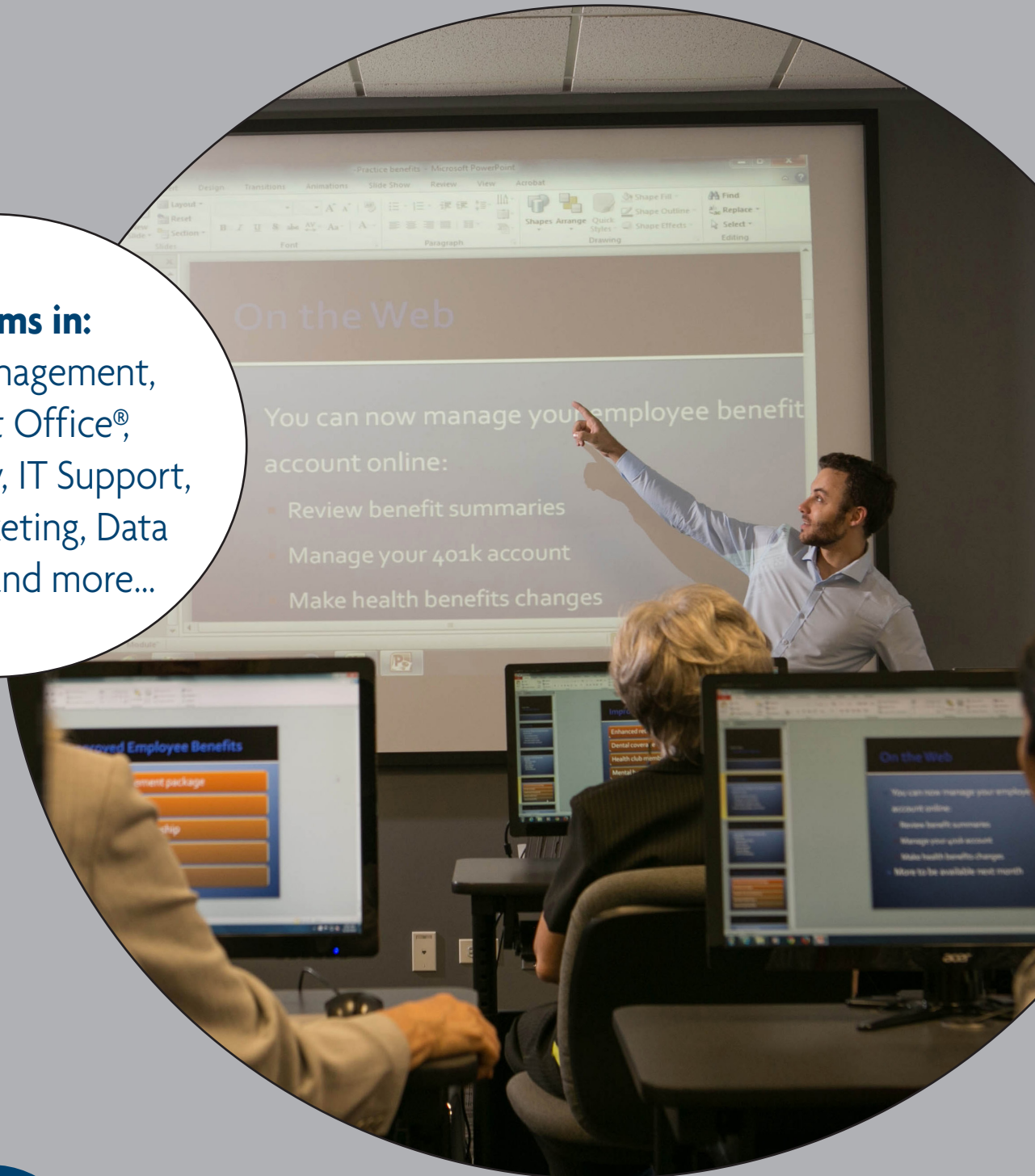


# ACADEMIC CATALOG:

*including WIOA/TAA approved training programs*

## **Programs in:**

Project Management,  
Microsoft Office®,  
Cybersecurity, IT Support,  
Digital Marketing, Data  
Analytics, and more...



**COMPUTERTRAINING**  
source inc.

Version 5.11

## Longer Training Programs

The longer training programs on the pages which follow are approved for funding by the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Act (TAA). Please call or email us to get more information regarding getting WIOA and TAA funding for your training. If you have been approved for WIOA or TAA funding, call or email us to set up an appointment to view a training center and customize your training program.

### ADMINISTRATIVE ASSISTANT PROGRAM-CTS

**\$4965**

You'll learn the introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, and QuickBooks. OFFICIAL certifications from Microsoft and QuickBooks included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$390, Fees \$75, Tests \$593.

### MICROSOFT OFFICE SPECIALIST (MOS) PROGRAM

**\$4950**

Includes: Windows: Introduction; Introduction, Intermediate and Advanced of Microsoft Word, Excel, and Access; PowerPoint: Introduction and Intermediate; and Outlook. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$275, Fees \$75, Tests \$456.

### EXECUTIVE ASSISTANT TRAINING PROGRAM

**\$6000**

You will receive thorough training in Microsoft Office, SharePoint, QuickBooks, and Adobe Acrobat in order to update your skills for a position as a top administrative professional. Introductory through advanced topics in Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, and QuickBooks. Microsoft SharePoint training also included. Extensive student manuals are included. OFFICIAL certifications from Microsoft and QuickBooks included. Microsoft Office Specialist (MOS) Master Certification and QuickBooks Certified User certifications included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$625, Fees \$225, Tests \$593.

### OFFICE MANAGER TRAINING PROGRAM

**\$5950**

You will receive training in Microsoft Office, SharePoint, and website updating in order to update your skills for a position as a top administrative professional. You will learn the introductory through advanced topics of Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe InDesign & Acrobat, and QuickBooks. You will learn how to make basic updates on websites. These classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals are included. Official certifications from Microsoft, QuickBooks, and Adobe included. Microsoft Excel, PowerPoint, Word, Outlook, Access, Adobe Acrobat, Photoshop and InDesign, HTML, QuickBooks, and SharePoint. Microsoft Office Specialist (MOS) Master Certification, QuickBooks Certified User and Adobe Certified Associate (ACA) certifications included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$325, Fees \$300, Tests \$593.

### ADMINISTRATIVE PROFESSIONAL PROGRAM-CTS

**\$12340**

You'll learn the introductory through advanced topics of Microsoft Office, QuickBooks, Adobe, and updating websites. Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Access, Adobe Acrobat, Photoshop, InDesign, QuickBooks, HTML, WordPress, and more! OFFICIAL certifications from Microsoft, QuickBooks, and Adobe included. Can be completed in 40 weeks, or extended up to 18 months if necessary. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$615. Fees \$600, Tests \$830.

### Customized Training Programs

*Our programs are customizable based on your interests! While it's ideal to take training and certifications that fall under one category, you are welcome to include classes that best suit the career path that interests you. For example, interested in Project Management, Data Analytics, and some Cloud related classes, but don't see that on the list for a specific program? We can make that happen! Email or call us to customize your training program!*

### EMAIL US

Please email us at [info@CTStraining.com](mailto:info@CTStraining.com) to discuss these longer training programs or set up an appointment to visit one of our locations.

## 10 WEEK - MICROSOFT/ADOBE/QUICKBOOKS PROGRAM **\$7900**

This program includes training and certification in Microsoft Office 365, Adobe Creative Cloud, and QuickBooks. Microsoft Excel, PowerPoint, Word, Access, and Outlook training and certification are included. Adobe Acrobat training in editing PDF's is covered. Adobe InDesign training for newsletters, catalogs, and brochures will be taught. Training and certification in QuickBooks Desktop version and online version is also part of this program. This program is appropriate for Administrative Assistants, Executive Assistants, Office Managers, or anyone who needs to be better prepared to work in today's office environment. Small class sizes allow for personal attention. Prepares you for official certifications from Microsoft, Adobe, and QuickBooks (certification fees are included in the program). Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may attend classes remotely from home. Books \$300, Tests \$345.

### EMAIL US

Please email us at [info@CTStraining.com](mailto:info@CTStraining.com) to discuss these longer training programs or set up an appointment to visit one of our locations.

## ADOBE CERTIFIED EXPERT (ACE) PROGRAM-CTS **\$6495**

Includes training in: Illustrator, Photoshop, InDesign, After Effects, Premiere, and Acrobat. OFFICIAL certifications from Adobe are included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$290, Fees \$300, Tests \$540.

## ADOBE CREATIVE CLOUD & MICROSOFT OFFICE PROGRAM **\$7000**

The Adobe Creative Cloud is the dominant software used for web design, graphic design, and video editing today. Adobe Photoshop, Illustrator, InDesign, Acrobat, Premiere, After Effects, Microsoft Office (Word, Excel, Access, PowerPoint, and Outlook) classes, and more included. These introductory through advanced level classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals and official certifications from Adobe & Microsoft are included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely- you will be participating from home in live classes. Books \$490, Fees \$300, Tests \$693.

## BOOKKEEPING SPECIALIST **\$5000**

This program includes training in accounting basics using QuickBooks and Microsoft Excel. Training, student manuals, and official QuickBooks and Excel certification exams are included in this program. Classes include: QuickBooks; Microsoft Excel, PowerPoint, Word, Outlook, & more. QuickBooks Certified User and Microsoft Office Specialist (MOS) – Excel certifications are included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$150, Fees \$150, Tests \$743.

## QUICKBOOKS SPECIALIST TRAINING PROGRAM **\$4890**

QuickBooks is the most popular accounting software used in business today. Includes: all levels of QuickBooks training and Microsoft Office training. Exams, QuickBooks Pro software, and QuickBooks Certified ProAdvisor Membership included in the fee of this program. Internships available. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$200, Fees \$150, Tests \$593.

### ONLINE TRAINING

All our classes can be attended from your home or office via the Internet. You'll control one of the classroom computers remotely. You'll be able to hear and speak with the instructor.

## QUICKBOOKS PROADVISOR TRAINING PROGRAM **\$5945**

This program includes basic to advanced training in QuickBooks to prepare a person to work with issues of a small business. Microsoft Excel training and certification is also included. After the training and certification, a ride along with an experienced QuickBooks consultant to a customer visit can be arranged. The program can be completed in 16 weeks, or extended over 12 months, 160 classroom hours. Training, exam, QuickBooks software, and Certified Pro Advisor Membership are included in this program. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely- you will be participating from home in live classes. Books \$250, Fees \$500, Tests \$955.

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## **PROJECT MANAGEMENT PROFESSIONAL (PMP)®** **\$4950**

The Project Management Institute (PMI)® Project Management Professional (PMP)® credential is the most important industry recognized certification for project managers. The PMP® certification demonstrates that you have the experience, education and competency to successfully lead and direct projects. Optionally, the Certified Associate in Project Management (CAPM)® is the certification for those entering the field of project management. This class prepares you to take either the PMP® or the CAPM® certification exam. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$130, Tests \$544.

## **IT MANAGEMENT/PMP®** **\$7750**

This program will help you to pass the preeminent project management certification: Project Management Professional (PMP). Or if you do not have enough project experience the Certified Associate I Project Management (CAPM). You also may add up to three of these additional certifications: Six Sigma Green Belt, ITIL Foundations, Agile Scrum Master, Business Analysis, CISSP, Certified Analytics Professional, AWS Cloud Practitioner. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$300, Tests \$2180.

### **CONTACT US**

Email us at [info@CTStraining.com](mailto:info@CTStraining.com), call, or text us:

Chicago: (312) 923-2100

Schaumburg: (847) 240-1972

Naperville: (630) 245-6911

Northbrook: (847) 272-8075

## **PROJECT MANAGEMENT WITH AI STRATEGY** **\$7995**

This program combines leadership building, AI-driven project skills, and industry-recognized certifications. Includes certifications in PMP/CAPM, PMI-CPMAI, plus two or three of the following electives: Agile, Business Analysis, AWS, Power BI, Tableau, Salesforce, or ITIL. Scholarships may be available if your government voucher limit is less than the cost of this program. Attend all your training sessions from your home with a live instructor, or attend some of your classes in-person. Books \$600, Tests \$1675.

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## **BUSINESS ANALYSIS/PMP®** **\$7400**

Business Analysis is the practice of enabling change by defining business needs and opportunities and recommending solutions that deliver value. A Business Analyst drives change through strategy analysis, requirements analysis and design definition, solution evaluation, and facilitating collaboration. This program will prepare you with training to pass either the Entry Certificate in Business Analysis (ECBA), Certification of Competency in Business Analysis (CCBA) or the Certified Business Analyst Professional (CBAP) certification from the International Institute of Business Analysis (IIBA). Also prepares you for the preeminent project management certification: the Project Management Professional (PMP)®. Also two of the following certifications are also included: Six Sigma Green Belt, ITIL Foundations, AWS Cloud Practitioner, or Data Analytics. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$250, Tests \$1825.

## **AGILE/BA/CAP/PMP® PROGRAM** **\$7920**

Data Analytics is a rapidly expanding discipline driving decision making, process improvement and marketing across industries and markets. This program will prepare you with training to pass the Certified Analytics Professional (CAP) exam, or the associate (aCAP) exam, along with premier industry-recognized certifications in Project Management (PMP or CAPM), Business Analysis and Agile Scrum Master. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$190, Tests \$1799.

## **AGILE/CISSP/ITIL/PMP®** **\$7990**

This program contains several certifications which are very popular with employers: Agile Scrum Master, Certified Information Systems Security Professional (CISSP), ITIL, and Project Management Professional (PMP)®. Be well prepared to meet the challenges of today's IT environment with these certifications. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$295, Tests \$1777.

### **EMAIL US**

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## **PMP®, SIX SIGMA GREEN BELT (CSSGB) \$6990**

For those with experience managing or coordinating projects, this program will supply you with training to pass the official project management certification: Project Management Professional (PMP). Also, training in the popular Six Sigma methodology is also included. Program includes Microsoft Office, Microsoft Project, and Microsoft SharePoint training as well. These classes are small for personal attention. Extensive student manuals are included. Practice exam, application fees, and certification fees are part of the program. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$150, Tests \$991.

## **PMP®/AGILE/SIX SIGMA/ITIL \$7845**

For those with experience managing or coordinating projects, this program will supply you with training to pass the official project management certification: Project Management Professional (PMP)®. This program will also help you learn how to develop high performing teams through Agile training and how to lead successful process improvement with Six Sigma training. Training in ITIL is also included: ITIL is the most widely adopted approach for IT Service Management in the world. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$300, Tests \$1939.

### **ONLINE TRAINING**

All our classes can be attended from your home or office via the Internet. You'll control one of the classroom computers remotely. You'll be able to hear and speak with the instructor.

## **PMP®, SIX SIGMA, MS PROJECT, MYSQL PROGRAM \$7995**

For those with experience managing or coordinating projects, this program will round out your knowledge. Training to help you pass the official Project Management Professional (PMP)® certification exam is included. Also, training in the popular Six Sigma methodology, Microsoft Project, Tableau, and SQL/MySQL are also included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$300, Tests \$991.

## **DATA ANALYTICS AND VISUALIZATION PROGRAM \$7990**

Comprehensive, hands-on Data Analytics/Data Visualization training covering Power BI, Tableau, SQL, Excel, Python, AWS Cloud, and AI for today's data-driven careers. Includes Power BI Data Analyst Associate certification from Microsoft. Project Management (PMP or CAPM) and Business Analysis (IIBA) or other training and certifications may be substituted in place of some of the above. Scholarships may be available if your government voucher limit is less than the cost of this program. Classes can be attended in-person in our classrooms, or remotely from your home. Books \$400, Tests \$1700

## **MANAGEMENT ANALYST TRAINING PROGRAM \$17795**

The training and certifications in this program will prepare you to be an asset to any organization. Training and certification in Project Management, Data Analytics, Business Analysis, Agile, IT Best Practices, and Process Improvement. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$450, Tests \$1200.

### **CONTACT US**

Email us at [info@CTStraining.com](mailto:info@CTStraining.com), call, or text us:  
Chicago: (312) 923-2100  
Schaumburg: (847) 240-1972  
Naperville: (630) 245-6911  
Northbrook: (847) 272-8075

## **CERTIFIED TECHNICAL TRAINER (CTT+) \$7980**

Program includes your choice of classes: the Adobe Creative Suite and/or Microsoft Office. Then Adobe Certified Expert (ACE) and/or Microsoft Office Specialist (MOS) certification. Next is Certified Technical Trainer (CTT+) training and certification (including the required video submission). The goal of the program is to achieve Microsoft Certified Trainer (MCT) and/or Adobe Certified Instructor (ACI) status. Can be completed in 20 weeks, or extended up to 9 months if necessary. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$650, Fees \$300, Tests \$1198.

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## IT SUPPORT SPECIALIST PROGRAM \$7800

This program may be customized to fit the needs of the student. Up to four of the following certifications can be included: project management/business analysis (PMP, Agile, ITIL, Six Sigma, Business Analysis), computer hardware (CompTIA A+), networking set up/installation (Network+, CCNA), SQL, Cloud (AWS), Salesforce, security (Security+, CISSP). Also, training in Tableau, SharePoint, and Microsoft Project can also be included. These hands-on classes are led by certified instructors, with small class sizes for personal attention. Extensive student manuals are included. certification fees included. Placement assistance available. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely- you will be participating from home in live classes. Books \$550, Tests \$2128.

## A+ NET+ SECURITY+ PROGRAM \$7945

After obtaining these three industry-standard certifications, you will be qualified to support a company's employees by finding solutions to their hardware, networking, and Cybersecurity issues. Training and certification in computer trouble-shooting, computer networking, and IT security are included. OFFICIAL certifications from CompTIA are included. Books \$350, Tests \$675.

### CONTACT US

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Schaumburg: (847) 240-1972

Naperville: (630) 245-6911

Northbrook: (847) 272-8075

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## CYBERSECURITY AND IT SUPPORT \$7895

Career-focused IT Support and Cybersecurity training covering hardware, networking, security, AI, and cloud computing fundamentals designed to prepare students for in-demand careers. Includes CompTIA Security+, A+, Network+, AI, and AWS. Certifications in CCNA, CISSP, or others can be included in place of those typically included. Scholarships may be available if your government voucher limit is less than the cost of this program. Class discussions are attended from home, optional hands-on in-person sessions also available. Books \$550, Tests \$1480.

### ONLINE TRAINING

All our classes can be attended from your home or office via the Internet. You'll control one of the classroom computers remotely. You'll be able to hear and speak with the instructor.

## CYBERSECURITY \$8000

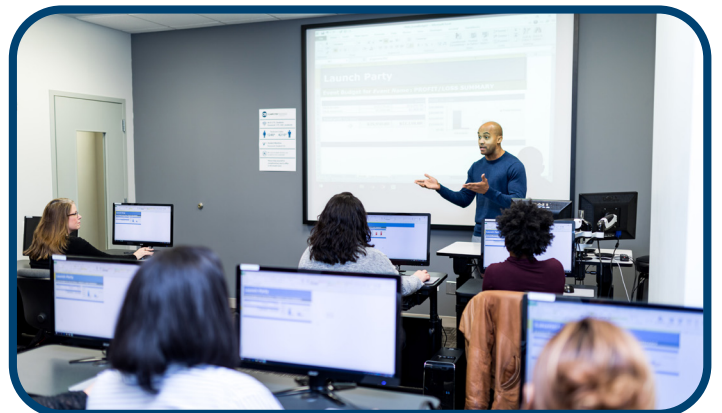
There is a need for Cybersecurity technicians in today's job market. This program will prepare you for a role in Information Technology (I.T.) security. Training and certification included can include topics such as computer networking fundamentals (Network+ and/or Cisco Certified Network Associate - CCNA); cybersecurity (Security+ and/or ISC2 training and certifications such as SSCP or CISSP); penetration testing; firewalls; antivirus; ethical hacking; operating systems such as Windows, Mac OS, and Linux; and more. Small class sizes allow for personal attention. Our instructors have real-world experience with IT security. Prepares you for official certifications from CompTIA, ISC2, and others. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may attend classes remotely from home.. Books \$475, Tests \$1080.

### EMAIL US

Please email us at [info@CTStraining.com](mailto:info@CTStraining.com) to discuss these longer training programs or set up an appointment to visit one of our locations.

## CCNA/A+/NET+ PROGRAM \$7900

Designed for Network Administrators, this program includes the following certifications: computer hardware (CompTIA A+), networking setup/installation (CompTIA Network+), and Cisco Certified Network Associate (CCNA). These hands-on classes are led by certified instructors, with small sizes for personal attention. Extensive student manuals, practice exams, and all official certification costs are included in the fees for this program. Placement assistance available. Institutional scholarships may be available if your government voucher limit is less than the cost of this program. No costs to the student with a government grant. Placement assistance and internships available after you have passed at least one certification. Our classes are conducted live, with our students and the instructor in the classroom. If you prefer, you can attend classes remotely- you will be participating from home in live classes. Certified instructors with real-world experience in what they teach. Books \$350, Tests \$1053.



## **INTERNET MARKETING PROGRAM** **\$7900**

Get training in today's popular Digital Marketing tools. This program will train you in the use of Google's pay-per-click (PPC) software: Google Ads (formerly AdWords) including search and display (content) campaigns, Google Analytics, Search Engine Optimization (SEO), Social Media Use for Business, and learn to optimize websites with training in HTML, CSS, WordPress, and more. Small class sizes allow for personal attention. Our instructors have real-world experience with website promotion. Student materials included. Official certifications from Google, Adobe, W3C. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely- you will be participating from home in live classes. Books \$450, Tests \$300.

## **DIGITAL MARKETING PROGRAM** **\$7950**

This program can include topics such as content marketing, Search Engine Optimization (SEO), web design techniques, website analytics (Google Analytics), data analytics (Tableau or Power BI), video and photo editing (Adobe Premiere and Photoshop), using social media to promote your organization, email marketing, Facebook advertising, Search Engine Marketing (SEM), and many other topics. This program is appropriate for Digital Marketers, those who want to be a Digital Marketer, Event Planners, and others. Small class sizes allow for personal attention. Our instructors have real-world experience with website promotion. Prepares you for official certifications from Google, Adobe, Meta (Facebook). Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may attend classes remotely from home. Books \$450, Tests \$375.

### **EMAIL US**

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## **WEB DESIGN SPECIALIST PROGRAM** **\$6995**

Includes training in: HTML, CSS, WordPress, Adobe Illustrator, Photoshop, Microsoft SharePoint, and Digital Marketing: SEO, Social Media & Pay-per-click. The program can be completed in 16 weeks, or extended to 9 months. 192 classroom hours. Adobe Creative Cloud subscription included in program fee. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely - you will be participating from home in live classes. Books \$300, Fees \$300, Tests \$398.

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## **FRONTEND WEB DEVELOPER PROGRAM** **\$7940**

This program includes introductory through advanced training in web design tools including WordPress, HTML, CSS, Photoshop, Illustrator. Also includes: introductory training in JavaScript, PHP, MySQL, Premiere, After Effects and Internet Marketing. As Web development is done on a project basis, training and certification as an Agile Scrum Master is also included. Scholarships may be available if your government voucher limit is less than the cost of this program. Our classes are conducted with our students and the instructor in the classroom. If you prefer, you may be able to attend some of the classes remotely- you will be participating from home in live classes. Books \$450, Fees \$300, Tests \$1325.

## **WEB PROFESSIONAL TRAINING PROGRAM** **\$16445**

This program includes training in web design and development tools including WordPress, HTML, CSS, Photoshop, Illustrator, JavaScript, PHP, MySQL, AWS Cloud, Microsoft Azure Cloud, Jira, GitHub, Bootstrap, and Internet Marketing. Web Development project work is a part of this program. AWS Certified Cloud Practitioner and Microsoft Azure Fundamentals certifications are included. As web development is done on a project basis, training and certification as an Agile Scrum Master is also included. Adobe Creative Cloud subscription is included in the fees for this program. Institutional scholarships may be available if your government voucher is less than the cost of this program. Placement assistance available after you have passed at least one certification. Our classes are conducted live, with our students and the instructor in the classroom. If you prefer, you can attend classes remotely- you will be participating from home in live classes. Books \$700, Fees \$600, Tests \$1325.

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### **ACCREDITATION/COMPLAINTS**

Computer Training Source, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

Complaints against this school may be registered with:  
Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza, Suite#333  
Springfield, Illinois 62701-1377  
<http://complaints.ibhe.org/>  
(217) 782-2551 Voice/(217) 782-8548 Fax

Computer Training Source, Inc. is not accredited by a US Department of Education recognized accrediting body.

## REFUND/CANCELLATION POLICY

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of Computer Training Source, Inc. to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to Computer Training Source, Inc. (in person or by registered mail) of their intention to withdraw from a program. However, Computer Training Source, Inc. does not require written notification withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, Computer Training Source, Inc. shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance.

Computer Training Source, Inc. shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.

In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

## WITHDRAWAL PROCEDURE

Please email us at [info@CTStraining.com](mailto:info@CTStraining.com) to withdraw from your program.

## TRANSFERABILITY

Some institutions of higher education may accept industry-standard certifications for credit. However this is **EXTREMELY** limited. Please do not assume that any classes you attend at Computer Training Source, Inc., or any certification exams that you pass, will be accepted for credit at institutions of higher education. If this is of interest to you, consult with your preferred institution of higher education prior to attending classes to find out what classes or industry-standard certifications they will accept for credit.



## TUITION REFUND POLICY

1. If a student does not begin classes, a refund of tuition or fees shall be made within thirty (30) day of the start of the program.
2. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
3. When a student has completed in excess of 5% of the course of instruction the Computer Training Source, Inc. shall retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction.
4. When a student has completed an excess of 60% of a course of instruction, the Computer Training Source, Inc. may retain the entire tuition and other charges.
5. The refund policy for short courses up to 20 clock hours shall refund pro rata up to 60% of the course of instruction.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. Computer Training Source, Inc. shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses available).

