Who We Are

**BIR TRAINING CENTER** is a private postsecondary school for technical, business, and language learning. BIR has been educating students in Chicago since 1993. BIR is accredited by the North Central Association of Colleges and Schools (NCA) and its programs have been approved by the Illinois State Board of Education (ISBE). BIR participates in U.S. Department of Education grant and loan programs and is authorized under Federal law to enroll nonimmigrant alien students.

**Mission**

Our mission is to provide postsecondary education that responds to a wide range of students’ needs including vocational preparation for career changers, first career seekers, and industry professionals; language learning and testing; as well as college credit articulation. A BIR education equips students with the skills needed to surmount the current and future challenges of a computer-driven and computer-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 colleges, organizations, and companies in the public and private sectors.

**Student Body**

BIR enjoys the reputation of a small, friendly institution with a student body over 1,000. Our students are a diverse blend of Americans and foreign nationals from around the globe. Students benefit from flexible scheduling and classes with an average student teacher ratio of 15:1. A high percentage of students find jobs in their field of study or continue their education toward degrees.

**International Students**

BIR welcomes international students from over 25 countries. BIR gives language learners lifetime English communication skills while exposing them to U.S. culture and preparing them for university admission. The school is SEVIS certified, a member of NAFSA Association of International Educators, and employs several Designated School Officials (DSO). Today more than 600 international students enjoy top education, low tuition, and guidance.

**Faculty**

BIR’s professional, experienced, and caring faculty hold positions in academia and business. Our instructors combine leadership in the workplace, with solid academic backgrounds, and the commitment to teach students the skills necessary for a successful career or academic pursuit.

**Facilities**

BIR students can take classes at BIR’s main campus on Chicago’s north side, at the downtown campus, at the south loop campus or at the west side campus. All campuses are accessible by public transportation, near major highways, and have student parking. Broadband internet connections and email accounts are available to students free of charge.

**Student Services**

BIR is open seven days a week. A well trained multilingual staff provides a full range of academic education, career counseling, tutoring, and financial aid advising services. BIR has transfer credits agreements with several colleges and universities. The school also hosts job fairs, has an online jobs website, works with placement agencies, and offers externships.

Call BIR today and speak with a counselor 773-866-0111 or email: contact@birtraining.edu

Date Published: 05.20.09
**English Language Program**

BIR's English Language Program is designed to lead the language learner to fluency. Students receive the language skills they will need to succeed in academics, the workplace, and everyday life. Start with no English, at an advanced level, or somewhere in between. There are courses for students of all levels. Students will learn English quickly and reach their goals faster.

**TOEFL iBT Preparation**

BIR's TOEFL® iBT Preparation Program (TOEFL Internet Based Test) is designed to maximize student test scores. The program focuses on skill building, strategy development, and computer practice drills. The four primary areas of the test: Reading, listening, writing, and speaking are discussed thoroughly during the course. At the completion of the course students can also take the TOEFL® iBT test at BIR.

**Medical Assisting**

Medical Assistants are valuable members of the healthcare team. They perform daily administrative tasks as well as assist with minor clinical procedures. BIR's Medical Assisting program will provide students with the required knowledge and skills needed to facilitate clinical care of the patient and to manage patient files and records. BIR will secure externships, prepare students for the Registered Medical Assistant certification exam, and provide assistance with job placement.

**Health Information Technology**

BIR's Health Information Technology program provides comprehensive training in all levels of procedural and diagnostic coding, as well as medical terminology, anatomy, and physiology. You will develop administrative skills in medical office management, learn to process medical claims using the latest Lytec Medical Billing software, and learn to code common medical diagnostic procedures.

**Computerized Office Support**

BIR's Computerized Office Support Program emphasizes a solid understanding of computerized office skills and core accounting principles. Students will learn to maintain computer based records, billing and money management. Students also develop knowledge in the use of computer productivity tools, search engines, and specialized accounting software.

**Computerized Manufacturing (CNC)**

Since 1993 the Computerized Manufacturing program at BIR has evolved into one of the best in Chicagoland and across the nation. Employers prefer to hire workers with hands-on CNC machine experience, which BIR students receive from training in partnering machine shops. BIR offers three certificates for Computerized Manufacturing: CNC Machine Tool Operations (M3), CNC Machine Tool Technology (M2), and Comprehensive CNC (M1). Each Certificate presents a different set of skills within the area of computer controlled production.
# Academic Calendar

**Effective July 6, 2009**

## Academic Year 2009–2010

<table>
<thead>
<tr>
<th>SUMMER</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Mon., July 6, 2009</td>
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<tr>
<td>Fall 1 Registration Begins</td>
<td>Fri., August 7, 2009</td>
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<tr>
<td>Classes End</td>
<td>Sun., August 23, 2009</td>
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<td>Classes Begin</td>
<td>Mon., August 24, 2009</td>
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<td>Labor Day</td>
<td>Mon., September 7, 2009</td>
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<tr>
<td>Fall 2 Registration Begins</td>
<td>Fri., October 2, 2009</td>
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<tr>
<td>Classes End</td>
<td>Sun., October 18, 2009</td>
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<td>Classes Begin</td>
<td>Mon., October 19, 2009</td>
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<tr>
<td>Winter 1 Registration Begins</td>
<td>Fri., November 20, 2009</td>
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<tr>
<td>Thanksgiving Day</td>
<td>Thu., November 26, 2009</td>
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<td>Classes End</td>
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<td>Classes Begin</td>
<td>Mon., December 7, 2009</td>
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<tr>
<td>Christmas</td>
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<thead>
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<th>Thu., December 31, 2009</th>
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<td>Fri., January 1, 2010</td>
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| Winter 2 Registration Begins | Fri., January 15, 2010 |
| Classes End | Sun., January 31, 2010 |

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<tr>
<th>WINTER 2</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Mon., February 1, 2010</td>
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<tr>
<td>Spring 1 Registration Begins</td>
<td>Fri., March 5, 2010</td>
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<tr>
<td>Classes End</td>
<td>Sun., March 21, 2010</td>
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<tr>
<th>SPRING 1</th>
<th>(7 weeks)</th>
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<tr>
<td>Classes Begin</td>
<td>Mon., March 22, 2010</td>
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<tr>
<td>Spring 2 Registration Begin</td>
<td>Fri., April 23, 2010</td>
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<tr>
<td>Classes End</td>
<td>Sun., May 9, 2010</td>
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<tr>
<th>SPRING 2</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>Mon., May 10, 2010</td>
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<tr>
<td>Memorial Day</td>
<td>Mon., May 31, 2010</td>
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<td>Summer Registration Begins</td>
<td>Fri., June 18, 2010</td>
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<tr>
<td>Classes End</td>
<td>Sat., July 3, 2010</td>
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<tr>
<td>Independence Day</td>
<td>Sun., July 4, 2010</td>
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<tr>
<td>BIR Closes</td>
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</table>

Commencement for Spring 1, Spring 2, and Summer completions is on Friday, September 18, 2009.
Commencement for Fall 1 and Fall 2 completions is on Friday, January 15, 2010.
Commencement for Winter 1 and Winter 2 is on Friday, June 4, 2010.

The school will stay open for religious and civil holidays not listed, 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 major religious holidays such as Rosh Hashanah or Easter. Students who inform instructors of an intended absence for a religious observation will not be penalized.

[www.birtraining.edu](http://www.birtraining.edu)
## Academic Calendar

**Effective July 6, 2009**

### New Year
- **BIR Closes 3:00pm**
- Fri., December 31, 2010
- BIR Closed
- Sat., January 1, 2011

### Winter 2 Registration Begins
- Fri., January 14, 2011

### Classes End
- Sun., January 30, 2011

### Winter 2
- **Classes Begin**
- Mon., January 31, 2011

### Spring 1 Registration Begins
- Fri., March 4, 2011

### Classes End
- Sun., March 20, 2011

### Spring 1
- **Classes Begin**
- Mon., March 21, 2011

### Spring 2 Registration Begins
- Fri., April 22, 2011

### Classes End
- Sun., May 8, 2011

### Spring 2
- **Classes Begin**
- Mon., May 9, 2011

### Memorial Day
- BIR Closed
- Tue., May 30, 2011

### Summer Registration Begins
- Sat., June 17, 2011

### Classes End
- Sun., July 3, 2011

### Independence Day
- BIR Closed
- Mon., July 4, 2011

### Summer
- **Classes Begin**
- Mon., July 5, 2010

### Fall 1 Registration Begins
- Fri., August 6, 2010

### Classes End
- Sun., August 22, 2010

### Fall 1
- **Classes Begin**
- Mon., August 23, 2010

### Labor Day
- BIR Closed
- Mon., September 6, 2010

### Fall 2 Registration Begins
- Fri., October 1, 2010

### Classes End
- Sun., October 17, 2010

### Fall 2
- **Classes Begin**
- Mon., October 18, 2010

### Winter 1 Registration Begins
- Fri., November 19, 2010

### Thanksgiving Day
- BIR Closed
- Thu., November 25, 2010

### Classes End
- Sun., December 5, 2010

### Winter 1
- **Classes Begin**
- Mon., December 6, 2010

### Christmas
- BIR Closes 1:30pm
- Fri., December 24, 2010
- BIR Closed
- Sat., December 25, 2010

### Winter 2
- **Classes Begin**
- Mon., January 31, 2011

### Spring 2
- **Classes Begin**
- Mon., May 9, 2011

### Memorial Day
- BIR Closed
- Tue., May 30, 2011

### Summer Registration Begins
- Sat., June 17, 2011

### Classes End
- Sun., July 3, 2011

### Independence Day
- BIR Closed
- Mon., July 4, 2011

Commencement for Spring 1, Spring 2, and Summer completions is on Friday, September 24, 2010.

Commencement for Fall 1 and Fall 2 completions is on Friday, January 14, 2011.

Commencement for Winter 1 and Winter 2 is on Friday, June 3, 2011.

The school will stay open for religious and civil holidays not listed, 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 major religious holidays such as Rosh Hashanah or Easter. Students who inform instructors of an intended absence for a religious observation will not be penalized.

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**BIR Training Center**

*Education that works!*

[www.birtraining.edu](http://www.birtraining.edu)
BIR Training Center is committed to maintaining an ordered environment that will contribute to a quality education. For the benefit of all students and the BIR staff, the following rules must be followed:

General Rules
● BIR is a nonsmoking, alcohol free and drug free facility.
● Students are expected to attend all academic activities. Students are responsible for all absences and missed homework assignments.
● Students must notify the school promptly with regard to withdrawals, transfers, etc.
● Eating and drinking is prohibited in ALL LABS. Lunchrooms are available for student, faculty and staff use. Please keep them clean.

Academic Rules
● Students should attend classes or workshops for which they are registered.
● Students may appeal grades and attendance up to 30 days after the end of the term.
● Students can not register online after the first 2 class meetings, late registration is done in person.
● The copying or the installing of any software is PROHIBITED and may result in dismissal from school and/or assessment of fees.
● Computers and monitors are NOT to be turned off at any time.
● During instructional class time, computers are not to be used for personal purposes.
● Each student is provided with 10MB of storage space. Additionally, your work may be saved on portable storage devices. Portable storage devices should be scanned for viruses before use.
● To protect your student account, please do not disclose your assigned USERNAME or PASSWORD and be sure to logout when you have finished working.

Security
● If you observe disorderly conduct on or near BIR Campus, please report it to the Chicago Police Department, BIR administration, and building management.

The Buildings Managements Contact Phone Number:

● Buildings are equipped with security systems and video cameras. If you go outside when the doors are locked, make sure someone is available to let you in.

3601 W Devon Avenue:
Front door is open
Monday - Friday - 8:30AM - 7:00PM
Saturday - 8:30AM - 5:00PM
Sunday - 8:30AM - 3:30PM

Rear door is open
Monday - Friday - 8:30AM - 8:00PM
Saturday - 8:30AM - 5:00PM
Sunday - 8:30AM - 3:30PM

828 S Wabash Avenue:
Monday - Friday - 7:30AM - 7:00PM
Saturday - Sunday - 8:30AM - 3:00PM

6240 W Belmont Avenue:
Monday - Friday - 8:30PM - 7:00PM
Saturday - 9:00AM - 4:30PM
Sunday - Closed
**Devon Campus**

**Two designated parking lots are available:**

1. The first parking lot is located across the street from BIR, next to the Shell gas station. Students can park there at any time.
2. The second parking lot is located behind the Devon Campus and is available from Monday through Friday after 5:30pm and all day Saturday and Sunday.

**Loop Campus**

**One designated parking lot is available:**

1. Enter the CPS parking lot on 8th Street between State and Holden Court (the alley). Parking stickers can be purchased at the Loop campus office.

2. The parking elevator lobby is accessible on State Street (midway between 8th and 9th) and Holden Court via the covered handicap parking area.

All parking validations are sold in a package of 3 for $18 or $7 for individual.

**Belmont Campus**

Street parking only.
School Disclosure Requirements

As a currently enrolled or prospective student at BIR, you are entitled to the following information:

- Brochures on specific programs offered to students. Information about BIR’s programs can also be found online at www.birtraining.edu
- A Federal Student Aid brochure containing information on financial assistance available to students enrolled in the school. This information can also be accessed online at www.birtraining.edu.
- BIR’s graduation and transfer-out rate, located on the enrollment agreement
- Information about students’ rights under FERPA (Family Educational Rights and Privacy Act)
- A school catalog
- BIR’s drug and alcohol policy, published online at http://www.birtraining.com/financialaid/drugalcoholpolicy05-06.pdf
- BIR’s campus security report, located online at http://www.birtraining.com/financialaid/campussecurityreport05-06.pdf. The full report contains detailed information on:
  - Reports of major crimes
  - Reporting policies and procedures
  - BIR Training Center’s response to crime reports
  - Policies concerning safety of access to campus facilities
  - Personal security recommendations
  - Security considerations of campus facilities
  - Policies concerning law enforcement
  - Programs to educate the school community regarding security

If you would like to see a full printed copy of any of these items, please contact one of the following departments at (773) 866-0111:

Student Records ext. 59
Registrar ext. 19
Financial Aid Office ext. 55
# International Student Vacation Schedule

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<th>X</th>
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- 60 Days

| 12 months | 24 months | 28 months |
Temporary Visitor Driver’s License

Where to go?

Chicago North Facility:  
5401 N. Elston Ave.  
Chicago, IL 60630

Ph: 1.312.793.1010

Website: www.cyberdriveillinois.com

Chicago West Facility:  
5301 W. Lexington Street  
Chicago, IL 60644

What to take with you?

1. A letter from any Social Security Administration office stating that you are not eligible for a SSN at this time (the letter is only valid for 30 days)

2. Your original stamped I-20 + the current one (has to be valid for at least 6 months more counting from the day you submit your application)

3. Original I-94 + I-94 extension (if applicable)

4. Proof of current US address

5. Passport and visa
What students are saying about tutoring

“I liked tutoring because I can learn what I want. I can ask my tutor about everything that I don’t understand. I can study as fast as I want.”

–Anna Lassak

“For me it is the best way to improve my grammar, my writing, pronunciation and speaking because I can work on the points that I need. Tutors care about my progress.”

–Alberto Gastaldi

“I liked my tutor because she makes me feel comfortable while tutoring, and she always encourages me. So I can study English more and more.”

–Peace Choi

“I think this is very useful for BIR students who want to improve English. It is a great chance. Do not miss it.”

–Rangsiya Arunmongkhon

Education that WORKS!

The BIR Learning Center provides tutoring, a student library and various services.

Any questions or comments?
Please contact The Learning Center Coordinator by phone or email.

Phone: 773-866-0111 extension 51
Email: learningcenter@birtraining.edu

Hours: Visit the “Learning Center” page at www.birtraining.edu

Main Devon Campus:
3601 W. Devon Ave, Suite 210 Chicago, 60659

Loop Campus:
828 S. Wabash Ave, Suite 295 Chicago, IL 60605

Belmont Campus:
6240 W. Belmont Ave, Chicago, IL 60634
The Learning Center (LC) offers you an exciting and fun way to learn More, Better and Faster! We provide one-to-one or small group tutoring in a variety of subjects. You can also study independently in our library. Bring your own study materials or use materials from BIR’s library of books, magazines, newspapers and dictionaries.

**Our Mission:**
The Learning Center is here to help you succeed in your classes and reach your learning goals. We want to help you experience the joy of learning and get the results you are looking for: improved knowledge and skills, good grades, and better test scores. To do this, we provide you with:

1) A quiet place to study.
2) Knowledgeable and friendly tutors.
3) A wide variety of books, magazines, newspapers and dictionaries, including books you can borrow to read at home.

**What is tutoring?**
Tutoring is a fun way to learn what you want, when and where you want it, and in the best way for you. Study one-to-one with a tutor or bring a friend from BIR.

**Who can come for tutoring?**
All BIR students who want a fun and successful learning experience can come to the Learning Center. Right now, we offer tutoring in ESL, TOEFL iBT preparation, math, basic computer skills, and more.

**Why come for tutoring?**
Tutoring adds value to your education at BIR by offering more personal attention, feedback, and choices to learn what you want.

**When can students come for tutoring?**
Come before or after class, on your day off, mornings or evenings, weekdays or weekends. Students can come for a total of up to 2 times per week for up to 1 hour each.**

**Where can I come for tutoring?**
Right now, tutoring is available at three campuses (Devon, Loop and Belmont). Michigan students are welcome to come to our Loop campus office. Call, email, or come to our office to make an appointment. Walk-ins are also accepted!

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### The Resource Center

#### Books, Magazines, and Newspapers for all levels of the English language
We have books for all levels of English – beginning to advanced. Read for fun and improve your vocabulary at the same time. Whether you like romance, action, biography, mystery, horror, science fiction, or nature, our library has something for you! Some books include audiotapes and CD's to make your reading better and more enjoyable.

#### What students are saying about our books...
“...I like to take books from BIR's library. . . there are many books with different levels of difficulty. Everyone can select their own level...” – Maxim Mitsko

“I liked the graded readers because I can learn new words. Sometimes they have CDs” – Geum Hee Lee

#### Our library also has:
- **Variety of newspapers and magazines** covering topics such as sports, health, cooking, science, psychology and news.
- **Textbooks** to support our ESL and TOEFL program as well as other BIR programs of study such as Computerized Accounting, CNC, and Medical Terminology.
- **Computer Self Study Lab** to practice English Grammar, TOEFL, Typing, and more.
BIR’s Programs

Learning Works! opens avenues for education and job skills through all departments of BIR Training Center!

**English Language Program**
Acquire the oral fluency and written communication skills necessary to succeed academically and in professional fields.

**TOEFL iBT Preparation**
Maximize your TOEFL test scores by focusing on skill building, strategy development, and computer practice drills. At the completion of the course you can take the TOEFL®iBT test at BIR.

**Computerized Manufacturing**
Build shop skills in Computer-aided Manufacturing, CNC Machine Tool set-up, operation, parts programming and quality control.

**Medical Assisting Program**
Learn to care for patients, and perform clinical and administrative tasks in offices of physicians, podiatrists, chiropractors and other medical practices.

**Health Information Technology**
Prepare for career opportunities in a variety of health care settings such as hospitals, medical group practices, nursing homes, and home health agencies as well as payer organizations such as health insurance companies and Medicare.

**Computerized Office Support**
Establish a career as an accounting clerk, bookkeeper, or administrative assistant with hands-on desktop skills.

Start Today!

Help someone, and help yourself. That’s what Learning Works! is all about – setting and reaching your educational and career goals. To begin, see your BIR counselor for referral forms TODAY!

Call BIR and speak with a counselor about your future
773-866-0111 or email: contact@birtraining.edu

Three Chicago Campuses
3601 W. Devon Ave, Suite 210, Chicago, IL 60659
828 S. Wabash Ave, Suite 295, Chicago, IL 60605
6240 W. Belmont Ave, Chicago, IL 60634
*Not all programs available at all campuses

BIR is NCA ACCREDITED and ISBE APPROVED

www.birtraining.edu
You Can Help

Do you know people who are intelligent and motivated but whose careers may be on hold, or need to improve their language skills?

Now you can help them down the path to a great career through preparation at BIR Training Center. Businesses throughout Chicagoland need sharp, high-performance people. Sometimes a nudge from a friend is all it takes! That’s what Learning Works! is all about, finding people who need the right skills, and getting them started.

BIR has helped thousands of people learn English, acquire vocational skills, and secure solid jobs. If you know people who could use help in establishing themselves, refer them to us for quality training. Whether someone is looking for academic improvement or a new career, we can help.

How it Works

If you refer a friend or acquaintance to BIR, and that person enrolls in a course or certificate program, you can receive cash or vouchers toward tuition. Remember that all the Departments of BIR participate in the Learning Works! program.

VOUCHERS (1–3 referrals)

Bring one new student to BIR and you earn a $100 voucher, a second student earns you a $150 voucher, and a third equals a $200 voucher. These vouchers may be used to purchase books, or help pay your tuition.

MODULE (4 referrals)

Bring four new students to BIR and your next 7-8-week module is free. The fifth student you refer earns you an additional $100 voucher, the sixth a $150 voucher, and the seventh a $200 voucher.

YEAR OF TRAINING (8 referrals)

Bring eight new students to BIR and your next year of training is free.

Sharing – Vouchers and no-cost training that you earn may be used for your own benefit, or shared with members of your immediate family.

Former students and other individuals – (non students) will be paid a flat fee of $50 for any referral who completes their 1st module. The goal of the Learning Works! program is to teach the requirements of workplace skills to all who need them.

Requirements

1. Students you refer to us must be accepted by BIR to count towards Learning Works! No-shows at class time or those who drop out of a course will not be counted.

2. Vouchers can be granted if the student you refer writes your name on their school application, or if you submit referrals to BIR on the referral form.

3. A voucher does not need to be submitted immediately, but it is advised to use it before graduation.

4. Vouchers earned by students of BIR are not redeemable for cash.

5. If a voucher is submitted upon completion of your training it will automatically be exchanged for a refund check of $50.

6. Administration of this program is the responsibility of BIR Training Center, and in any dispute, the decision of the management team is final.

7. Employees of BIR Training Center are not eligible for the Learning Works! program.

BI R Training Center
Education that works!