and communication skills. Other students enter directly into the individual-skills courses at two levels. Level 1 courses are designed for beginning students. Students acquire basic conversation, reading and writing skills within a dynamic, interactive environment. Level 2 courses are for intermediate students. Students at Level 2 participate in casual conversation practice, develop skills to understand the meaning of written text, and write basic paragraphs and notes.

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELPG 008</td>
<td>Introduction to English</td>
<td>6</td>
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<tr>
<td>ELPG 010</td>
<td>Beginning Listening and Speaking</td>
<td>6</td>
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<tr>
<td>ELPG 011</td>
<td>Beginning Reading</td>
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<tr>
<td>ELPG 012</td>
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<tr>
<td>ELPG 020</td>
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<tr>
<td>ELPG 021</td>
<td>Intermediate Reading</td>
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<tr>
<td>ELPG 022</td>
<td>Intermediate Writing</td>
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ENGLISH LANGUAGE INTRODUCTORY
COURSE DESCRIPTIONS
ELPG 008 Introduction to English - 6 Credits
The purpose of this class is to introduce first-time students of English to the English alphabet and elementary conversation in classroom and social settings. Students learn to exchange personal information and communicate basic needs. In addition, a structured study of grammar is integrated into the course to assure that students develop good structural usage. Students learn to write by filling in useful forms and charts and learn to complete sentences in a range of elementary contexts.


**ELPG 010 Beginning Listening and Speaking - 6 Credits**
The goal of this course is to enable students to engage in simple conversations for everyday situations at home, school, and community. By the end of the course, students are able to exchange basic information about food, sports, places, music, movies, schedules, health, hobbies, and shopping. Students learn basic vocabulary words and learn to communicate in the simple present, present continuous and simple past tenses. Students learn through listening, speaking, reading, and writing activities. In class students often work in pairs and small groups.

**Prerequisite/Placement:** Completion of ELP 008 or EPT placement score of 18 to 30.

**ELPG 011 Beginning Reading - 6 Credits**
This course focuses on developing reading strategies such as identifying cause and effect, finding details, putting events in order, making inferences, and understanding the topic. By the end of the course, students become more confident reading and responding to short passages of 250–350 words. Students also learn basic vocabulary and become familiar with the simple present, present continuous and simple past tenses. Students often work in pairs and small groups. In addition to reading, students participate in short listening, speaking and writing activities.

**Prerequisite/Placement:** Completion of ELP 008 or EPT placement score of 18 to 30.

**ELPG 012 Beginning Writing - 6 Credits**
The goal of ELP 012 is to provide students with basic instruction in both the writing process and the production of grammatically correct written sentences. Students learn to write simple sentences about themselves and their families as well as other contexts including education, recreation, and the workplace. Students who successfully complete the course are able to write brief descriptions and narratives about familiar contexts and fill out simple forms. Students work individually moving from more restricted to less restricted writing forms. Pair work and group work are employed to introduce students to the concept of peer editing.

**Prerequisite/Placement:** Completion of ELP 008 or EPT placement score of 18 to 30.

**ELPG 020 Intermediate Listening and Speaking - 6 Credits**
The purpose of this course is to enable students to improve their conversational skills in everyday situations. Students learn conversation strategies and acquire vocabulary and grammar proficiency through listening, and speaking, as well as supplemental reading, and writing activities. Students often work in pairs and small group settings. By the end of the course, students are able to carry on casual conversations on topics such as classroom habits, vacation activities, information sources, spending habits, personal characteristics, travel preferences, and work.

**Prerequisite/Placement:** Completion of ELP 010, ELP 011, or ELP 012 or EPT placement score of 31 to 40.

**ELPG 021 Intermediate Reading - 6 Credits**
The goal of this course is to provide students with intermediate ESL reading instruction. Students focus on meaning by learning to use skills such as previewing and predicting to make connection to passages before beginning to read. Students learn to: identify facts, pick out main ideas, use context clues to guess the meaning of new vocabulary, take notes, and summarize information from reading passages. Students who successfully complete the course are able to understand intermediate texts from a range of contexts drawn from everyday experience to academic subjects.

**Prerequisite/Placement:** Completion of ELP 010, ELP 011, or ELP 012 or EPT placement score of 31 to 40.

**ELPG 022 Intermediate Writing - 6 Credits**
The purpose of ELP 022 is to provide students with intermediate instruction in both the writing process and the production of structurally sound paragraphs. Students learn to write simple, compound, and complex sentences in order to create coherent and cohesive paragraphs. A variety of forms are taught at this level and students who successfully complete the course are able to write paragraphs for giving directions, create letters and journal entries, and take basic notes. Pair work and group work are employed to continue students’ development in the process of peer editing.

**Prerequisite/Placement:** Completion of ELP 010, ELP 011, or ELP 012 or EPT placement score of 31 to 40.

**ENGLISH LANGUAGE BRIDGE**

**Program:** 7 courses 42 Credits

**Full-Time Completion Length:** 18 months

English Language Bridge program is for high intermediate and advanced students. The goal of the program is to refine and polish learners’ skills so that they become better readers, listeners, speakers, and writers as well as better overall communicators in everyday and professional contexts. The program is comprised of seven intensive eight-week courses at Levels 3 and 4. Each course contains fourteen General English lectures, eight computer-based Skills Practice labs, and seven English for Specific Purposes workshops. Level 3 courses are designed for high intermediate students, and Level 4 courses are intended for advanced students. Students in Level 3 begin to use English to explore unfamiliar contexts. Students at Level 4 continue that process as they acquire English proficiency necessary to speak effectively in public, read and understand general educational texts, and prepare short essays that are the basis of professional and academic writing. The program concludes with an Advanced Grammar course which teaches grammar structure and mechanics that might be useful to native speakers who need to improve their grammar skills in order to pursue postsecondary studies. This program prepares students for entry into professional and academic programs in the English speaking world.

**ELPG 030 High Intermediate Listening and Speaking** 6

**ELPG 031 High Intermediate Reading** 6

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ENGLISH LANGUAGE BRIDGE COURSE DESCRIPTIONS

ELPG 030 High Intermediate Listening and Speaking - 6 Credits
This course is designed to give advanced ESL students an opportunity to strengthen their conversational skills in casual as well as formal settings. Students master conversation strategies through multiple listening and speaking activities. Students also acquire new vocabulary and learn advanced grammar and complex sentence structure via theme related reading and writing exercises. By the end of the course, students are able to carry on extended conversations on a variety of topics such as sports, food preparation, fashion, entertainment, relationships, personal background, social behavior, technology, and international landmarks. 
Prerequisite/Placement: Completion of ELPG 020, ELPG 021, or ELPG 022 or EPT placement score of 41 to 52.

ELPG 031 High Intermediate Reading - 6 Credits
The goal of this course is to provide students with advanced ESL reading instruction. Students focus on interpreting meaning by learning to use techniques such as skimming and previewing conclusions to get the gist, as well as to scan for specific information. Vocabulary work is expanded at this level as Latin and Greek word parts are introduced. Students who successfully complete the course are able to understand and extract meaning from advanced texts in educational and academic contexts.
Prerequisite/Placement: Completion of ELPG 020, ELPG 021, or ELPG 022 or EPT placement score of 41 to 52.

ELPG 032 High Intermediate Writing - 6 Credits
The goal of ELPG 032 is to provide students with advanced instruction in the writing process and begin the bridge from writing sound paragraphs to connecting them in order to write coherent essays. Students learn to use increasingly complex transitional structures, to create thesis statements and conclusions as well as to edit their work for completeness, logic, and balance. Students who successfully complete the course are able to use pre-writing strategies such as brainstorming and mind mapping, to draft and revise their compositions, and to use more advanced structures such as passive voice, quotations, and reported speech to make their writing more interesting. Compositions are developed through the process of peer critiquing and editing.
Prerequisite/Placement: Completion of ELPG 020, ELPG 021, or ELPG 022 or EPT placement score of 41 to 52.

ELPG 040 Advanced Listening and Speaking - 6 Credits
The goal of this course is to help students achieve advanced-level fluency and listening comprehension in order to communicate confidently with native and non-native speakers within diverse settings. Students expand their vocabularies, refine communication strategies, and improve their pronunciation while listening to and practicing conversations on a wide variety of relevant, high interest topics. In addition, students learn to identify important information and organize effective notes through practice in listening to broadcasts, viewing videos, and conducting research. Students work independently and in groups using their notes to create effective oral presentations.
Prerequisite/Placement: Completion of ELPG 030, ELPG 031, or ELPG 032 or EPT placement score of 53 to 61.

ELPG 041 Advanced Reading - 6 Credits
The goal of this course is to provide ESL reading instruction that will bridge students to a level that will allow them to understand educational and training texts in academic and career contexts. Students focus on making inferences, differentiating fact from opinion, understanding main and supporting ideas, and identifying rhetorical purpose. Vocabulary is further expanded through lexical study of collocation and expression. Students who successfully complete the course are able to understand postsecondary level texts in general subject contexts.
Prerequisite/Placement: Completion of ELPG 030, ELPG 031, or ELPG 032 or EPT placement score of 53 to 61.

ELPG 042 Advanced Writing - 6 Credits
The goal of ELPG 042 is to provide students with instruction in the production of written compositions in academic and professional contexts that will prepare them for post-secondary education in English. Students focus on grammatical nuances of language and mastering grammatical points that are often challenging for ESL learners. Vocabulary and writing are further expanded through activities engaging multiple skills. Students who successfully complete the course are able to conceive, take notes, write, and edit essays of 250-500 words that are the basis for academic and professional writing. Students are introduced to three forms of essay writing. Peer critiquing and editing are used throughout the process from conception, through organization and finally to drafting and revising the essays.
Prerequisite/Placement: Completion of ELPG 030, ELPG 031, or ELPG 032 or EPT placement score of 53 to 61.

ELPG 048 Advanced Grammar – 6 Credits
The goal of this course is to provide students with advanced grammar instruction that will enhance their ability to accurately communicate in professional and academic contexts. Students focus on grammatical nuances of language and mastering grammatical points that are often challenging for ESL learners. Vocabulary and writing are further expanded through activities engaging multiple skills. Students who successfully complete the course are able to use complex grammatical structures such as perfect tenses and conditionals in oral and written communication and are ready to transition to the English Language Test Preparation program.
Prerequisite/Placement: Completion of ELPG 030, ELPG 031, ELPG 032, or EPT placement score of 53 to 61

ENGLISH LANGUAGE TEST PREPARATION
Program: 6 courses 36 Credits
Full-Time Completion Length: 16 months

The English Language Test Preparation Program provides students seeking admission to a college or a university with the skills necessary to achieve their goals. The instruction in this program focuses on developing proficiency in the language skills commonly measured by standardized English language exams such as the TOEFL iBT® and the IELTS™. These skills are also relevant for students who need to take graduate and post graduate exams such as GRE® and GMAT®; and professional exams such as USMLE and NCLEX. The program consists of six intensive eight-week courses at Levels 5 and 6. Each course contains fourteen Academic English lectures, eight computer-based Test Taking Skills labs, and seven English for Specific Purposes workshops. Students at Level 5 are introduced to test-taking strategies and focus on building their Academic English skills. Students at Level 6 apply test-taking strategies to refine test-taking skills and achieve desired test scores on simulated TOEFL iBT® and IELTS™ exams. The Test Preparation Program Certificate of Completion satisfies the English language requirements for admission to BIR’s partner colleges and universities in the US and Canada. A full listing of partnering institutions is available on BIR website.

ELPT 050 Academic Preparation Listening and Speaking 6
ELPT 051 Academic Preparation Reading 6
ELPT 052 Academic Preparation Writing 6
ELPT 053 Gateway to Standardized Testing 6
ELPT 064 IELTS™ Testing Practice 6
ELPT 065 TOEFL iBT® Testing Practice 6

ENGLISH LANGUAGE TEST PREPARATION COURSE DESCRIPTIONS

ELPT 050 Academic Preparation Listening and Speaking - 6 Credits
This course is designed to help students master listening comprehension and oral response skills as well as provide students authentic practice that prepares them for the TOEFL iBT®, IELTS™, and other similar tests. Students focus on developing the listening and speaking skills needed to understand the spoken American idiom in academic and professional settings. These skills include listening for specific information, pragmatic understanding of main ideas, understanding the implied stance of speakers, understanding the organization of information, and identifying relationships among speakers and content. Emphasis is placed on effective note-taking skills and on giving appropriate spoken responses. Students who successfully complete this course can expect to effectively understand spoken English in a variety of settings and to raise their scores on the listening and speaking sections of the TOEFL iBT®, IELTS™, and other similar exams.

Prerequisite/Placement: Completion of Level 4 or EPT placement score of 62. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

ELPT 051 Academic Preparation Reading - 6 Credits
This course is designed to refine professional and academic reading skills. Learners develop commonly measured reading skills such as using context to understand vocabulary, locating main ideas and supporting facts, inferring meaning, and understanding rhetorical purpose. The course focuses on developing students’ abilities to quickly locate essential information and to extract meaning from written sources in order to facilitate systematic learning. Students who successfully complete this course can expect to become better readers as well as see measurable improvements in their scores on the reading sections of the TOEFL iBT®, IELTS™, and other similar tests.

Prerequisite/Placement: Completion of Level 4 or EPT placement score of 62. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

ELPT 052 Academic Preparation Writing - 6 Credits
This course is designed to refine written communication for professional and academic settings. Students focus on learning the skills necessary to quickly plan and write logical and cohesive comparative, process, and argumentative written responses. Students work in small groups and use peer editing techniques in order to effectively analyze their own writing and correct common errors. Students who successfully complete this course can expect to become competent in practical written English forms and to gain measurable increases in their scores in the written sections of the TOEFL iBT®, IELTS™, and other similar tests.

Prerequisite/Placement: Completion of Level 4 or EPT placement score of 62. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

ELPT 053 Gateway to Standardized Testing - 6 Credits
This course provides an overview of standardized testing in academic settings and introduces students to the IELTS™ and TOEFL iBT® exams. Students become familiar with the structure and format of the exams, analyze the types of questions asked, learn effective test-taking strategies, and participate in practice exercises in all sections of the exams: reading, listening, speaking and writing. Students who successfully complete this course are ready to enroll in TOEFL iBT® and IELTS™ Testing Practice courses that feature rigorous practice for standardized testing and academic study.

Prerequisite/Placement: Completion of Level 4 or EPT placement score of 62. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

ELPT 064 IELTS™ Testing Practice - 6 Credits
This course is designed to provide timed practice in four language areas commonly measured by the IELTS™ paper-based standardized English language test. The course features
a rigorous schedule of practice and gives students the opportunity to increase their speed and accuracy in identifying correct responses to all types of test items in all sections of the IELTS™ test. Additional focus is placed upon the types of questions from each section that have been shown to be most problematic for a majority of students. Students are given opportunities to take simulated tests using authentic test materials in order to recreate the experience of taking complete tests. It is suggested that students take the IELTS™ test as soon as possible following the completion of this course.

Prerequisite/Placement: Completion of Level 5 or EPT placement score of 75 or higher. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

ELPT 065 TOEFL iBT® Testing Practice - 6 Credits
This course is designed to provide timed practice in four language areas measured by the TOEFL iBT® test. The course features a rigorous schedule of practice and gives students the opportunity to increase their speed and accuracy in identifying correct responses to all types of test items in all sections of the test. Additional focus is placed upon the types of questions from each section that have been shown to be most problematic for a majority of students. Students take two complete simulated computer-based tests analogous to the TOEFL iBT® test in order to recreate the experience of taking complete tests. It is suggested that students take the TOEFL iBT® test as soon as possible following the completion of this course.

Prerequisite/Placement: Completion of Level 5 or EPT placement score of 75 or higher. An equivalent TOEFL iBT® or IELTS™ score may be used in lieu of placement exam.

APPLIED BUSINESS COMMUNICATION
Program: 6 courses 36 Credits
Full-Time Completion Length: 12 months

The Applied Business Communication program explores the role of communication in the business world and tasks of writing and editing for business, web, and social media.

It is a 3-trimester program that teaches students a wide array of business communication topics. The program consists of six courses and assists students in sharpening their skills in areas of understanding business processes, honing inter- and intra-organizational communication, enhancing business presentations, creating business plans, acquiring and developing digital marketing skills and strategies.

The insights and skills students gain will help them to understand business processes, participate in collaborative projects, and improve intra- and inter-organizational communications in any professional or academic situation. The mode of instruction consists of lectures, skills practice sessions, and English for Specific Purposes sessions.

ABC 122 Communication in a Global Society 6
ABC 124 Business Communication 6
ABC 126 Introduction to Public Speaking 6
ABC 212 Introduction to Social Media 6
ABC 214 Social Media Management 6
ABC 216 Applied Business Capstone 6

Applicants who did not complete high school in the United States are required to have a CaMLA English Placement Test score of 62 or higher for placement in this program.

APPLIED BUSINESS COMMUNICATION COURSE DESCRIPTIONS

ABC 100 Office Communication and Administration - 4 Credits
In this course, students acquire communication and administrative skills needed for the business setting. Students develop administrative skills by using current Microsoft Office software applications such as Word and PowerPoint, and office machines such as the scanner and copier. Modern workplace e-tools such as email, online calendar, and web business scheduling are further enhanced in this course. Students learn communication skills including how to handle business phone class and inquiries and how to write business correspondence such as memos, reports, and proposals. The course also incorporates business writing techniques including drafting, revising, and proofreading, as well as an overview of grammar, mechanics, structure, and formatting.

Prerequisite: CIT 102

ABC 122 Communication in a Global Society - 6 Credits
This course is designed to introduce students to the impact of new technologies on business communication within the context of globalization. The course will help students acquire vital skills using Internet and social media as a foundation for implementing communication strategies. Students will practice e-business correspondence and social media interaction through a variety of case studies. The course will include elements of marketing and assist students in presenting their own branding solutions for products or services. Students will learn how to employ social media to personally succeed on a global business arena.

Prerequisite: None

ABC 124 Business Communication - 6 Credits
This course is designed to help students acquire essential written and oral skills needed in business and professional settings. Students will learn how to write business communications such as e-mails, memos, letters, resumes and reports utilizing business and academic writing techniques including drafting, proofreading, and revising. This course also introduces students to the key components of a business plan and incorporates an overview of grammar, mechanics, structure, and formatting.

Prerequisite: None

ABC 126 Introduction to Public Speaking - 6 Credits
Interviews, presentations, negotiations, dialogs, and technical exchanges are common forms of business communication. Students learn how to orally communicate their ideas to others in business situations. Insight into audience analysis, appropriate terminology and vocabulary, and qualified support of information needed to plan a professional presentation is provided. Many opportunities are available to prepare and organize written and
outline versions of effective speeches, and deliver them before the class. Students will have hands-on experience with computer-generated graphics and understand presentation ethics. Student learn to manage their public speaking anxiety through role playing, user of confident body language, visualization, audience analysis, and realization.

Prerequisite: None

ABC 212 Introduction to Social Media - 6 Credits
The objective of this course is to teach the significance of communicating with a social media audience and consequently the divergences between writing and editing for the social media on the Web and other media. Students are taught reading comprehension for writing and editing for the Web and how to ‘chunk’ large amounts of information to increase readability. They will learn how to effectively use the Web for research and the importance of sources other than the Web. Ethics of using social media in the business environment is also covered. The highlight of this course is to develop, research, and write an article for publication on the Web where they will apply principles of preparation of documents using desktop publishing technology, document layout, and usability testing. Students develop a concept and goals for a website, write a mission statement, conduct a content audit, chunk information by page and paragraph, highlight key words and phrases, hyperlink text, and add additional content elements while creating and maintaining content consistency.

Prerequisite: ABC 122 and ABC 124

ABC 214 Social Media Management - 6 Credits
Social media are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will learn about leading social media platforms and tools (e.g., LinkedIn, Twitter, Facebook, blogging, etc.), will analyze and discuss differences in their objectives, styles, and techniques, as well as their limitations. This course includes discussion, real world projects, planning and implementing online, and social media tactics and strategies. Those who successfully complete this course will know how to use social media productively, and have a framework for understanding and evaluating new tools and platforms. This course contains field work where students are encouraged to identify and contact business entities that are looking to create or improve their online and social media presence.

Prerequisites: ABC 126

ABC 216 Applied Business Capstone - 6 Credits
In this practicum course, students create a business or academic project based on the cumulative knowledge that they acquired in the Applied Business Communication Program. They apply their skills in communication, social media technology, and research to creatively resolve a business challenge as a means for achieving their client’s or employer’s objective. Students, alongside with in-field professionals, research a topic, organize information, and present results of the project on behalf of an organization trying to build market share, reach new audiences, attract investors, and interact with customers. Students present the results of the project in the form of a business proposal written in proper format, integrated with graphics or statistical information and complementary to online or social media presence.

Prerequisites: ABC 122, ABC 124, ABC 126, ABC 212, and ABC 214.
BIR offers high-quality training that is occupationally focused. The training is short-term and can be completed in one year or less. People are going for short-term training throughout their careers to bolster skills or learn new ones. These training programs are aligned to in-demand career pathways based on industry certifications. Additionally, the BIR short-term training pathways are “stackable,” meaning that the credits are designed to count toward longer certificate programs and degrees.

An independent study by Georgetown University has found labor-market value in short-term training certificates which are generally a good investment, paying off in the long run for most who earn them.

MANUFACTURING TECHNOLOGY CERTIFICATION PATHWAYS
These pathways are for individuals who are entering the field and want to demonstrate knowledge and credibility, who are already in the field and want better-paying jobs, and for employers who can benefit from cost-efficient short-term training. Becoming a certified professional is good for career building and advancement as well as for the manufacturing industry. BIR is a National Institute for Metalworking Skills (NIMS) registered organization and testing site and a FANUC certified training and education site.


BIR offers two robotics technology pathways: Robot Handling Tool Operation and Programming Certification Pathway (RTOP) and Robotics Vision iVision Operation and Programming (2D) Certification Pathway (RVOP) that also lead to industry-recognized credentials.

The metalworking and robotics industry certification pathways provide skills that give trainees an edge in the job market at a fraction of the cost and time of traditional training.

Sample schedules for the Manufacturing Technology Certification Pathways

**Measurement, Materials, and Safety Pathway (MET 1):** 3 courses 5 credits
Completion Length: 4 months
Tuition: $1,900
Books, Exams, and Materials: $450

In MET 1, pathway trainees are prepared to sit for: *NIMS Measurement, Materials, and Safety exam.*

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**CNC Turning Operator Pathway (MET 2):** 4 courses 8 credits
Completion Length: 6 months
Tuition: $3,040
Books, Exams, and Materials: $415

In MET 2, pathway trainees are prepared to sit for: *NIMS CNC Turning Operator exam.*

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<tr>
<td>COM 102 CNC Turning Center G-codes Setup and Operation</td>
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</table>

**CNC Milling Operator Pathway (MET 3):** 4 courses 8 credits
Completion Length: 6 months
Tuition: $3,040
Books, Exams, and Materials: $415

In MET 3, pathway trainees are prepared to sit for: *NIMS CNC Milling Operator exam.*

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<tr>
<td>COM 100 Blueprint Reading</td>
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</table>
Manufacturing Occupations 2
COM 103 CNC Machining Center G-codes Setup and Operation 2

Trimester 2
COM 203 CNC Machining Center G-codes Manual Part Programming 2

Completion Length: 6 months
Tuition: $4,180
Books, Exams, and Materials: $680

In MET 4, pathway trainees are prepared to sit for: NIMS Measurement, Materials, and Safety and the NIMS CNC Milling Operator exams.

Trimester 1
COM 100 Blueprint Reading 2
COM 115 Mathematics for Manufacturing Occupations 2
COM 103 CNC Milling Center G-codes Setup and Operation 2
COM 106 Quality Control and CMM Operation 2

Trimester 2
COM 110 Machine Shop Safety and Operations 1
COM 203 CNC Milling Center G-codes Manual Part Programming 2

Measurement, Materials, and Safety, CNC Turning Operator Pathway (MET 5): 6 courses 11 credits
Completion Length: 6 months
Tuition: $4,180
Books, Exams, and Materials: $680

In MET 5, pathway trainees are prepared to sit for: NIMS Measurement, Materials, and Safety and the NIMS CNC Turning Operator exams.

Trimester 1
COM 100 Blueprint Reading 2
COM 115 Mathematics for Manufacturing Occupations 2
COM 102 CNC Turning Center G-codes Setup and Operation 2
COM 106 Quality Control and CMM Operation 2

Trimester 2
COM 110 Machine Shop Safety and Operations 1
COM 203 CNC Milling Center G-codes Manual Part Programming 2

Completion Length: 6 months
Tuition: $4,560
Books, Exams, and Materials: $525

In MET 6, pathway trainees are prepared to sit for: NIMS CNC Turning Operator and NIMS CNC Milling exams.

Trimester 1
COM 100 Blueprint Reading 2
COM 115 Mathematics for Manufacturing Occupations 2
COM 102 CNC Turning Center G-codes Setup and Operation 2
COM 103 CNC Milling Center G-codes Setup and Operation 2

Trimester 2
COM 202 CNC Turning Center G-codes Manual Part Programming 2
COM 203 CNC Milling Center G-codes Manual Part Programming 2

Trimester 3

Measurement, Materials, and Safety, CNC Turning Operator, CNC Milling Operator Pathway (MET 7): 6 courses 19 credits
Completion Length: 10 months
Tuition: $7,220
Books, Exams, and Materials: $810

In MET 7, pathway trainees are prepared to sit for: NIMS Measurement, Materials, and Safety, the NIMS CNC Turning Operator, and the NIMS CNC Milling Operator exams.

Trimester 1
COM 100 Blueprint Reading 2
COM 115 Mathematics for Manufacturing Occupations 2
COM 106 Quality Control and CMM Operation 2
COM 110 Machine Shop Safety and Operations 1

Trimester 2
COM 102 CNC Turning Center G-codes Setup and Operation 2
COM 103 CNC Milling Center G-codes Setup and Operation 2
COM 202 CNC Turning Center G-codes Manual Part Programming 2
COM 203 CNC Milling Center G-codes Manual Part Programming 2

Trimester 3
Robot Handling Tool Operation and Programming Certification Pathway (RTOP): 3 courses 7 Credits
Completion Length: 4 months
Tuition and Exams: $2,660
Books and Materials: $375

In RTOP, successful pathway trainees will receive FANUC Handling Tool Operation and Programming certification.

Trimester 1
COM 101 CAM I: Design and Drafting 3
COM 115 Mathematics for Manufacturing Occupations 2
COM 107 Robotic Manufacturing Cell Operations 2

Robotics Vision iRvision Operation and Programming (2D) Certification Pathway (RVOP): 4 courses 9 Credits
Completion Length: 6 months
Tuition and Exams: $3,420
Books and Materials: $570

In RVOP, successful pathway trainees will receive FANUC Handling Tool Operation and Programming certification and FANUC Robotics Vision iRvision Operation and Programming (2D) certification.

Trimester 1
COM 101 CAM I: Design and Drafting 3
COM 115 Mathematics for Manufacturing Occupations 2
COM 107 Robotic Manufacturing Cell Operations 2

Trimester 2
COM 207 Robotic Manufacturing Cell Advanced Operations 2

CLINICAL CERTIFICATION PATHWAYS (CCP)

The Clinical Certification Pathways offer preparation for credentialing exams through the American Heart Association (AHA), the American Medical Certification Association (AMCA), the American Medical Technologists (AMT), and the National Healthcareer Association (NHA). BIR offers four pathways that lead to specific industry-recognized credentials: Patient Care Technician Certification (CCP 1), Medical Assistant, EKG Certifications (CCP 2), Medical Assistant, Patient Care Technician Certifications (CCP 3), and Medical Assistant, EKG, Phlebotomy Certifications, Clinical Externship (CCP 4). The pathways are for individuals who want to demonstrate knowledge and credibility, for those who are already in the field and want better-paying jobs, and for employers who can benefit from cost-efficient short-term training that produces credentials recognized by the Centers for Medicare & Medicaid Services (CMS).

Patient Care Technician Certifications Pathway (CCP 1): 3 courses 12 Credits
Completion Length: 6 months
Tuition and Exams: $4,440
Books and Materials: $465

In CCP 1, pathway trainees are prepared to sit for: Cardiopulmonary Resuscitation-Basic Life Support Exam and EKG Technician Exam. Those who have previously completed Basic Nursing Assistant (BNA) may sit for Patient Care Technician/Assistant Exam. Those who have not completed BNA training may instead sit for Phlebotomy certification exam.

Trimester 1
HCP 101 Medical Terminology, Anatomy, and Physiology 4
HCP 206 Medical Assisting and Infection Control 4

Trimester 2
HCP 204 Pharmacology and Medication Administration 4

Medical Assistant, EKG Certifications Pathway (CCP 2): 3 courses 12 Credits
Completion Length: 6 months
Tuition and Exams: $4,070
Books and Materials: $540

In CCP 2, pathway trainees are prepared to sit for: Cardiopulmonary Resuscitation-Basic Life Support Exam, EKG Technician Exam, and Medical Assistant Certification Exam.

Trimester 1
HCP 101 Medical Terminology, Anatomy, and Physiology 4
HCP 206 Medical Assisting and Infection Control 4

Trimester 2
HCP 204 Pharmacology and Medication Administration 4
Medical Assistant, Patient Care Technician
Certifications Pathway (CCP 3); 5 courses 20 Credits
Completion Length: 10 months
Tuition and Exams: $7,030
Books and Materials: $650

In CCP 3, pathway trainees are prepared to sit for: Cardiopulmonary Resuscitation-Basic Life Support Exam, EKG Technician Exam, Medical Assistant Certification Exam, and Patient Care Technician/Assistant Exam.

Trimester 1
HCP 101 Medical Terminology, Anatomy, and Physiology 4
HCP 206 Medical Assisting and Infection Control 4

Trimester 2
HCP 204 Pharmacology and Medication Administration 4
HCP 205 Phlebotomy and Specimen Collection 4

Trimester 3
HCP 314 Career Development 4

Medical Assistant, EKG, Phlebotomy Certifications, Clinical Externship Pathway (CCP 4); 6 courses 25 Credits
Completion Length: 13 months
Tuition and Exams: $8,780
Books and Materials: $650

In CCP 4, pathway trainees are prepared to sit for: Cardiopulmonary Resuscitation-Basic Life Support Exam, EKG Technician Exam, Phlebotomy Technician Exam, and Medical Assistant Certification Exam.

Trimester 1
HCP 101 Medical Terminology, Anatomy, and Physiology 4
HCP 206 Medical Assisting and Infection Control 4

Trimester 2
HCP 204 Pharmacology and Medication Administration 4
HCP 205 Phlebotomy and Specimen Collection 4

Trimester 3
HCP 311 Medical Assisting Externship 5

Trimester 4
HCP 314 Career Development 4

Trainees who meet eligibility criteria will sit for Medical Assistant, EKG Technician, and Phlebotomy Technician national certification examinations. The Patient Care Technician examination tests competencies in three areas: Basic Nursing Assistance, EKG, and Phlebotomy. This examination is recommended for those who within the last three years have either worked as a CNA or completed a Basic Nursing Assistant program. Being certified is good for professional advancement, career building, and the health care industry.
# BIR COMPLETION AND PLACEMENT

**Reporting Period:** July 1, 2015 - June 30, 2016

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<td>51-9105.00</td>
<td></td>
</tr>
</tbody>
</table>

## DISCLOSURE REPORTING CATEGORY

### 3) All career programs have a course in career development, thus students who complete career programs receive assistance in finding employment through the school.

### 1) BIR Training Center placement results follow ACICS placement definitions and calculations. These may be found at [http://www.acics.org/accreditation/content.aspx?id=6425](http://www.acics.org/accreditation/content.aspx?id=6425)

### 2) None of the career programs require state licensure.

### 1. a) New starts
   - Computerized Manufacturing & Robotics: 12
   - Computer Numerical Control: 22
   - Machine Tool Technology: 2
   - Computer Numerical Control Operations: 4
   - Accounting & Office Administration: 0

### 2. b) Re-enrollments
   - Computerized Manufacturing & Robotics: 0
   - Computer Numerical Control: 0
   - Machine Tool Technology: 2
   - Computer Numerical Control Operations: 2
   - Accounting & Office Administration: 2

### 3. c) Transfers into the program from other programs at the school
   - Computerized Manufacturing & Robotics: 0
   - Computer Numerical Control: 0
   - Machine Tool Technology: 2
   - Computer Numerical Control Operations: 0
   - Accounting & Office Administration: 0

### 4. d) Are still enrolled in the program
   - Computerized Manufacturing & Robotics: 14
   - Computer Numerical Control: 36
   - Machine Tool Technology: 5
   - Computer Numerical Control Operations: 3
   - Accounting & Office Administration: 3

### 5. a) Transferred out of the program and into another program at the school
   - Computerized Manufacturing & Robotics: 1
   - Computer Numerical Control: 1
   - Machine Tool Technology: 1
   - Computer Numerical Control Operations: 0
   - Accounting & Office Administration: 0

### 6. b) Completed or graduated from a program
   - Computerized Manufacturing & Robotics: 8
   - Computer Numerical Control: 9
   - Machine Tool Technology: 1
   - Computer Numerical Control Operations: 2
   - Accounting & Office Administration: 5

### 7. c) Withdrew from the school
   - Computerized Manufacturing & Robotics: 1
   - Computer Numerical Control: 3
   - Machine Tool Technology: 0
   - Computer Numerical Control Operations: 0
   - Accounting & Office Administration: 0

### 8. d) Are still enrolled in the program
   - Computerized Manufacturing & Robotics: 4
   - Computer Numerical Control: 23
   - Machine Tool Technology: 0
   - Computer Numerical Control Operations: 2
   - Accounting & Office Administration: 1

### 9. a) New starts and transferred in, or new starts who took a professional certification examination during the reporting period.
   - Computerized Manufacturing & Robotics: 3
   - Computer Numerical Control: 5
   - Machine Tool Technology: 1
   - Computer Numerical Control Operations: 1
   - Accounting & Office Administration: 0

### 10. b) Re-enrollment and transferred in, or re-enrollments who took a professional certification examination during the reporting period.
    - Computerized Manufacturing & Robotics: 1
    - Computer Numerical Control: 0
    - Machine Tool Technology: 0
    - Computer Numerical Control Operations: 1
    - Accounting & Office Administration: 0

### 11. c) Transfers into the program from other programs at the school and transferred in, or transfers into the program and into another program at the school who took a professional certification examination during the reporting period.
    - Computerized Manufacturing & Robotics: 2
    - Computer Numerical Control: 1
    - Machine Tool Technology: 0
    - Computer Numerical Control Operations: 1
    - Accounting & Office Administration: 0

### 12. d) Completed or graduated from a program and took a professional certification examination during the reporting period.
    - Computerized Manufacturing & Robotics: 0
    - Computer Numerical Control: 0
    - Machine Tool Technology: 0
    - Computer Numerical Control Operations: 0
    - Accounting & Office Administration: 0

### 13. e) Transferred out of the program and into another program at the school.
    - Computerized Manufacturing & Robotics: 0
    - Computer Numerical Control: 0
    - Machine Tool Technology: 0
    - Computer Numerical Control Operations: 0
    - Accounting & Office Administration: 0

### 14. f) Completed or graduated from a program.
    - Computerized Manufacturing & Robotics: 0
    - Computer Numerical Control: 0
    - Machine Tool Technology: 0
    - Computer Numerical Control Operations: 0
    - Accounting & Office Administration: 0

### 15. The number of students who were admitted in the program as of July 1st of this reporting period.
    - Computerized Manufacturing & Robotics: 12
    - Computer Numerical Control: 22
    - Machine Tool Technology: 2
    - Computer Numerical Control Operations: 4
    - Accounting & Office Administration: 0

### 16. The number of additional students who were admitted in the program during the next 12 months:
    - Computerized Manufacturing & Robotics: 0
    - Computer Numerical Control: 0
    - Machine Tool Technology: 2
    - Computer Numerical Control Operations: 2
    - Accounting & Office Administration: 2

### 17. The average starting salary for graduates employed during reporting period.
    - Computerized Manufacturing & Robotics: 38,333
    - Computer Numerical Control: 44,260
    - Machine Tool Technology: 26,000
    - Computer Numerical Control Operations: 25,000
    - Accounting & Office Administration: 20,800

### 18. 2) None of the career programs require state licensure.

### 19. 3) All career programs have a course in career development, thus students who complete career programs receive assistance in finding employment through the school.
STAFF ROSTER BY DEPARTMENT OR OFFICE

**Academic Affairs**
Arkady Rubinsteyn (acting), Computerized Manufacturing and Robotics Department Manager

Inna Obodyanik, English Language Programs Manager
Joseph W. Hester, Associate Program Manager, English Language Programs
Carol Backe, Staff Tutor
Joseph Bastian, Staff Tutor
Feliks Kravets, Applied Business Manager
Caroline Jackson, Medical Program Coordinator
Roxanne Wittkamp, Compliance and Curriculum Manager
Olga Urbanska, Academic Affairs Support Assistant

**Finance and Accounting**
Lenore Waters, Controller
Lama Tagarsuren, Staff Accountant

**Business Office**
Zina Bousson, Business Office and Human Resources Manager
Grace Zwierzchowska, Student Records Coordinator

**Compliance and Institutional Research**
Irene Zakon, CEO
Kenneth Ehrensaft, Higher Education Specialist
Conrad Winke, Executive Administrative Assistant to CEO/School Librarian

**Marketing and Outreach**
Tigran Muradyan, International Marketing Manager

**Operations**
Ezella Montgomery, Registrar
Lopa Patel, Associate Registrar

Charles Wolfe, Loop Location Manager/Student Funding Coordinator

**Student Relations**
Michael Glatt, Enrollment Manager
Ewa Machalek, Training and Development Specialist
Yen Au, Student Relations Specialist
Bolor Bayanzul, Student Relations Specialist
My Truk Haisler, Student Relations Specialist
Bolor Ider, Student Relations Specialist
Katarzyna Petek, Weekend COM Coordinator/Student Relations Specialist
Victoria Rain, Student Relations Specialist
Blanca Saucedo, Student Relations Specialist
Krystyna Tymchuk, Student Relations Specialist

**Student Services**
Iwona Rzeznik, Student Services Coordinator

**Information Technology, Infrastructure**
Arkady Rubinsteyn, Chief Technology Officer
Adam Naumczyk, Systems and Network Engineer
Salman Dola, IT Support Technician
Michael Rubinstein, Software Tool Development Group Lead
Kalpana Kasireddy, Senior Software Developer

**Design**
Cristina Maciejczyk, Design Group Manager
Ze Huang, Web Designer
INSTRUCTORS

Allen, Sandy
Backe, Carol
Ballard, Steven
Bolan, Chloe
Bolan, Cristen
Brennan, Patrick
Brichteto, Gary
Bruhnev, Peter D.
Coghlin, Thomas J.
Costea, Andra
Cyran, Mark
DiMesio, Rosanne
Dragomir, Liviu
Dworkin, Shoshana
Faroqui, Rizwan
Feldmann, Stephanie
Fitzgerald, Michael
Flyater, Leonid
Flynn, Charlotte
Garrett, Dennis
Garrison, James
Glowinski, Krzysztof
Goncharoff, Svetlana
Green, Tess
Heath, Kevin E.
Hernandez, Jovel
Hester, Joseph W.
Huseby, Matthew
Jackson, Carolyn
Karp, Diane H.
Kasireddy, Kalpana
Klos, Ryszard
Kmetz, Amanda A.
Kravets, Feliks
Kukielko, Mariusz
Levinger, Alex
Lowe, Amy
Lukaczyk, Alina
Lukash, Aleksandra
Martinez, Juan G.
Mesyef, Tatyana
Moore, Amanda
Murray, Peter
Obodyanik, Inna
Oertle, Susan
Pasternak, Mark
Paluch, Ewa
Polissky, Eugene
Presley, Kelly
Quinn, Kelly
Raphael, Vitoria
Rilloraza, Rosauro
Reynolds, Mark
Rubinstein, Michael
Rubinsteyn, Arkady
Sabas, Lynne
Schroeder, Theresa R.
Shirley, Robert
Slager, Michael
Smith, Kevin

Sotak, Eileen
Szuszkiewicz, Paulina
Telichowski, Wieslaw
Thomas, Paul
Victor, Jr., Peter
Wojtowicz, Andrzej
Wolf, Gershon
Zuljevic, Ana
### Academic Offerings

<table>
<thead>
<tr>
<th>Career Programs</th>
<th>Fulltime Length</th>
<th>Fulltime Credits Earned</th>
<th>Break Time between First and Second Year in Months</th>
</tr>
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<tbody>
<tr>
<td>Accounting and Office Administration (AOA)</td>
<td>3.5 Trimesters</td>
<td>14 Months</td>
<td>24 After First Year</td>
</tr>
<tr>
<td>Application Development (CIT)</td>
<td>3 Trimesters</td>
<td>12 Months</td>
<td>24 After First Year</td>
</tr>
<tr>
<td>Computerized Manufacturing and Robotics (M1)</td>
<td>4 Trimesters</td>
<td>16 Months</td>
<td>27 After First Year</td>
</tr>
<tr>
<td>Computer Numerical Control Tool Technology (M2)</td>
<td>3.5 Trimesters</td>
<td>14 Months</td>
<td>25 After First Year</td>
</tr>
<tr>
<td>Computer Numerical Control Tool Operations (M3)</td>
<td>2 Trimesters</td>
<td>8 Months</td>
<td>17 After First Year</td>
</tr>
<tr>
<td>Health Information Technology (HIT)</td>
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<td>18 Months</td>
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<tr>
<td>Medical Assisting (MAP)</td>
<td>4.5 Trimesters</td>
<td>18 Months</td>
<td>23 After First Year</td>
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<td>English Language Programs</td>
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<tr>
<td>English Language Introductory (ELPi)</td>
<td>3.5 Trimesters</td>
<td>14 Months</td>
<td>30 After First Year</td>
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<tr>
<td>English Language Bridge (ELPb)</td>
<td>3.5 Trimesters</td>
<td>14 Months</td>
<td>30 After First Year</td>
</tr>
<tr>
<td>English Language Test Preparation (ELPt)</td>
<td>3 Trimesters</td>
<td>12 Months</td>
<td>30 After First Year</td>
</tr>
<tr>
<td>Applied Business Communication (ELPa)</td>
<td>3 Trimesters</td>
<td>12 Months</td>
<td>30 After First Year</td>
</tr>
<tr>
<td>Industry Certification Pathways</td>
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<tr>
<td>Measurement, Materials, and Safety (MET 1)</td>
<td>1 Trimester</td>
<td>4 Months</td>
<td>5 After First Year</td>
</tr>
<tr>
<td>CNC Turning Operator (MET 2)</td>
<td>1.5 Trimesters</td>
<td>6 Months</td>
<td>8 After First Year</td>
</tr>
<tr>
<td>CNC Milling Operator (MET 3)</td>
<td>1.5 Trimesters</td>
<td>6 Months</td>
<td>8 After First Year</td>
</tr>
<tr>
<td>Measurement, Materials, and Safety; CNC Milling Operator (MET 4)</td>
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</tr>
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<td>Measurement, Materials, and Safety; CNC Turning Operator; CNC Milling Operator (MET 7)</td>
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<td>Robot Handling Tool Operation and Programming (RTOP)</td>
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<td>4 Months</td>
<td>7 After First Year</td>
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<tr>
<td>Robotics Vision iRvision Operation and Programming (RVOP)</td>
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<td>6 Months</td>
<td>9 After First Year</td>
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<tr>
<td>Patient Care Technician (CCP 1)</td>
<td>1.5 Trimesters</td>
<td>6 Months</td>
<td>12 After First Year</td>
</tr>
<tr>
<td>Medical Assistant, EKG (CCP 2)</td>
<td>1.5 Trimesters</td>
<td>6 Months</td>
<td>12 After First Year</td>
</tr>
<tr>
<td>Medical Assistant, Patient Care Technician (CCP 3)</td>
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<td>10 Months</td>
<td>20 After First Year</td>
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<tr>
<td>Medical Assistant, EKG, Phlebotomy; Clinical Externship (CCP 4)</td>
<td>3.5 Trimesters</td>
<td>13 Months</td>
<td>25 After First Year</td>
</tr>
</tbody>
</table>

*See next page*
Career students who complete 24 credit hours of study during one year are considered full-time and to have completed their first year of study. These students may opt to take a 1-trimester break.

English language students who complete 30 credit hours of study during one year are considered full-time and to have completed their first year of study. After completing one year of study, these students may opt to take a 1-trimester break.

The chart above only considers full-time study. The completion time for individual students will vary depending on course load, length of breaks, etc.

## APPENDIX B

### Schedule of Tuition: 2017–2018

<table>
<thead>
<tr>
<th>M1 COMPUTERIZED MANUFACTURING AND ROBOTICS TUITION PER COURSE</th>
<th>$14,060</th>
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</thead>
<tbody>
<tr>
<td>ABM 100 Mathematics and Computation Review</td>
<td>$760</td>
</tr>
<tr>
<td>CIT 102 Computer Productivity Tools and Keyboarding</td>
<td>$1,520</td>
</tr>
<tr>
<td>COM 100 Blueprint Reading</td>
<td>$760</td>
</tr>
<tr>
<td>COM 101 Cam I: Design and Drafting</td>
<td>$1,140</td>
</tr>
<tr>
<td>COM 102 CNC Turning Center G-Codes Setup and Operation</td>
<td>$760</td>
</tr>
<tr>
<td>COM 103 CNC Milling Center G-Codes Setup and Operation</td>
<td>$760</td>
</tr>
<tr>
<td>COM 106 Quality Control and CMM Operation</td>
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<tr>
<td>COM 107 Robotic Manufacturing Cell Operations</td>
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<tr>
<td>COM 110 Machine Shop Safety and Operations</td>
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<tr>
<td>COM 115 Mathematics for Manufacturing Occupations</td>
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<tr>
<td>COM 202 CNC Turning Center G-Codes Manual Part Programming</td>
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<tr>
<td>COM 203 CNC Milling Center G-Codes Manual Part Programming</td>
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<tr>
<td>COM 206 CMM Programming</td>
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<td>COM 207 Robotic Manufacturing Cell Advanced Operations</td>
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<tr>
<td>COM 303 CAM II: CNC Programming</td>
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<td>COM 310 Computerized Manufacturing Career Development</td>
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<table>
<thead>
<tr>
<th>M2 CNC MACHINE TOOL TECHNOLOGY TUITION PER COURSE</th>
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<tr>
<td>ABM 100 Mathematics and Computation Review</td>
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<tr>
<td>CIT 102 Computer Productivity Tools and Keyboarding</td>
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<td>COM 100 Blueprint Reading</td>
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<td>COM 101 CAM I: Design and Drafting</td>
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<td>COM 102 CNC Turning Center G-Codes Setup and Operation</td>
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<td>Course</td>
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<tr>
<td>COM 103</td>
<td>CNC Milling Center G-Codes Setup and Operation</td>
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<td>COM 106</td>
<td>Quality Control and CMM Operation</td>
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<td>COM 115</td>
<td>Mathematics for Manufacturing Occupations</td>
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<td>CNC Turning Center G-Codes Manual Part Programming</td>
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<td>COM 203</td>
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<td>COM 303</td>
<td>CAM II: CNC Programming</td>
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<td>COM 310</td>
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<td><strong>M3 CNC MACHINE TOOL OPERATIONS TUITION PER COURSE</strong></td>
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<td>Mathematics and Computation Review</td>
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<td><strong>ACCOUNTING AND OFFICE ADMINISTRATION TUITION PER COURSE</strong></td>
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<td>Business Productivity Tools</td>
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<td>Accounting Software Application</td>
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<td>COS 200</td>
<td>Financial Accounting II</td>
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<td><strong>ENGLISH LANGUAGE INTRODUCTORY TUITION PER COURSE</strong></td>
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<td>ELPG 008</td>
<td>Introduction to English</td>
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<td>ELPG 010</td>
<td>Beginning Listening and Speaking</td>
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<td>ELPG 011</td>
<td>Beginning Reading</td>
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<tr>
<td>ELPG 012</td>
<td>Beginning Writing</td>
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<tr>
<td>ELPG 020</td>
<td>Intermediate Listening and Speaking</td>
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<td>ELPG 021</td>
<td>Intermediate Reading</td>
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<td>ELPG 022</td>
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<td>ELPG 030</td>
<td>High Intermediate Listening and Speaking</td>
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<td>ELPG 031</td>
<td>High Intermediate Reading</td>
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<td>ELPG 032</td>
<td>High Intermediate Writing</td>
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<td>ELPG 042</td>
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<td>ELPG 048</td>
<td>Advanced Grammar</td>
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<td>ENGL 030</td>
<td>English Language Bridge Tuition Per Course</td>
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<td>ENGL 031</td>
<td>High Intermediate Listening and Speaking</td>
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<td>Advanced Listening and Speaking</td>
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<td>APPL 050</td>
<td>Academic Preparation Listening and Speaking</td>
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<td>Introduction to Public Speaking</td>
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<td>ACCT 212</td>
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<td>ACCT 214</td>
<td>Social Media Management</td>
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<td>ACCT 216</td>
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<tr>
<td>HCHT 101</td>
<td>Medical Terminology, Human Anatomy, and Physiology</td>
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<td>HCP 205</td>
<td>Phlebotomy and Specimen Collection</td>
</tr>
<tr>
<td>HCP 206</td>
<td>Medical Assisting and Infection Control</td>
</tr>
<tr>
<td>HCP 311</td>
<td>Medical Assisting Externship</td>
</tr>
<tr>
<td>HCP 314</td>
<td>Medical Assisting Career Development</td>
</tr>
<tr>
<td><strong>APPLICATION DEVELOPMENT TUITION PER COURSE</strong></td>
<td><strong>$8,400</strong></td>
</tr>
<tr>
<td>CIT 110</td>
<td>Introduction to Web Development</td>
</tr>
<tr>
<td>CIT 111</td>
<td>Introduction to Programming</td>
</tr>
<tr>
<td>CIT 210</td>
<td>Interactive Web Programming</td>
</tr>
<tr>
<td>CIT 211</td>
<td>Databases</td>
</tr>
<tr>
<td>CIT 301</td>
<td>Web Application Development</td>
</tr>
<tr>
<td>CIT 310</td>
<td>Careers in Information Technology</td>
</tr>
</tbody>
</table>

**APPENDIX C**

**Schedule of Fees 2017–2018**

<table>
<thead>
<tr>
<th>GENERAL FEES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Request for testing:</strong> test out, makeup, individual assessment, incomplete: per item</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Request for credits:</strong> per item</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Auxiliary credentials:</strong> per item</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Request for rushed processing:</strong> per item</td>
<td>$40</td>
</tr>
<tr>
<td><strong>Late payment:</strong> for a payment made after the due date</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Returned check/cancelled credit card transaction:</strong> per item</td>
<td>$40</td>
</tr>
<tr>
<td><strong>Facility use:</strong> per module for students engaged in tuition-free activities</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Student ID replacement:</strong> per item</td>
<td>$20</td>
</tr>
<tr>
<td>Service</td>
<td>Fee</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Printing: per 100 pages</td>
<td>$20</td>
</tr>
<tr>
<td>No show: with re-registration</td>
<td>$20</td>
</tr>
<tr>
<td>Late registration</td>
<td>$20</td>
</tr>
<tr>
<td><strong>INTERNATIONAL DOCUMENT PROCESSING FEES</strong></td>
<td></td>
</tr>
<tr>
<td>Change of status</td>
<td>$250</td>
</tr>
<tr>
<td><strong>Initial entry: abroad and transfer</strong></td>
<td>$250</td>
</tr>
<tr>
<td>Transfer in</td>
<td>$50</td>
</tr>
<tr>
<td>Reinstatement</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Transfer out: prior to completing 1st module/1st accelerated module</strong></td>
<td>$150</td>
</tr>
<tr>
<td>New student orientation no show</td>
<td>$100</td>
</tr>
</tbody>
</table>

July 31, 2017
Business Industrial Resources dba BIR Training Center

is an Illinois Corporation. The corporate officers are

Zina Bousson, secretary; Arkady Rubinsteyn, treasurer;
Irene Zakon, president.