Cambridge
Business Institute

School Catalog

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CAMBRIDGE BUSINESS INSTITUTE

Cambridge Business Institute (CBI) is a new division among the leading providers of vocational training and consulting. The school was founded in 2009 by a group of highly experienced experts in the IT industry, branching from their initial school, Alliance Computing Solutions, Inc. (ACS), located in Flushing, Queens. Now with a new location in Manhattan, CBI can provide its services to more students, conveniently located nearby public transportation.

CBI provides a wide range of courses, beginning with introduction to computers to the highest level of certifications in the industry. Our curricula is nationally approved and recognized as being up-to-date and highly competitive. In addition to having a very competitive program, CBI also prides in the high quality of certified instructors we employ. The instructors range from full-time instructors to senior level experts in their fields.

CBI's state-of-the-art computer labs are accessible to all students for individual lab sessions during operating hours. All training rooms are setup according to industry standards, in order to provide students with the best and most successful training experience possible.

We are experienced in providing unmatched levels of excellence in information technology and other professional career training throughout the industry. The training you will receive from us, combined with your desire to pursue your goals, will result in one of many success stories we have helped in producing time and time again. There are several reasons why you should join CBI today some of the many reasons include:

- Licensed by NY State Department of Education
- Hands-on Instructor Led Classes
- Authorized Testing Center
- Provide Job Placement Assistance
- Financing Available
- Nights, Weekends, and Evening Classes
- Certified Instructors
- Multi-Method Learning
- High Quality Industry Standard Curricula
- State-of-the-Art Classrooms and Open-Access Labs
- Free Repeat of the Classes Taken

In the absence of academic degrees, certificate programs are now the benchmark for professional training in the information technology (IT) industry. Due to this fact, we provide certification courses that are required to succeed in the industry. Gaining a career in IT is not only exciting but also very rewarding, both financially and personally.

Why study IT with CBI?
• NY State licensed instructors with industry and teaching experience.
• Small classes with more than one computer for each student.
• Free extensive use of the Computer Lab assisted by full-time MCSA / MCSE / A+ / Network+ /engineers, up to six months after the course.
• In-house Job placement: Our job placement consultants refer you to entry-level job openings.
• Students may retake courses for FREE if they do not pass their certification exam(s). Offer is subject to availability of seats and upon approval.
• Authorized under federal law to enroll non-citizen students.

Disclosure Statement

Please be advised that some of the information in this catalog may change without notice. It is recommended that students considering enrollment check with the school director to determine if there are any changes from the information provided in the catalog. Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered.

CBI STAFF

Lawrence Ding	President / CEO/Director
David Ho	Technical Support
Marion Wilson	Proctor

General Information
Hours of Operation

Monday thru Friday	9:00am – 5:00pm*
Saturday	9:00am – 1pm *

*Labs are open to all registered students during hours of operation.

School Facilities

CBI's building, bathroom, and classroom are in compliance American Disability Act (ADA). Our state-of-the-art classrooms are equipped with the latest networking environment. Our classrooms are equipped with the latest PC software and hardware, including Intel Dual Core processors, 3G memory, 19-inch LCD flat-screen monitors, and a dedicated Internet connection.

Our computer lab is an independent network and we encourage students to take full advantage of this lab to review what is covered in class. The lab is conveniently equipped with computer-based training software and practice tests that simulate examinations.

For more information regarding what the school provides for our students, please direct your inquiries to a representative of CBI.

Testing Services

CBI is an authorized testing center for Prometric, Pearson Vue, and College Board's CLEP examination. There is a separate room dedicated for testing purposes. Please contact a representative to learn more about these and other examinations offered at CBI.

Location and Contact Information:
Cambridge Business Institute (CBI)
50 Clinton St., Suite 303
Hempstead, NY 11550
Tel: (516) 874-5059

Instructors

Instructors	Course Taught	Qualifications
Ding, Lawrence	**MS Office, QuickBooks**	A+/Net+, MCSA Certified
Huang, Steve	**Accounting**	Certified CPA, 10+ Exp with IRS
Lin, Eva	ESL/Side by Side ESL/Northstar	NYSTCE for ESOL B.A. TESOL K-12 M.A. Reading Specialist
Alex Pistell	Side by Side/Northstar	M.A. Adolescent Edu. B.A. Biological Sciences B.A. Economics
Huang, Steve	MS Office, QuickBooks	BBA, Accounting; E.A

Islam, Shamsul	Medical Assistant, Medical Billing Pharmacy Assistant	Doctor in Medicine M.D. 10 yrs exp in Allied Health
Lin, Stephen	Web/Graphic Design	BA, 10 yrs; Experience in Graphic and Web Design
Farhadul, Chowdhury	A+/Network/CCNA	Certified MCSE, A+,Net+
Cipriani, Henry	Security+, CCNA, MCSE	MCSE Certified
Javaid, Fahad	MS Office, Accounting	BA, Accounting
Bryant, Shirley	MS Office, Accounting	BA, Accounting
Smolen, Mark	MS Office, Accounting	BA, Accounting
Meghan, Regena	Medical Billing/Coding	A.A.S. Medical

School Term Start/End Date and Academic Calendar

Since the majority of CBI's courses are short-term trainings, our school has on-going enrollment for our current and prospective students depending on the length of each course.

The school will acknowledge the following holidays (2014). If a holiday falls on a Saturday or Sunday, that holiday will be acknowledged on a Friday or a Monday.

January 1	New Year's Day
February 17	President
May 26	Memorial Day
July 4	Independence Day
September 1	Labor Day
November 27	Thanksgiving Day
December 24	Christmas Day

SCHOOL POLICIES

CBI is committed to serving a large, diverse student population from a wide range of demographics. We seek highly motivated students and strive to provide an environment conducive to learning and equal opportunity for all.

We do not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation in our admissions, educational programs, services, activities, and treatment of students.

Equal Employment Opportunity
CBI is committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, age,

disability, or any other protected status with respect to recruitment, hiring, upgrades, training, promotion, and other terms and conditions of employment.

Registration and Enrollment

To register, please give us a call at (516) 874-5059 at least three business days in advance, before the course(s) starts. Registration is on a first come first serve basis, therefore early registration is strongly recommended. Once the course prerequisite is met, the student will be presented with an enrollment agreement to before enrolling into a course. Please refer to the course prerequisites for each course at the end of this catalog.

Tuition Fees

Course	Reg. fee	Tuition fee	Book fee	TOTAL
CompTIA+ Certification				
A+ CompTIA	$50	$800	$100	$950
Network+ CompTIA	$50	$800	$100	$750
Security+ CompTIA	$50	$800	$100	$750
Cisco Certification				
CCNA	$100	$1300	$100	$1500
CCNP	$100	$4700	$200	$5000
Computerized Accounting Courses				
Comp. Bookkeeping Specialist	$100	$1800	$300	$2200
Comp. Accounting and Bookkeeping Specialist	$100	$4500	$400	$5000
Bookkeeping Specialist	$100	$11,500	$400	$12,000
Bookkeeping Specialist with Business English	$100	$14,350	$550	$15,000
Computerized Accounting Peachtree	$50	$800	$100	$950
Computerized Administrative Specialist				
Comp Office Specialist	$100	$3300	$400	$3800
Medical Courses				
Medical Office Specialist	$100	$11,500	$400	$12,000
Medical Office Specialist with Business English	$100	$14,350	$550	$15,000
Cert Nurse Aide (CNA)	$100	$1340	$50	$1490
Home Health Aide	$50	$450	$100	$600

(HHA)				
EKG	$100	$1050	$200	$1350
Phlebotomy	$100	$1250	$200	$1550
Pharmacy Tech.	$100	$3600	$100	$3800
Microsoft Certification				
MCITP: Server administrator	$100	$1800	$300	$2200
MCITP: Enterprise Administrator	$100	$3000	$400	$3500
Microsoft Office and Windows				
Intro to Comp	$25	$250	$25	$300
Microsoft Office (price of 1level; [2levels])	$50	$600	$100	$750
Networking				
LAN Support Technician	$100	$1900	$200	$2200
WAN Support Technician	$100	$1900	$200	$2200
Web Design and Graphics				
Web Design		$100	$1100	$100	$1300

Prices are subject to change without notice. Please call or come in for details and updates.

Cancellation and Refund Policies

If he/she cancels their enrollment agreement prior to or on the first day of instruction, the student has a right to a full refund of all charges. In addition, a student may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The school will also refund money collected from a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make an appropriate refund of all charges. All refunds will be paid within 30 days of written cancellation or withdrawal.

Mini Courses (1-6 weeks courses)
A student, who cancels within 7 days of signing the enrollment agreement but before instruction begins, will receive all tuition with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:
- The non-refundable registration fee plus
- The cost of any textbooks or supplies accepted
- Tuition liability as of the student's last date of physical attendance
- Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs:	School may retains:

0 –15% of the program	15%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

Not all the mini courses we offer are included in the table above. Please refer to our school mini Enrollment Agreements for the details of each course.

Important

Failure of the student to immediately notify the school director, in writing, of the students' intent to withdraw, may delay a refund of the tuition to the student pursuant to section 5002 (3) of the Education Law.

Quarter Courses (7-14 wk courses; for 14+ wks, divided into several quarters) A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all tuitions returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

- The non-refundable registration fee plus
- The cost of any textbooks or supplies accepted
- Tuition liability as of the student's last date of physical attendance
- Tuition liability is determined by the percentage of the program offered to the student.

Quarters

If termination occurs:	School may keep:
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Not all the quarter courses we offer included in the table above; please refer to our school quarter Enrollment Agreements for the details of each course.

Important

Failure of the student to immediately notify the school director, in writing, of the students' intent to withdraw may delay a refund of the tuition to the student pursuant to section 5002 (3) of the Education Law.

The Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulation as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement fund, you must first file a complaint with the State Education Department and the staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

Students can file a complaint, file a claim to the tuition reimbursement fund, or get additional information at:

New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, NY 10001
Tel. (212) 643-4760

Academic Progress

In order to remain in good academic standing a student must maintain a 2.0 grade point average and fulfill all other requirements of CBI. The institute reserves the right to require withdrawal, at any time, of a student who has failed to give satisfactory evidence of sincerity of purpose in his/her efforts.

A student would have to be put on probation for one marking period (3 months) or dismissed if his/her GPA falls below 1.5 at the midpoint or if his/her attendance falls below 85%.

Satisfactory Progress
A student must (1) score 2.0 or higher out of a 4.0 grade point average (65% of total score), and (2) complete 85% or more of the total course hours to be awarded a certification of completion or diploma.

Grading System

A student's work will be graded according to the following scale:

Percentage	GPA	Letter Grade
90-100%	4.0	A+
85-89%	3.5	A
80-84%	3.0	B+
75-79%	2.5	B
70-74%	2.5	C+
65-69%	2.0	C
60-64%	1.5	D+
55-59%	1.0	D
0-54%	0	F
I	0	Incomplete
W	0	Withdrawal

The Purpose of the Standard

To assist each student with accomplishing his/her educational goal by:

- Alerting the student and the school of the academic difficulties or deficiencies.
- Providing the opportunity for the school to be of greater assistance to the student in setting and achieving academic goals.
- Assisting the student in utilizing the facilities and personnel of the school.
- Creating an atmosphere in which the student may become successful in his/her pursuit of an education.

Academic Review and Referral

At the end of each term, the school reviews the grade point average achieved by each student enrolled in two or more classes. If a student's term GPA falls below 2.00, the student is notified of their academic status and referred to the director for academic assistance. The following statuses can be assigned:

1. Warning
2. Probation
3. Suspension

Certificate of Completion

A Certificate of Completion is to be awarded to each student completing a course or curriculum. It is to reflect the name and address of the institution, the student's name, the course/curriculum, and the date of completion. Copies of the certificate of completion are to be kept in the student's academic file. The certificate of completion is critical in assisting students upon school closure.

Attendance

Regular attendance is required. Absences may occur, and make-up opportunities are available to assist you in keeping up with your scheduled progress. Every effort must be made to maintain 80% attendance. Any student who is absent more than 20 percent of the total number of instructional hours offered during the first half of the student's program, not including leaves of absence, and who has not maintained satisfactory academic progress shall be dismissed.

Instructors must maintain an attendance record for each student. The record of attendance will be used to calculate a student's tuition refund, and report to the responsible company or agency for the students training tuition. Students requesting a leave of absence must submit a leave of absence form for approval. If a student fails to return to school on the return date given, the student will be dismissed. The student will be evaluated upon their return and placed at the appropriate part of the program based upon the amount of the program content that the student has remaining.

Leave of absence

If a student is forced to interrupt his/her course for reasons of serious illness, accident, or other circumstances deemed justifiable by the School Director, he/she will be permitted to repeat the phase in whole or part without any additional charge. A leave of absence can be no more than 30 days. After this point a student must withdraw and re-enroll

Tardiness

Tardiness is marked 15 minutes after class start time. Students reporting late to class are charged with late reports which are recorded against their records. After 3 late recordings an absence will be charged. Classes must start on time and unless students have a very good reason for being late, they are required to be in their seat when attendance is taken. Instructors could refuse a student entry into class if he/she frequently reports late to class.

Class Make Up and Retake Policy

A student may make-up the class during the next class cycle, within 6 months from the registered date. A student may only make-up the class with the exact same course title.

Students may retake courses for free if they do not pass their certification exam(s). A student may make-up the class based on the availability of classes and seats. A student must consult with school staff for the availability of classes and seats. Offer is subject to availability of seats and upon approval. (For international students are until the visa expires)

Absence Follow-Up Procedure

After the first (1st) absence without notifying the school – The school will contact the student.
After the second (2nd) absence without notifying the school – The school will notify student in writing, along with student's current attendance record.
After the third (3rd) absence without notifying the school – The school will notify the student of their dismissal status in writing, along with student's current attendance record.

Probation and Termination Policy

Probation is designed to correct student behavior and deficiencies. Probation and other corrective remedies are designed for the improvement of the individual student, and for the betterment of the student body at large. It is the responsibility of the school to identify deficiencies and take measures to correct such, to provide the student with the best opportunity to enhance their skills and achieve their career goals. A student may be placed on probation for academic failure or poor attendance. See "Progress Assessment" for probation resulting from academic failure. See "Attendance Policy" for probation resulting from poor attendance.

A student shall be placed on two-week probation for academic or attendance deficiencies. The notice of probation shall be in writing, and will specify both the problem(s), and the expected corrective measure(s). Failure to meet academic requirements or have a subsequent unexcused absence during the probation period shall lead to suspension. A student who has been suspended will be allowed to return to the next available class.

At the discretion of the administration, a student may be placed on a two-week probation or dismissed, and their enrollment terminated, for breaking

the school's published Rules of Conduct, including but not limited to, being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises; behavior creating a safety hazard to others on school premises; disobedient or disrespectful behavior to another student, administrator, or faculty member; any violation of local, state, or federal law; or, for failure to meet financial obligations.

Once suspended, a student will have no more than one year to return to the school, and meet the school's standards to successfully complete their course or program. Students, who fail to do so, will be dismissed and their enrollments terminated. If a student is terminated from a Course or Program, a prorated refund will be calculated in accordance with the school's published refund policy.

Student Conduct Policy

The Students, Instructors, and Administrators who meet together in this school are professionals who work together for tomorrow. Students are expected to treat everyone with due respect and courtesy. Students are to behave as though this were a working environment. Students must maintain proper personal and professional hygiene. Each student must read and accept the written Rules of Conduct.

At the discretion of the administration, a student may be dismissed for being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, behavior creating a safety hazard to others on school premises, disobedient or disrespectful behavior to another student, administrator, or faculty member, or any violation of local, state, or federal law.

All students must comply with the schools safety rules listed below. The school reserves the right to terminate a student who violates the student conduct policy.

- No smoking in the building
- Turn cell phones off during the class session
- No food or drink in the classroom
- No fighting or arguing on the school premise
- Must have proper attire on the school premise
- No drug or alcohol allowed on the school premise
- No obscene language or gesture shall be used on the school premise
- No weapons shall be brought to the school premise
- No pornographic web sites browsing when using computers
- No bias language shall be used on the school premise

- No harassing language shall be used on the school premise

A fellow student may report the misconduct of any student directly to instructors, staff, or the school director.

Complaint Resolution Process

Students are encouraged to bring any complaints to the attention of the Director or the Manager who will address the matter. If the situation warrants it, the student may request a meeting with the Director, or send a letter to CBI detailing the problem. A written response will be made within 10 business days from the receipt of a written complaint. The Director can appoint a committee of at least three people to assess the situation. The staff and the faculty of CBI are committed to assisting the students as much as possible in resolving any problems that may interfere with their success. Use the school's internal grievance procedure or discuss your problems with teaches, department heads or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. The school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any actions that you take to attempt to resolve the grievance.

Grievances may also be directed to the New York State Department of Education, Bureau of Proprietary School Supervision. If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint to:

New York State Education Department,
Bureau of Proprietary School Supervision,
116 West 32nd Street, 5th Floor
New York, NY 10001, (212) 643-4760

Financial Assistance

CBI payment plans are available, please ask our agents for more details.

PAYMENT METHODS

We accept check, cash, money orders, credit card, and Workforce Career Center vouchers.

Employment Training

If you are on unemployment benefits, you may be exempt from the requirements to seek work while training. Simply apply for the 599 Program at your local Department of Unemployment.

Who is Eligible?

- Workers who were laid off or received a layoff notice as a result of a plant/business closing or large layoff.
- Workers who have been laid off and are eligible for or have exhausted Unemployment Insurance benefits, limited to persons who were employed in occupations not in demand.
- Long-term unemployed (15 weeks or longer), limited to persons who were employed in occupations not in demand.
- Displaced Homemakers (Homemakers re-entering the workforce).

WCC Workers Career Center

If you are unemployed, the Workforce Career Center may be able to offer you a grant towards the tuition for courses taken with Cambridge Business Institute. The process for obtaining this grant is as follows:

1. Decide on the course and the dates you wish to attend. Workforce Career Center will approve you up to $3800 in assistance. We can help you with the application process from start to finish.
2. Contact a worker career center of your choice from the following list and make an appointment to go see them to discuss the courses and the dates that you wish to attend. Remember you are taking these classes to help you get job placement.
3. Call CBI at (212) 868-5990 and discuss the courses that you would like to take. We will write a letter to your counselor which you can take to them.
4. Present the letter to the counselor for approval. Workforce Career Center will issue you a voucher, which you will need to bring with you on the first day of class. This approval process usually takes 3-4 weeks, so in general, you should choose a course that starts at least 3 weeks from the application dates.

NYC Workforce Center Locations

Queens
168-46 91st Avenue, 2nd Floor
Jamaica, NY 11432
Tel: (718) 557-6755

Bronx
358 East 149th Street, 2nd Floor
Between 3rd and 4th Avenue
Bronx, NY 10455
Tel: (718) 960-7099

Upper Manhattan
215 West 125th Street, 6th Floor.
Between 7th and 8th Avenue
New York, NY 10027
Tel: (917) 493-7000

Brooklyn
9 Bond Street
Brooklyn NY 11201-5805
Tel: (718) 246-5219

Nassau
Suite 301 50 Clinton st
Hempstead, NY 11550
516.2404751/4752

STUDENT SERVICES

Placement Assistance

Cambridge Business Institute provides placement assistance to all graduates of the program, who are in good standing. The school cannot and does not promise or guarantee employment upon completion of a program. CBI also offers Career Seminars that include guest speakers. The career seminars are held on a monthly basis and open to all students. Students are encouraged to engage in as many activities as possible.

Transcript

Students can receive a copy of their transcript upon successful completion of a program. This copy will be imprinted with the official school seal. Any additional student transcripts requested by any other educational institution or any prospective employer is sent, at the student's request, for a nominal fee.

Career Development

All students and graduates of CBI are invited and encouraged to attend the career workshops. The workshops are scheduled every month and are offered at

no charge to current students. The workshop covers a variety of career related topics including resumes, business cards, making contacts (and keeping them), and portfolios. The workshop schedules guest speakers, and provides an open forum for graduates and students to exchange ideas and peer counsel one another. The career development workshops are ongoing and available to all students and graduates in good standing. Prior registration for the service is required and all students' rules and policies will be enforced. Non-compliance with the rules will result in the expulsion of the graduate or student from the program.

All post-graduate careers services, including preparation of diplomas and certificates, writing resumes, reviewing portfolios, and assisting with job placement and employment opportunities are provided to all graduates. However, these services are strictly based on successful completion of the selected course or program.

Professional Workshops

In order to provide ongoing education to our students, CBI offers a series of professional seminars on a variety of topics. Seminar topics include; resume writing, confidence building, interviewing, networking and job search. These workshops are typically held on Saturdays and other special announced dates. Please call the admissions office for a current schedule of classes.

COURSE DESCRIPTIONS

CompTIA Certifications

This package covers the identification and proper procedures for installing and configuring system components and devices, diagnosing and troubleshooting system problems and determining whether they are hardware or software related, and installing and configuring Microsoft Window 2003.

A+: CompTIA Certification

Course Description: This course is the first step in a students' preparation for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician. The course will build on their existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that will be used on the job. In this course, students will acquire the essential skills and information they will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

Course Objectives: Students will learn to install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems.

Exam:
Students will be prepared to take the following exams,
- 220-801 CompTIA A+Essential
- 220-802 CompTIA A+ Practical

Course Hours: 35

Prerequisites: End-user skills with Windows-based personal computers, including Internet familiarity. Basic knowledge of computing concepts, including: hardware vs. software.

Network+: CompTIA Certification

Course Description: This course builds on the students' existing user-level knowledge and experience with personal computer operating systems and networks to present fundamental skills and concepts that they will use on the job in any type of networking career.

Course Objectives: Students will be able to identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks, and learn information and skills.

Exam: Students will be prepared for the N10-005 CompTIA Network+ certification exams with 2011 objectives.

Course Hours: 28
Prerequisites: An introductory course in a Windows operating system, or equivalent skills

Security+: CompTIA Certification

Course Description: The CompTIA Security+ Certification is the primary course students will need to take if their job responsibilities include securing network services, network devices, and network traffic. In this course, they'll build on their knowledge and professional experience with computer hardware, operating systems, and networks as they acquire the specific skills required to implement basic security services on any type of computer network.

Course Objectives: Students will implement and monitor security on networks and computer systems, and respond to security breaches.

Exam:
*There is an updated version of this exam with the 2011 objectives, CompTIA Security+ SY0-301.

Course Hours: 28
Prerequisites: Basic Windows skills and fundamental understanding of computer and networking concepts are required.

CISCO Certifications

The Cisco courses combine CompTIA foundation courses with the first level of Cisco foundation courses. After completion of this course, students will be able to assemble computer, troubleshoot common computer and simple network issues, building up network security as well as Wide Area Network (WAN) technical skills and awareness.

Cisco Certified Network Associate (CCNA)

Course Description: Topics include connecting to a WAN; implementing network security; network types; network media; routing and switching fundamentals; the TCP/IP and OSI models; IP addressing; WAN technologies; operating and configuring IOS devices; extending switched networks with VLANs; determining IP routes; managing IP traffic with access lists; establishing point-to-point connections; and establishing Frame Relay connections.

Course Objectives: This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. Students should be able to complete configuration and implementation of a small branch office network under supervision. Students will also learn to configure, verify, and troubleshoot OSPF and EIGRP. Students will be able to apply ACLs based on network requirements, and configure, verify, and troubleshoot ACLs on a medium-sized network. Students can configure and judge between NAT and PAT for a medium-sized network.

Exam: Students will be well prepared for the **200-120** Cisco Certified Network Associate (CCNA) examination.

Course Hours: 49

Prerequisites: Basic Windows skills and fundamental understanding of computer and networking concepts are required.

Cisco Certified Network Professional (CCNP)

Course Description: CCNP certification validates a network professional's ability to install, configure and troubleshoot converged local and wide area networks with 100 to 500 or more nodes. Network Professionals who achieve the CCNP have demonstrated the knowledge and skills required to manage the routers and switches that form the network core, as well as edge applications that integrate voice, wireless, and security into the network.

Course Objectives: Upon successful completion of the course, students can install and support larger LAN, WAN, and dial-in networks and will be well prepared for the CCNP exams.

Exam: Students will be prepared to pass the following exams:
- 300-101 ROUTE Implementing Cisco IP Routing (ROUTE v2.0)
- 300-115 SWITCH Implementing Cisco IP Switched Networks
- 300-135 TSHOOT Troubleshooting and Maintaining Cisco IP Networks

Course Hours: 160

Prerequisites: CCNA

Computerized Accounting

Computerized Bookkeeping Specialist

Course Description: This course is for students looking to become bookkeepers or accounting assistants. The course will teach students basic business accounting skills, along with computerized accounting using the programs QuickBooks and Peachtree. The course will also include basic computer skills.

Course Objectives: Students are able to obtain the skill to become a bookkeeper. Along with the knowledge of basic accounting, advance computerized programs are taught.

Course Hours: 105

Prerequisites: A basic understanding of the computer operating system is recommended. High School Diploma

Computerized Accounting and Bookkeeping

Course Description: This course is for students to become entry-level bookkeepers, accounting assistants, or auditing clerks. In addition to learning the basic accounting skills and how to use computerized accounting programs, including QuickBooks and Peachtree, this course will also steer students to learn the basics of running and managing a business.

Course Objectives: Students will have a great understanding in bookkeeping skills, as well as accounting and business knowledge. Students will be able to exercise their knowledge and skills in businesses and company offices alike.

Course Hours: 210

Prerequisites: A basic understanding of the computer operating system is recommended. High School Diploma

Professional Bookkeeper- AIPB

Course Description: Certified Bookkeepers are to bookkeeping what CPAs are to accounting: the elite of the profession. Becoming a Certified Bookkeeper can increase your earning potential, enhance your professional status, and give you a decisive edge in any job market. This training program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam. The AIPB certification is the only national standard for bookkeepers. The program consists of six separate subject areas: Adjusting entries Correction of accounting errors (including the bank reconciliation) Book and tax depreciation Basic payroll Merchandise inventory Internal controls and fraud prevention For those who take this Professional Bookkeeper course will receive our QuickBooks and Peachtree trainings free of charge to enhance their computerized bookkeeping application skills.

Course Objectives: Students will have a great understanding in bookkeeping skills, as well as accounting and business knowledge. The subjects cover Payroll, Internal Controls and Fraud Prevention, Inventory, Depreciation, Adjusting Entries and Correction of Accounting Errors. Students will be able to exercise their knowledge and skills in Bookkeeping offices alike. Students are encouraged to take certification exams in order to become a certified professional Bookkeeper.

Course Hours: 98

Prerequisites: Two year bookkeeping experience

Computerized Accounting with Peachtree

Course Description: This course introduces the students to the environment of general ledger software using Peachtree accounting for windows. It covers both analysis and record of business transactions in the general and special journals. It also covers subsidiary and general ledger, adjusting entries, depreciation, payroll, petty cash, bank reconciliation and financial statements for service and merchandising enterprise.

Course Objectives: Students will learn to use Peachtree to set up and manage the accounting systems of service, professional and merchandising businesses.

Course Hours: 28

Prerequisites: A basic understanding of the computer operating system is recommended. High School Diploma

Computerized Bookkeeping Specialist

Course Description: This course is for students looking to become bookkeepers or accounting assistants. The course will go over accounting concepts and principles including financial statements such as income statements, Accounts Receivable, Accounts Payable, Adjusting Entries, Closing Entries, Payroll and much more. Students will learn basic business accounting skills and learn how apply their knowledge and use computerized accounting software such as QuickBooks and Peachtree to record business transactions.

Upon completion of this training, students are prepared to be employed as a junior bookkeeper.

Course Objectives: Students are able to obtain the skill to become a bookkeeper. Along with the knowledge of basic accounting, advance computerized programs are taught.

Course Prerequisite: High School Diploma or equivalent
Course Hours: 105

Bookkeeping Specialist

Course Description:

This package course is designed for students whose English has already reached to certain proficiency level. The program covers topics in Introduction to Business and Business Accounting as the core foundation for student to understand how the current businesses are operating and the theory behind it. After learning the concepts, students will then apply their knowledge and use computer applications to record transactions, create professional letters, spreadsheets, presentations and databases as necessary. It will also train students to obtain the most up to date practical skill sets that most businesses are requiring to ensure that the student can become successful in the bookkeeping and accounting career field they desire at the completion of the training. This program will include subjects in: Intro. to Business, Business Accounting, MS Office 2007, Accounting with QuickBooks 2009, Accounting with Peachtree 2009, and Getting the job you really want.

Upon successful completion of the course, the student will receive a Certificate of Completion as a bookkeeping specialist.

Course Objectives: Students will be able to meet the demands for the most up-to-date skills on the latest Microsoft and bookkeeping technologies and prepare the student to become a bookkeeping specialist.

Course Prerequisite: High School Diploma or equivalent

Course Hours: 600

Course Description: This course is designed for students with enhanced English communication skills especially in writing. The program commences with 300 hours of Business English instruction covering 3 levels of Business English to make students explore topical business issues and help build a professional standard of language needed to communicate in the modern world of business. The student will also be introduced to software that is in high demand in any business dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. The student applies knowledge learned in the classroom to office accounting procedures, along with specific professional software utilities such as QuickBooks and Peachtree.

Upon successful completion of the course, the student will receive a Certificate of Completion as a bookkeeping specialist.

Course Objectives: Students will be able to meet the demands for the most up-to-date skills on the latest Microsoft and bookkeeping technologies and prepare the student to become a bookkeeping specialist.

Course Prerequisite: High School Diploma or equivalent
Course Hours: 900

Computerized Office Setting Training

Computerized Office Specialist

Course Description: This course will prepare students with the necessary skills to enter into the office and administrative job market. This course covers an introduction to personal computers, Microsoft Word, Excel and PowerPoint 2007, and Records Management. At the completion of the course, students will become proficient in not only Microsoft Office technology, but also in filing and records management systems, including manual, electronic, PDF scan, and how each system will be used to support the administrative roles in the office. This course is aimed to train students to gain the administrative skills and knowledge in both big and small office environments and to become a computerized administrative specialist in the contemporary business industry.

Course Objective: Students will be able to obtain general IT skills for a typical office environment. They will enhance their IT skills in a business,

professional, educational, or industrial office environment. Students will be able to gain a career position as administrative assistants or secretaries.

Course Hours: 203

Prerequisites: High School Diploma. A basic understanding of the computer operating system is recommended not required.

Office Administrator Specialist

Course Description: This course prepares students to become office administrators. Students will learn how to effectively communicate formally and informally in a business setting verbally and non-verbally through letters and e-mails. In addition to teaching general Business etiquette, students will learn how to type faster with greater accuracy and learn how to use the Microsoft Office 2013 Suite. This course will cover Microsoft Word, Excel, PowerPoint, Outlook and Access, which are must know applications in today's modern world.

Course Objective: This course will enable students to become efficient and effective professional office administrators. They will be able to maintain office records, perform a variety of complex management tasks, run office machinery, and communicate with coworkers.

Course Hours: 600

Prerequisites: A basic understanding of the computer operating system is recommended. High School Diploma

Medical Courses

Medical Office Specialist

Course Description: The program introduces the student to software in high demand that is utilized in medical offices dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. Students learn to apply medical office billing procedures in conjunction with specific professional software utilities.

Course Objectives: Students will be able to meet the demands for the most up-to-date skills for the current medical office and trained to become medical office administrative assistant.

Course Prerequisite: High School Diploma or equivalent

Course Hours: 600

Course Description: The program commences with 300 hours of Business English to enhance the student's skills in English. The program will also introduce the student to software in high demand that are utilized in medical offices dealing with word processing, spreadsheet data analysis, customized presentations and electronic mail messaging. Students learn to apply medical office billing procedures in conjunction with specific professional software utilities.

Course Objectives: Students will be able to meet the demands for the most up-to-date skills for the current medical office and trained to become medical office administrative assistant.

Course Prerequisite: High School Diploma or equivalent

Course Hours: 900

Prerequisites: Completed nursing education from foreign country, and ESL placement test.

Pharmacy Technician

Course Description: Pharmacy technicians must have a broad knowledge of pharmacy practice, and be skilled in the techniques required to work in a variety of pharmacy settings. Pharmacy technicians may perform many of the same duties as the pharmacist to prepare medications to be dispensed to the patient. All of a technician's work must be checked by a pharmacist before medication can be dispensed. Pharmacy technicians may work in hospital pharmacies, retail pharmacies, home health care pharmacies, nursing home pharmacies, clinic pharmacies, nuclear medicine pharmacies, and in mail order prescription pharmacies and for third party payment plans such as insurance companies. Currently, hospital and retail pharmacies hire the majority of pharmacy technicians.

Course Hours: 125
 Prerequisite: High School Diploma or equivalent

Microsoft Certifications

MCITP: Server Administrator

(Now known as Microsoft Certified Solutions Associate (MCSA))

Course Description: This course is design to prepare students for the certification exams to become server administrators. This will enable students to have a career as system administrators, network administrators, information system administrators, network operations analysts, network technicians, or technical support specialists. The course's curriculum teaches students the knowledge and skills needed to implement, monitor, and maintain Windows Server 2012 servers, to configure identity and access solutions with Windows Server 2012 Active Directory and to implement networking features and functionalities in Windows Server 2012

Course Objectives: This course aims to validate students' comprehensive set of skills required to be successful as a server administrator. Students will obtain skills including project management, operations management, and planning, and they are contextual to the job role.

Exam: Students will be prepared to pass the following exams to be certified
- 70-410: Installing and Configuring Windows Server 2012
- 70-411: Administering Windows Server 2012
- 70-412: Configuring Advanced Windows Server 2012 Services

Course Hours: 49
Prerequisites: Students should have knowledge in configuring and administrating Microsoft Windows Server 2008 or 2003.

MCITP: Enterprise Administrator

(Now known as MCSE: Server Infrastructure)

Course Description: This course will prepare students to be certified as an enterprise administrator. Careers can include a variety of job roles, including systems engineer, technical support engineer, system analyst, network analyst, and technical consultant, but also can strategically plan for future network enhancements. The curriculum consists of showing students how to design, implement, and administer infrastructures for business solutions based on Microsoft Windows operating system. The students will have a credential to implement responsibilities that include installing, configuring, and troubleshooting network systems.

Course Objectives: This course aims to validate students' knowledge and skills in Microsoft products and solutions. Students will be able to manage

user and computer accounts, access to resources, printing, access to objects in using organizational units, the user and computer environment by using Group Policy, device drivers by configuring device driver signing and restoring a device driver, hard disks, data storage, and disaster recovery.

Exam: Student will be prepared to pass the following exams:
- 70-410: Installing and Configuring Windows Server 2012
- 70-411: Administering Windows Server 2012
- 70-412: Configuring Advanced Windows Server 2012 Services
- 70-413: Designing and Implementing a Server Infrastructure
- 70-414: Implementing an Advanced Server Infrastructure

Course Hours: 91

Prerequisites: Students should have knowledge in configuring and administrating Microsoft Windows Server 2008 or 2003.

Microsoft Office and Windows 7

This Business specialized program is designed to prepare students with the technical knowledge of office systems, word processing, spreadsheet applications and desktop publishing. In addition, they can develop the critical thinking and oral and written communications important to accomplishing business goals today, and learn the skills necessary to work in the diverse, multi-cultural environment that businesses embrace in our global economy.

Introduction to Computers, Internet, and Email

Course Description: This course provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create, and how to use many of the programs that come with Windows XP. Students will explore how Windows XP takes advantage of the Internet. Lastly, students will learn how to customize and maintain their computers to create the most efficient workspace possible. In general, this course may enable students to participate in conversations, make appropriate requests, and troubleshoot problems related to personal computers.

Course Objectives: Students will learn how to navigate the operating system, as well as creating and saving files. Students will also learn basic Internet search.

Course Hours: 8   **Prerequisites:** None

Microsoft Office 2013

Course Description:

This course is designed to introduce you to Microsoft® Office 2013, the newest suite of information productivity applications. In this course, you'll learn the essential features of Microsoft Word, Excel, PowerPoint, and Outlook 2013 that most companies require like you to know. Since you use Microsoft Office in your job, you'll want to learn the new features of Office 2013 to help streamline your work.

This course also prepares you to take the Microsoft Office Specialist Certification. The Microsoft Office Specialist Certification (MOS) credential is the globally recognized standard for demonstrating desktop skills with Microsoft Office. Earning MOS certification acknowledges you to have the expertise to work efficiently and effectively with Microsoft Office applications.

Course Objectives: Students will be able to navigate and employ the essential functions of Microsoft Office's suite of business productivity programs.

Course Hours: 32 for Level 1, 32 for level 2

Prerequisites: Introduction to Computers

Network Support Specialist (LAN, WAN, CEH)

Local Area Network (LAN) Support Technician

Course Description: This course will prepare the students to become a LAN Support Technician through learning CompTIA® and Microsoft Certifications. This course will consist of CompTIA A+®, Network+, CompTIA Security+®, and Windows7 & Windows 8 Professional Installation and Configuration instructions. This course will lead the students to acquire the essential skills and information they will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

Course Objectives: The students will be able to install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. They will also be able to identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks, and learn information and skills that will be helpful for the CompTIA® certification examinations.

Course Hours: 105

Prerequisites: High school **or** equivalent knowledge

Wide Area Network (WAN) Support Technician

Course Description: This course will prepare students to become a WAN Support Technician through learning CompTIA® and CCNA certifications. This course consists of CompTIA A+®, Network+, and Cisco Certified Network Associate (CCNA) courses. The course will build on students' existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that students will use on the job. In this course, students will acquire the essential skills and information they will need to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems.

Course Objectives: Students will be able to have a career at a help desk or desk support and as a support entry level Cisco related network professional. Students will know how to install, upgrade, repair, configure, optimize, troubleshoot, and perform preventative maintenance on basic personal computer hardware and operating systems. They will be able to identify and describe all the major networking technologies, systems, skills, and tools in use in modern PC-based computer networks, and learn information and skills. Students will be able to fix LAN and WAN troubleshooting.

Course Hours: 49
Prerequisites: Network+ or equivalent knowledge

Certified Ethical Hacker (CEH)

Course Description: This course will immerse the student into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. Students will be prepared to become network security professional. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed.

Course Objectives: Students will learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. When students complete this intensive course, they will have hands on understanding and experience in Ethical Hacking.

Exam: Students will be prepared for the 312-50 EC-Council Certified Ethical Hacker exam

Course Hours: 40

Prerequisites: A+, Network+ or equivalent knowledge

Web Design & Graphic Design (Photoshop, Dreamweaver, Illustrator, Flash)

Graphic Design

Course Description: This course teaches Graphics Design using Adobe Photoshop and Illustrator. You will learn how to create and edit images using various tools to mask and clip layers, create special effects, adjust sizes and apply color management techniques and more to enhance an image.

Adobe Photoshop CS6

Course Description: This course will let students be familiarized with image creation and editing using this software. The course will provide an understanding of the different tools and features available in Photoshop CS3 will help to maximize creative potential, using the several tools and features of Photoshop CS6. Students will learn how to enhance images and photographs. They'll work with advanced tools and features; enhance their ability to create accurate masks and image effects, retouch images, and to automate repetitive tasks.

Course Objectives: This course will enable students to use several tools for selecting parts of images. They will learn to use layers and to apply layer effects and filters to create special effects. Additionally, they will use painting tools and blending modes to create shading effects, and save images in print and web formats, use the various tools to mask and clip layers to edit an image, create and edit vector paths to use the paths to create masks, enhance an image, create special effects, use the video tools available to edit video files, and Automate tasks.

Course Hours: 8   **Prerequisites:** Introduction to Computers or Equivalent Knowledge

Adobe Illustrator CS6

Course Description: Adobe Illustrator CS6 is a sophisticated graphics application that helps students to create complex and attractive designs with type effects. They can create logos, advertisements, and other illustrations with ease using this software. In this course, they will learn to use Adobe Illustrator CS6 by drawing and manipulating simple shapes to create logos. They will also combine text and graphics to create advertisements, and illustrations that include type and graphics. Additionally, students will create complex illustrations, print documents without any errors or color mismatches, or prepare illustrations for the web.

Course Objectives: Upon successful completion of this course, students will be able to: create simple and freeform shapes, complex and robust illustrations, create logos using simple shapes, create logos using custom paths, enhance logo text, manipulate body type, create an advertisement, and organize creative assets using Adobe Bridge.

Course Hours: 8   **Prerequisites:** Introduction to Computers or
                                             Equivalent Knowledge

Web Design

Course Description: This course teaches web design using Adobe Dreamweaver and Flash. You will learn the basics of web site design graphics and animation developed for the Internet and explores the various site design models used in personal commercial and government Web sites. By the end of the course you will be able to design, develop and maintain your own custom made web site with animations and Flash Videos.

Adobe Flash CS6

Course Description: As a web developer, students want to create engaging experiences for the visitors to your sites. In this course, students will create rich Internet applications. The sites that are created will pull data from external sources, so it will respond to user choices based on the information in those files. Students will also manage forms, perform calculations, and tailor the interface using ActionScript programming. They will create Flash-based movies that contain graphics, text, and animations that will display correctly in almost every compatible browser on most computing platforms.

Course Objectives: Students will be able to: use basic ActionScript code, manipulate components with ActionScript, work with movie clips, add data to your application using built-in classes, reuse code with functions, connect to external data, build a navigation system, and manage user data with forms.

Course Hours: 8   **Prerequisites:** Introduction to Computers or Equivalent Knowledge

Adobe Dreamweaver CS6

Course Description: In this course, students may now be able to develop professional-looking websites, using the advanced features of Adobe Dreamweaver CS6 to design and develop professional-looking websites. Students will develop professional-looking web pages using the Adobe Dreamweaver CS6 application.

Course Objectives: Upon successful completion of this course, students will be able to: prepare to use the Dreamweaver environment, create a website, add design elements to web pages, work with links, work with frames, and upload a website.

Course Hours: 8   **Prerequisites:** Introduction to Computers or Equivalent Knowledge

REGISTRATION

To register: call (516) 874-5058 or fill out this form and come in and bring it in.

Student Information

Name:_____
       Last   First

Address:_____

City:_____ State:_____ Zip:_____

Day Phone:_____ Evening Phone:_____

Company:_____

Email:_____

How did you hear about CBI?

☐ Employment Guide   ☐ Friend   ☐ WCC
☐ Computer User   ☐ World Journal   ☐ Yellow Pages
☐ Queens Chronicle   ☐ Employment Source   ☐ Other_____

Registration

Course Name:_____

Tuition:_____ Starting Date:_____

Payment Method: ☐ Cash   ☐ Check   ☐ WCC
     ☐ MasterCard   ☐ VISA

Card Number:_____

Signature:_____

Date:____/____/_____

Notes:

50 Clinton street Suite 303
Hempstead, NY 11550
Tel: (516) 874-5059
Fax: (212) 868-5998
www.Cambridge-edu.com
Training@Cambridge-edu.com