

# New York Business Institute

## Hands-on Computer Training Catalogue

- **WCC – ITA vouchers acceptable** – See page 20
- **Exam Discounts available** – See page 1
- **Issue I-20** – See page 21



www.nybi.org

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## Accreditation, Approvals and Memberships

- Registered by the New York State Education Department
- Authorized under Federal law to enroll nonimmigrant alien students
- Microsoft Certified Partner
- Oracle WDP (Workforce Development Program) Member
- Accepts ITA, WCC and GI Bill.
- VESID Approved Training Provider
- Virtual University Enterprise (VUE) Authorized Testing Center
- Authorized Prometric Testing Center (APTC)
- Member of Computing Technology Industries Association (CompTIA)

Documents describing the School's licensure are available for review to any prospective or current student when requested from the School's Director.



# 01 NYBI Advantage

## NYBI Advantage

- 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 MCTS / MCSE / Linux+ / A+ / N+ engineers, up to six months after the course.
- In-house Job placement: Our placement consultants refer you to entry-level job openings.
- Located near Grand Central Terminal.
- 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. (International students: until your visa expires.)
- All classrooms are equipped with 17-inch LCD flat-screen monitors and a 3Mb/3Mb dedicated Internet connection.
- 24 hours / 7 days a week web-server service and Internet student support.
- Authorized Testing Center
- Exam Discounts
- Classrooms and a testing center provide equal access for wheelchair and other handicapped traffic.
- Authorized under Federal law to enroll nonimmigrant alien students.

## Computer Lab

All IT exams require a deep knowledge of PC Hardware, Operating Systems, Servers, and Applications. It is difficult to understand these concepts without hands-on experience. Our state-of-the-art Computer Lab is equipped with the latest networking environment. It is available free of charge to all students until six months after completion of the course. The Computer Lab is an independent network, and we encourage students to take full advantage of this test environment to try out what is covered in class. The lab is also equipped with computer based training software and practice tests that simulate exams. Lab hours are as follows:

Monday – Thursday 9:00 A.M. - 9:30 P.M.  
 Friday 9:00 A.M. - 7:00 P.M.  
 Saturday 9:00 A.M. - 5:30 P.M.  
 Sunday Closed

## Job Placement Service

We provide job placement service for our graduates their entire careers. We specialize in placing candidates with business firms in the New York area. Our relationship with them makes us uniquely able to serve our students' placement needs. It is our hope at NYBI that our graduates will rely on us for assistance in any aspect of their professional career. Our comprehensive job placement service includes career counseling, resume writing, and interview skills, which we feel are an important and unique aspect of our service. We are experienced in the art of job hunting and can teach the intricacies of interviewing. These skills last a lifetime and are what enable our students to be better candidates. At NYBI we are investing in the future of our students. While placement service may be provided to our graduates for their entire career, the school cannot promise or guarantee employment to any student or graduate.

## Exam Discounts

NYBI is one of the largest VUE and Prometric authorized testing centers in the United States. Our 8 testing booths are equipped with height-adjustable ergonomic chairs, large desks, 17 inch LCD flat-screen monitors, in a clean quiet environment. Our testing staff are very courteous, knowledgeable, and professional. Since we administer a large volume of exams, we are able to offer the exams at a discount.

Vendor	Original Price	Our Price	You Save
Microsoft	<del>\$125</del>	\$120	\$5
MOS 2003	<del>\$125</del>	\$95	\$30
MOS 2007	<del>\$125</del>	\$110	\$15
A+	<del>\$168</del>	\$150	\$18
Network+	<del>\$239</del>	\$210	\$29
Oracle*	<del>\$195</del>	\$146.25	\$48.75

\* All other exams are offered at MSRP.

\*Oracle: NYBI DBA students only

1. Just walk in with two forms of ID and you can take your examination immediately.
2. We accept cash or credit card as a payment method.
3. At the end of the exam, you will receive your result and score.
4. Once you have completed your exam, your exam information will be sent to the vender.
5. If you are an MCP, bring your MCP ID card.

# 02 MOS 2007

This course covers the basic skills required to operate a computer as a business worker and also, prepares you for the Microsoft Office Specialist certification exams.

Microsoft Office Specialist (MOS) certification credential tells the world you have demonstrated proficiency in the newest standard of the world's foremost desktop computing applications. Microsoft certifications (based on globally recognized standards) demonstrate your computing skills and help advance your career prospects in a competitive job market.



MOS 2007 is primarily for office workers who use Microsoft Office 2007 programs as well as Windows Vista as a vital part of their job functions.

## Course Outline

<b>Using Microsoft Office Word 2007</b>	10 hours	<ul style="list-style-type: none"> <li>• Creating and Customizing Documents</li> <li>• Formatting Content</li> <li>• Working with Visual Content</li> <li>• Organizing Content</li> <li>• Reviewing Documents</li> <li>• Sharing and Securing Content</li> </ul>
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<b>Using Microsoft Office Excel 2007</b>	10 hours	<ul style="list-style-type: none"> <li>• Creating and Manipulating Data</li> <li>• 2. Formatting Data and Content</li> <li>• 3. Creating and Modifying Formulas</li> <li>• Presenting Data Visually</li> <li>• Collaborating and Securing Data</li> </ul>
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<b>Using Microsoft Office PowerPoint 2007</b>	10 hours	<ul style="list-style-type: none"> <li>• Creating and Formatting Presentations</li> <li>• Creating and Formatting Slide Content</li> <li>• Working with Visual Content</li> <li>• Collaborating on and Delivering Presentations</li> </ul>
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<b>Total</b>	30 hours
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This course prepares the student for the following exams:

77-601: Using Microsoft Office Word 2007

77-602: Using Microsoft Office Excel 2007

77-603: Using Microsoft Office PowerPoint 2007

**Prerequisites:** High School Diploma/ GED.

**Occupational Goal:** To become a Microsoft Office Specialist ().

**Tuition:** \$449.00



## 03 A+ PC Technician 2009

To become A+ certified, you have to pass two exams: 220-701 A+ Essentials Exam and 220-702 Practical Application offered by CompTIA (Computer Technology Industry Association)

### NYBI Advantage:

- More than 1 PC for each student.
- Hands-on Training including extensive lab exercises.
- 600 sample questions and answers that simulate real exams.

<b>Session 1</b> Personal Computer Components Motherboard, Buses, CPUs, Memories, and BIOS/CMOS  <b>Lab 1:</b> Computer Assembly/Disassembly	<b>Session 2</b> Storage Devices, Ports & Interfaces and computer Configuration  <b>Lab 2:</b> Installing, configuring, and troubleshooting a new hard drive
<b>Session 3</b> Upgrading / Repairing and Portable Computers  <b>Lab 3:</b> Installing, Configuring, and troubleshooting printers, video, audios	<b>Session 4</b> Network Systems  <b>Lab 4:</b> Network configuration, Internet connectivity, and computer hardware troubleshooting
<b>Session 5</b> Operating System Fundamentals and Microsoft Windows 98  <b>Lab 5:</b> Using the Control Panel, configuring the Windows Interface, and using DOS commands	<b>Session 6</b> Windows XP Professional  <b>Lab 6:</b> Installing Windows XP, using a Startup Disk and the Startup Menu
<b>Session 7</b> Managing and Maintaining the Windows Operating System  <b>Lab 7:</b> Using Windows XP system tools, data backup, optimizing performance, and troubleshooting resources on the Web	<b>Session 8</b> Security, Safety, Environmental Issues and Communication & Professionalism  <b>Lab 8:</b> Troubleshooting using resources on the Web. Restoring the Registry.

Total 30 hours (4 weeks) \$449

This course prepares the student for the following exams:  
220-701: CompTIA A+ Essentials  
220-702: CompTIA A+ Practical Application

**Prerequisites:** High School Diploma/ GED, and Entrance test, or 2 months work experience.

**Occupational Goal:** To become a CompTIA A+ Certified Technician.

**Tuition:** \$449.00

## 04 Network+ 2009

NYBI's Original Network+ course serves as a general introduction to networking including local and wide area network technology. This course prepares you for the CompTIA Network+ Certification Exam.

<b>Session 1</b> <b>Network Design</b> ·Two Major Types of Networks ·Security Models ·Topology -Star, Bus, Ring and Mesh ·Architecture – Ethernet vs. Token Ring <b>Lab 1:</b> Peer-to-Peer Network w/ Share- level security.	<b>Session 2</b> <b>Cabling and Network Interface Card</b> ·Cabling -UTP, STP, Coaxial, Fiber-optic, Wireless ·Network Interface Card  <b>Lab 2:</b> Client/Server Network w/Share or User -level security.
<b>Session 3</b> <b>Networking Devices</b> ·Hub, Repeater, Bridge, Switch, Router, Brouter, and Gateway  <b>Lab 3:</b> Client/Server Network in NT environment	<b>Session 4</b> <b>Networking Protocols and OSI Model</b> ·NetBEUI, IPX/SPX, TCP/IP and Other ·OSI Model – 7 Layers ·IEEE 802 Standard, NDIS and ODI  <b>Lab 4:</b> Installing and configuring TCP/IP
<b>Session 5</b> <b>TCP/IP</b> ·Subnetting and Routing ·Name Resolution ·Commands and Utilities  <b>Lab 5:</b> TCP/IP commands and Utilities	<b>Session 6</b> <b>Internetworking</b> ·HTTP, FTP, Telnet, SMTP, POP3 Protocols ·Ports ·Firewalls, Proxy Servers, VPN, VLAN  <b>Lab 6:</b> IP Routing
<b>Session 7</b> <b>RAS, WAN and NetBIOS Naming Scheme</b> ·RAS - Modem, Connections, Software, Protocols and Securities. ·WAN Links, WAN Technologies. ·NetBIOS Naming Scheme <b>Lab 7:</b> Configuring RAS clients and Servers	<b>Session 8</b> <b>Network Problem Prevention and Troubleshooting</b> ·Account and Security Management. ·Disaster Prevention: Backup, UPS and RAID. ·Monitoring and diagnosing Networks <b>Lab 8:</b> Windows NT Server Tools

Total 30 hours (4 weeks) \$499

This course prepares the student for the following exams:  
N10-004: CompTIA Network+

**Prerequisites:** High School Diploma/ GED, and A+ Certification or a minimum of 12 month of professional computer support experience.

**Occupational Goal:** To become a CompTIA Network+ Certified.

**Tuition:** \$499.00

## 05 MCITP Server Administrator (MCSA)

The Microsoft Certified IT Professional (MCITP): Server Administrator is a mid-level certification that covers skills required to manage Windows Server 2008 operating system and network environment. After completion of required exams, you will also become a Microsoft Certified Technology Specialist (MCTS): Windows Server 2008 Active Directory Configuration and MCTS: Windows Server 2008 Network Infrastructure Configuration.

NYBI's MCITP: SA course provides students many hands-on lab exercises. Utilizing Microsoft Virtual PC and Virtual Server (Hyper-V) students can manipulate multiple servers and clients simultaneously.

### Course Outline

<b>Configuring Windows Server 2008 Active Directory</b>	3 weeks (21 hrs)	Focusing on Active Directory in Windows Server 2008, this unit covers configuring, managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security.
<b>Configuring Windows Server 2008 Network Infrastructure</b>	3 weeks (21 hrs)	Focusing on Windows Server 2008 networking, this unit covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.
<b>Windows Server 2008 Administration</b>	1 weeks (7 hrs)	Focusing on Windows Server 2008 administration, this unit covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory replication; scheduling server deployments; and designing a rollback contingency plan.
<b>Total</b>	<b>7 weeks</b>	<b>49 hours</b>

This course prepares the student for the following exams:

70-640: TS: Windows Server 2008 Active Directory, Configuring

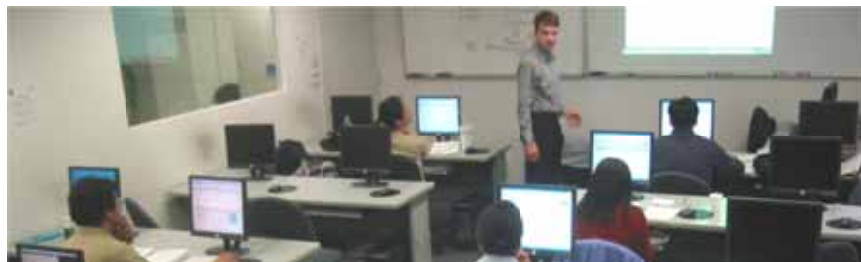
70-642: TS: Windows Server 2008 Network Infrastructure, Configuring

70-646: PRO: Windows Server 2008, Server Administrator

**Prerequisites:** High School Diploma/ GED, and Network+ or equivalent level of knowledge.

**Occupational Goal:** To become a Windows server administrator, system administrator, monitoring operator or network administrator.

**Tuition:** \$1699.00



## 06 MCITP: Enterprise Administrator (MCSE)

The enterprise administrator is responsible for the overall IT environment and architecture. He/she translates business goals into technology decisions and designs mid-range to long-term strategies.

NYBI's MCITP: Enterprise Administrator Training Program also includes MCITP: Server Administrator Certification topics. The course provides students many hands-on lab exercises. Utilizing Microsoft Virtual PC and Virtual Server (Hyper-V) students can manipulate multiple servers and clients simultaneously.

### Course Outline

<b>Configuring Windows Server 2008 Active Directory</b>			7 weeks (49 hrs)
<b>Configuring Windows Server 2008 Network Infrastructure</b>			Refer to Page 5: <b>MCITP: Server Administrator (MCSA)</b>
<b>Windows Server 2008 Administration</b>			
<b>Configuring Windows Server 2008 Applications Infrastructure</b>	2 weeks (14 hrs)	Focusing on Windows Server 2008 Applications Infrastructure technologies, this unit covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows SharePoint Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol.	
<b>Configuring Windows 7</b>	2 weeks (14 hrs)	Focusing on Windows 7 client, this unit covers: <ul style="list-style-type: none"> <li>- Install, upgrade, migrate, deploy Windows 7</li> <li>- Configure hardware and applications</li> <li>- Set up and troubleshoot network connections</li> <li>- Configure access to resources</li> <li>- Mobile computing</li> <li>- Monitoring and maintaining</li> <li>- Backup and recovery</li> </ul>	
<b>Windows Server 2008 Enterprise Administration</b>	2 weeks (14 hrs)	Focusing on Windows Server 2008 enterprise administration, topics include planning networks and application services; designing core identity and access management components; planning for migrating, upgrading, and restructuring domains and forests; implementing PKI; and designing virtualization strategy.	
<b>Total</b>	<b>13 weeks</b>		<b>91 hours</b>

This course prepares the student for the following exams:

70-640: TS: Windows Server 2008 Active Directory, Configuring

70-642: TS: Windows Server 2008 Network Infrastructure, Configuring

70-646: PRO: Windows Server 2008, Server Administrator

70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring

70-680: TS: Windows 7, Configuring

70-647: PRO: Windows Server 2008, Enterprise Administrator

**Prerequisites:** High School Diploma/ GED, and Network+ or equivalent level of knowledge.

**Occupational Goal:** To become an enterprise systems administrator, IT systems manager, enterprise security administrator, systems architect, network administrator.

**Tuition:** \$2,499.00

# 07 MCITP: Enterprise Desktop Administrator

This course covers knowledge and skills required to deploy and support the Windows 7 operating system and desktop applications.

Upon completion of the course, the student will be able to install and configure hardware devices, drivers, desktop operating systems and applications as well as troubleshoot hardware, desktop operating system, desktop applications, desktop networking and connectivity.

## Course Outline

<b>Session 1</b> <b>Windows 7 Installation, Upgrades, Migrations and Deployments</b>	<b>Session 2</b> <b>Configuring Hardware, Applications and Network Connectivity</b>
<b>Session 3</b> <b>Configuring Access to Resources, Mobile Computing</b>	<b>Session 4</b> <b>Monitoring and Maintaining Windows 7, Configuring Backup and Recovery Options</b>
<b>Session 5</b> <b>Planning and Managing a Client Life Cycle Strategy</b>	<b>Session 6</b> <b>Designing a Standard Image and Client Configurations</b>
<b>Session 7</b> <b>Designing Windows 7 Client Deployment and Application Packages for Deployment</b>	<b>Session 8</b> <b>Identifying and Resolving Deployment and Client Configuration Issues</b>

Total 28 hours (4 weeks) \$499

This course prepares the student for the following exams:  
70-680: TS: Windows 7, Configuring  
70-686: PRO: Windows 7, Enterprise Desktop Administrator

**Prerequisites:** High School Diploma/ GED, and basic computer literacy

**Occupational Goal:** To become a web designer

**Tuition:** \$499.00

# 08 MCITP: Enterprise Messaging Admin

## Objective

This course prepares you for Microsoft Certified IT Professional: Enterprise Messaging Administrator certification. This certification validates the knowledge and skills associated with performing as the lead engineer for messaging solutions within an enterprise organization, as well as the ability to design and deploy messaging solutions with Microsoft Exchange Server 2010.

## MCITP: Enterprise Messaging Administrator

<b>Session 1</b> <b>Introduction and Installation</b> <ul style="list-style-type: none"><li>• Preparing for Exchange Installation</li><li>• Installing Exchange Server</li><li>• Exchange Security Infrastructure</li></ul>	<b>Session 2</b> <b>Recipients, Rules/Policies, Public Folders</b> <ul style="list-style-type: none"><li>• Managing Exchange Recipients</li><li>• Exchange Server Rules and Policies</li><li>• Configuring Public Folders</li></ul>
<b>Session 3</b> <b>Server Roles and Security Infrastructure</b> <ul style="list-style-type: none"><li>• Mailbox Server</li><li>• Hub Transport Server</li><li>• Client Access Server</li><li>• Edge Transport Server/Forefront Security</li></ul>	<b>Session 4</b> <b>Managing and Maintaining the Exchange Organization</b> <ul style="list-style-type: none"><li>• Exchange Organization</li><li>• Designing /Planning Messaging Services</li><li>• Defining Policies and Security Procedures</li></ul>
<b>Session 5</b> <b>Designing/Planning Messaging Services</b> <ul style="list-style-type: none"><li>• Upgrade to Exchange Server 2010</li><li>• Migration to Exchange Server 2010</li><li>• Interoperability</li><li>• Coexistence and Migrations</li></ul>	<b>Session 6</b> <b>Highly Available Solutions and Disaster Recovery</b> <ul style="list-style-type: none"><li>• Highly Available Implementation</li><li>• Backup and Recovery</li><li>• Monitoring</li></ul>
<b>Session 7</b> <b>Exchange Server Services</b> <ul style="list-style-type: none"><li>• Storage Group Deployment</li><li>• Exchange Server Services</li></ul>	<b>Session 8</b> <b>Security and Improvement</b> <ul style="list-style-type: none"><li>• Antivirus and Antispam</li><li>• Security and Compliance</li><li>• Improvement and Maintenance</li></ul>

Total 28 hours (4 weeks) \$699

This course prepares the student for the following exams:  
70-662: TS: Exchange Server 2010, Configuring  
70-663: PRO: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010

**Prerequisites:** Prior completion of MCSA / MCITP: SA course/certification or equivalent level of knowledge

**Occupational Goal:** To become an Exchange administrator, Windows server administrator, system administrator, enterprise messaging administrator.

**Tuition:** \$699.00

# 09 CCNA

CCNA (Cisco Certified Network Associate) certification course covers how to install, configure, troubleshoot and operate simple-routed LAN, routed WAN and switched LAN and LAN networks on Cisco Routers. The course including lectures, discussions, exercises and labs will give you the hands-on experience you need to configure and maintain Cisco routers in the real world. This course prepares an individual for the Exam # 640-802: Cisco Certified Network Associates.

## CCNA Routing and Switching

<b>Session 1</b> <b>Internetworking with TCP/IP, IP Subnetting and VLSMs</b> TCP/IP and the DoD Model Binary, Decimal Hexadecimal IP Addressing, Subnetting and VLSMs	<b>Session 2</b> <b>IP Cisco IOS and Security Device Manger (SDM)</b> The IOS User Interface Command-Line Interface Cisco's Security Device Manager (SDM)
<b>Session 3</b> <b>Managing a Cisco Internetwork</b> Managing Configuration Register Backing Up and Restoring Using Cisco Discovery Protocol (CDP)	<b>Session 4</b> <b>IP Routing, Dynamic Routing, RIP, IGRP</b> IP Routing Routing Protocol Basics Routing Information Protocol (RIP) Interior Gateway Routing Protocol (IGRP)
<b>Session 5</b> <b>Enhanced IGRP, OSPF</b> Enhanced IGRP (EIGRP) Features and Operation Open Shortest Path First (OSPF) Basics	<b>Session 6</b> <b>Switching and Spanning Tree Protocols</b> Switching Services Spanning Tree Protocol (STP) LAN Switch Types Catalyst 1900/2950 Switches
<b>Session 7</b> <b>Virtual LANs (VLANs)</b> VLAN Memberships Identifying VLANs VLAN Trunking Protocol (VTP) Routing between VLANs	<b>Session 8</b> <b>Security</b> Perimeter, Firewall, and Internal Routers Standard/Extended/Named Access Lists Monitoring Access Lists Configuring Access Lists Using SDM
<b>Session 9</b> <b>NAT and Wireless Technology</b> Types of Network Address Translation Configuring NAT on Our Internetwork The 802.11 Standards Cisco's Unified Wireless Solution	<b>Session 10</b> <b>IPv6 and Wide Area Network</b> IPv6 Routing Protocols Migrating to IPv6 Wide Area Network Basics HDLC Protocol, PPP, Frame Relay

Total 35 hours (5 weeks) \$699

This course prepares the student for the following exams:  
 640-802: Cisco Certified Network Associate

**Prerequisites:** High School Diploma/ GED, and Network+ or equivalent level of knowledge.

**Occupational Goal:** To become a Cisco Certified Network Associate.

**Tuition:** \$699.00

# 10 CCNP (NEW 2010)

Cisco Certified Network Professional (CCNP) validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions.

NYBI offer the CCNP classes based on the most recent stated exam objectives. We present the CCNP curriculum in a unique 2 phase approach.

**Phase 1 learn the technologies:** Students will participate in a detailed group discussion. Students will ask questions and take notes while receiving valuable insight.

**Phase 2 intensive hands on study:** Students will configure and master complex switching, routing, and troubleshooting scenarios from hands-on exercises.

Using routers and switches running the latest Cisco IOS software, students build the experience and confidence necessary to pass all three exams, to become CCNP certified.

## Course Outline

<b>Switching</b>	4 weeks (30 hrs)	Students will gain important knowledge and skills necessary to implement scalable multilayer switched networks. This unit covers topics on network design, implementation, and verification plans, switch operation and port configuration, VLANs, trunks, and VLAN Trunking Protocol (VTP), aggregating switch links, Spanning Tree Protocol (STP), multilayer switching, enterprise campus network design, router and supervisor redundancy, IP telephony, wireless LANs and switched network security
<b>Routing</b>	4 weeks (30 hrs)	Students will gain important knowledge and skills necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. This unit covers topics on network design, implementation, and verification plans, EIGRP, OSPF, IGP redistribution, policy-based routing and IP service-level agreement (IP SLA), BGP, IPv6, IPv4 and IPv6 coexistence and routing over branch Internet connections.
<b>Troubleshooting</b>	2 weeks (15 hrs)	Students will gain important knowledge and skills necessary to troubleshoot and maintain the enterprise network. This unit covers topics on common network maintenance tasks and tools, troubleshooting models, Cisco IOS troubleshooting commands and features, troubleshooting Cisco Catalyst Switches and STP, troubleshooting BGP, OSPF, and EIGRP routing protocols, route redistribution, security, and router performance troubleshooting, IP services and IP communications troubleshooting, IPv6 troubleshooting and large enterprise network troubleshooting.
<b>Total</b>	10 weeks	75 hours

This course prepares the student for the following exams:

642-813 SWITCH: Implementing Cisco IP Switched Networks

642-902 ROUTE: Implementing Cisco IP Routing

642-832 TSHOOT: Troubleshooting and Maintaining Cisco IP

**Prerequisites:** High School Diploma/ GED, and CCNA or equivalent level of knowledge.

**Occupational Goal:** To become an Cisco Certified Network Professional (CCNP)

**Tuition:** \$2,499.00

# 11 Oracle DBA (Database Administrator)

## Objective

NYBI's DBA (Database Administrator) course prepares you for the \*Oracle 11g Database Administration Certification as well as train you in the skills necessary to administer databases, and database servers.



As one of only five WDP (Workforce Development Program) members in New York City, we adhere to the same teaching standards employed by Oracle University utilizing the official Oracle curriculum but with an added advantage of offering them at a fraction of the cost (Oracle charges \$6,000 for the Oracle 11g DBA certification course)

**\*Oracle Database 11g Hands-On Course Requirement** - Candidates who wish to obtain the Oracle Database 11g DBA OCP credential must attend at least one instructor-led inClass course at either an Oracle University or WDP member school to qualify for certification. In other words, if you go to a NON-WDP member school, you will not be able to get certified.

## Course Outline

<b>Oracle Database 11g: Administration Workshop I</b>	5 weeks (35 hours)	Students will gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Students will also learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices.
<b>Oracle Database 11g: Administration Workshop II</b>	5 weeks (35 hours)	Students will learn how to configure an Oracle database for multilingual applications. Students will practice various methods of recovering the database, using RMAN, SQL, and Flashback technology. Tools to monitor database performance and what steps to take to improve database performance are also covered in this course. Students will also learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). The lesson topics are reinforced with structured hands-on practices and a workshop.
<b>Total</b>	10 weeks 70 hours	

This course prepares the student for the following exams:  
 1Z0-052 Oracle Database 11g: Administration I  
 1Z0-053 Oracle Database 11g: Administration II

**Prerequisites:** High School Diploma/ GED, and basic computer literacy

**Occupational Goal:** To become a database administrator

**Tuition:** \$2,500.00

# 12 CIT1 - IT Administrator Program

## Objective

The IT Administrator program covers A+, Network+ and MCITP (Microsoft Certified IT Professional): Server Administrator certification topics.

Students learn a wide range of hardware, operating systems and networking skills needed to support and administer both computer systems and Microsoft Windows 2008 client/server based networks. Students gain practical hands-on experience in fully equipped labs as well as the theoretical knowledge to prepare to pass the A+, Network+ and MCITP certification exams.

## Course Outline

<b>A+ PC Technician</b>	3 weeks Instructor-led (45 hours) Labs (9 hours)	Students will learn how to troubleshoot and repair hardware problems as well as rebuild a pc from the ground up. In addition, students will learn how to install, configure and troubleshoot Microsoft Windows 9x/2000/XP/Vista operating systems and connect it to a network.
<b>Network+</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	Students will learn how to identify the components of a network and determine the most appropriate network design for a given LAN. Students will be able to differentiate between the different networking standards, protocols, and access methods
<b>Configuring Windows Server 2008 Active Directory</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	This unit covers configuring, managing, and supporting user and computer accounts, groups, Domain Name System zones and client settings; group policy objects; the new Active Directory Lightweight Directory Service and Active Directory Rights Management Service; backup and recovery; and communication security.
<b>Configuring Windows Server 2008 Network Infrastructure</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	This unit covers configuring remote access, Network Access Protection (NAP), network authentication, IPv4 and IPv6 addressing, and Domain Name System (DNS) replication; capturing performance data and monitoring event logs; and managing file and print services.
<b>Windows Server 2008 Administration</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	This unit covers planning server roles; maintaining server security; planning data storage, network load balancing, and server backups; managing software deployment and versioning; monitoring IPv6, server performance and capacity, and Active Directory replication; scheduling server deployments; and designing a rollback contingency plan.
<b>Certification Exams</b>	Students need to take exams below at the end of each session. 220-701: CompTIA A+ Essentials 220-702: CompTIA A+ Practical Application N10-004: Network+ 70-640: TS: Windows Server 2008 Active Directory, Configuring 70-642: TS: Windows Server 2008 Network Infrastructure, Configuring 70-646: PRO: Windows Server 2008, Server Administrator	
<b>Total</b>	11 weeks 198 hours (18 hrs/wk)	Instructor-led: 165 hours Lab: 33 hours

**Prerequisites:** High School Diploma/ GED, and basic computer literacy

**Tuition:** \$3,900.00

## 13 CIT2 - IT Engineer Program

### Objective

IT Engineer program is an advanced program which covers MCITP: EA (Microsoft Certified IT Professional) and CCNA (Cisco Certified Network Associate) certification topics. At the end of the course students will be able to implement, manage and troubleshoot medium to large size computer network based on Microsoft Windows Server 2008 platform and Cisco routers and switches.

### Course Outline

<b>Configuring Windows Server 2008 Applications Infrastructure</b>	3 weeks Instruct-led (45 hours) Labs (9 hours)	Focusing on Windows Server 2008 Applications Infrastructure technologies, this unit covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol.
<b>Configuring Windows 7</b>	3 weeks Instructor-led (45 hours) Labs (9 hours)	Focusing on Windows 7 client, this unit covers: - Install, upgrade, migrate, deploy Windows 7 - Configure hardware and applications - Set up and troubleshoot network connections - Configure access to resources - Mobile computing - Monitoring and maintaining - Backup and recovery
<b>Windows Server 2008 Enterprise Administration</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	Focusing on Windows Server 2008 enterprise administration, topics include planning networks and application services; designing core identity and access management components; planning for migrating, upgrading, and restructuring domains and forests; implementing PKI; and designing virtualization strategy.
<b>CCNA</b>	3 weeks Instructor-led (45 hours) Labs (9 hours)	Students will learn how to install, configure and operate simple-routed LAN, routed WAN and switched LAN networks to increase bandwidth, improve response times and enhance reliability and quality of service. In addition, students will learn techniques that can save employers' time and money by reducing network downtime, addressing network security issues, and ensuring maximum network performance.
<b>Certification Exams</b>	Students need to take exams below at the end of each session. 70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring 70-680: TS: Windows 7, Configuring 70-647: PRO: Windows Server 2008, Enterprise Administrator 640-802: CCNA	
<b>Total</b>	11 weeks 198 hours (18 hrs/wk)	Instructor-led: 165 hours Lab: 33 hours

**Prerequisites:** High School Diploma/ GED, and complete CIT1, or MCITP: SA or equivalent level of knowledge.

**Tuition:** \$3,900.00

## 14 CIT3 - Linux and Exchange Program

### Objective

The Linux and Exchange Program consists of two different topics. Linux portion covers CompTIA Linux+ certification and Linux Professional Institute Certification (LPIC) Level 1. Exchange portion covers Microsoft MCITP: Enterprise Messaging Administrator and MCTS: Microsoft Exchange Server 2007 - Configuration

### Course Outline

<b>Linux+ / LPIC 101</b>	4 weeks Instructor-led (60 hours) Labs (12 hours)	Students will learn the basic concepts of Linux operating system and learn how to install Linux, manage files and directories, work effectively with files, use text editors, and take advantage of the Linux shell. Students also receive an introduction to the RPM facility, and learn how to use the X-Windows system.
<b>LPIC 102</b>	3 weeks Instructor-led (45 hours) Labs (9 hours)	Students will learn how to manage small to medium sized site, plan, implement, maintain, keep consistent, secure, and troubleshoot a mixed (MS, Linux) network, including SAMBA, firewall, proxy, mail, news, web, FTP server.
<b>Configuring Microsoft Exchange Server 2007</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	Focusing on configuring Exchange Server 2007, this unit covers topics such as installing, configuring recipients, groups, and mailboxes; setting up connectors and message compliance; modifying spam settings and blocking attachments; monitoring system performance and client connectivity; creating server and usage reports; configuring backups; and recovering messaging data and server roles
<b>Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2007</b>	2 weeks Instructor-led (30 hours) Labs (6 hours)	Focusing on designing and deploying messaging solutions with Exchange Server 2007, this unit covers topics such as designing and planning messaging services, server high availability, content filtering, security-enhanced messaging, migration and management strategies, backup and recovery server role, storage group, antivirus, anti-spam, messaging compliance, and network layer security implementations and patch and service packs
<b>Certification Exams</b>	Students need to take exams below at the end of each session. XK0-002: Linux+ 117-101: LPI Level 1 117-102: LPI Level 1 070-236: TS: Exchange Server 2007, Configuring 070-237: PRO: Exchange Server 2007 Design 070-238: PRO: Exchange Server 2007 Deploy	
<b>Total</b>	11 weeks 198 hours (18 hrs/wk)	Instructor-led: 165 hours Lab: 33 hours

**Prerequisites:** High School Diploma/ GED, and complete CIT1, or MCITP: SA or equivalent level of knowledge.

**Tuition:** \$3,900.00

# 15 WD1 - Web Design Program

This course is a full-time web design program which covers all knowledge and skills required to design and maintain a web-site with extensive hands-on exercises.

## Course Outline

<b>Design Basics</b>	Instructor-led (55 hours) Labs (11 hours)	<b>html CSS hand-coding, Dreamweaver</b> The Design Basics module provides a solid foundation for web design and development. Topics include the skills needed to create and maintain web pages and sites. <ul style="list-style-type: none"> <li>• HTML and CSS (Cascading Style Sheets) hand coding</li> <li>• Understand web graphics</li> <li>• The efficient use of Adobe Dreamweaver</li> <li>• Create web pages and publish them to the WWW</li> </ul>
<b>Graphic Design</b>	Instructor-led (55 hours) Labs (11 hours)	<b>Photoshop, Fireworks, Illustrator</b> Learn to design and create professional quality graphics for the web or print using Adobe Photoshop. You will learn how to use Adobe Photoshop to make the graphic elements and manipulate the digital photo. <ul style="list-style-type: none"> <li>• Effective design of the multimedia projects</li> <li>• Intermediate/advanced level knowledge and skills of Adobe Photoshop</li> <li>• Use of Adobe Fireworks, Adobe Illustrator</li> </ul>
<b>Multimedia-Animation</b>	Instructor-led (55 hours) Labs (11 hours)	<b>Flash, Animation and Movie</b> Learn to add motion, interactivity and animations to the web pages using Adobe Flash. <ul style="list-style-type: none"> <li>• Dynamic web pages with Adobe Flash</li> <li>• Interactive Animation with Actionscript</li> </ul>
<b>Total</b>	11 weeks 198 hours (18 hrs/wk)	Instructor-led: 165 hours Lab: 33 hours

**Prerequisites:** High School Diploma/ GED, and basic computer literacy

**Occupational Goal:** To become a web designer.

**Tuition:** \$3,900.00



# 16 WD2 - Advanced Web Design Program

This full-time course covers web development knowledge and skills necessary for building an interactive commercial web-site including Actionscript 3.0, PHP, MySQL, Ajax as well as E-commerce related tools and securities.

## Course Outline

<b>Advanced Flash</b>	Instructor-led (45 hours) Labs (9 hours)	<b>More flexible and dynamic Flash</b> Actionscripting, animation, and application design in the Flash environment. <ul style="list-style-type: none"> <li>• Actionscript structure</li> <li>• Abstraction, Math, Physics in Flash</li> <li>• 3D</li> </ul>
<b>PHP &amp; MySQL</b>	Instructor-led (90 hours) Labs (18 hours)	<b>Designing Application using PHP and MySQL</b> The unit concentrates on a thorough and elemental understanding of PHP coding, Object-Oriented Programming and MySQL structure. <ul style="list-style-type: none"> <li>• PHP fundamentals and structures</li> <li>• Object oriented programming</li> <li>• MySQL and EMDBS</li> <li>• User Interface</li> <li>• Automation</li> <li>• Content management</li> </ul>
<b>E-Commerce</b>	Instructor-led (30 hours) Labs (6 hours)	<b>Design and build of online business website.</b> Students learn how to design and develop commercial web-sites as well as online marketing and promotion methods. <ul style="list-style-type: none"> <li>• Building a custom shopping cart</li> <li>• Secure transactions</li> <li>• Ajax related technologies</li> <li>• Setting up the store</li> </ul>
<b>Total</b>	11 weeks 198 hours (18 hrs/wk)	Instructor-led: 165 hours Lab: 33 hours

**Prerequisites:** High School Diploma/ GED, and complete WD1 - Web Design Program or equivalent level of knowledge

**Occupational Goal:** To become a web designer, web developer

**Tuition:** \$3,900.00



## 17 Schedule – Evenings and Weekends

### MOS 2007 Training Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
O2113M	11/15/10	12/13/10	4	Mon. & Wed.	05:45 pm - 09:30 pm
O3021M	02/07/11	03/07/11	4	Mon. & Wed.	05:45 pm - 09:30 pm

### A+ PC Technician Training Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
22092A	09/11/10	10/02/10	4	Saturday	09:30 am - 05:30 pm
22103M	10/18/10	11/10/10	4	Mon. & Wed.	05:45 pm - 09:30 pm
22113A	11/20/10	12/18/10	4	Saturday	09:30 am - 05:30 pm
21011M	01/03/11	01/31/11	4	Mon. & Wed.	05:45 pm - 09:30 pm

### Network+ Training Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
42103A	10/16/10	11/06/10	4	Saturday	09:30 am - 05:30 pm
42113M	11/15/10	12/13/10	4	Mon. & Wed.	05:45 pm - 09:30 pm
43012A	01/08/11	02/05/11	4	Saturday	09:30 am - 05:30 pm
43021M	02/07/11	03/07/11	4	Mon. & Wed.	05:45 pm - 09:30 pm

### MCITP: Server Administrator (new MCSA)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
32094A	09/25/10	11/13/10	7	Saturday	09:30 am - 05:30 pm
32104M	10/25/10	12/13/10	7	Mon. & Wed.	06:00 pm - 09:30 pm
32114T	11/23/10	01/11/11	7	Tue. & Thu.	06:00 pm - 09:30 pm
32122A	12/11/10	02/12/11	7	Saturday	09:30 am - 05:30 pm

### MCITP: Enterprise Administrator incl. MCITP:SA (new MCSE)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
12114T	11/23/10	02/22/11	13	Tue. & Thu.	06:00 pm - 09:30 pm
13031T	03/01/11	05/26/11	13	Tue. & Thu.	06:00 pm - 09:30 pm

### MCITP: Enterprise Messaging Administrator (Exchange 2010)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
M2101T	10/05/10	10/28/10	4	Tue. & Thu.	06:00 pm - 09:30 pm
M2123M	12/20/10	01/12/11	4	Mon. & Wed.	06:00 pm - 09:30 pm

### CCNA Training Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
52091T	09/07/10	10/07/10	5	Tue. & Thu.	06:00 pm - 09:30 pm
52102T	10/12/10	11/11/10	5	Tue. & Thu.	06:00 pm - 09:30 pm
52113T	11/16/10	12/21/10	5	Tue. & Thu.	06:00 pm - 09:30 pm
53011T	01/04/11	02/03/11	5	Tue. & Thu.	06:00 pm - 09:30 pm

### CCNP Training Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
P2092M	09/13/10	11/22/10	10	Mon. & Wed.	05:45 pm - 09:30 pm
P2121M	12/06/10	02/14/11	10	Mon. & Wed.	05:45 pm - 09:30 pm

### Oracle DBA (Database Administrator) - OCA, OCP Program

Course ID	Starts	Ends	Weeks	Day(s)	Hours
D2033T	09/07/10	11/11/10	10	Tue. & Thu.	06:00 pm - 09:30 pm
D3012T	01/11/11	03/17/11	10	Tue. & Thu.	06:00 pm - 09:30 pm

Course dates are subject to change without notice.

## 18 Schedule – Fulltime

### CIT1 - IT Administrator Course (A+, Network+, MCITP: SA)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
62101D	10/04/10	12/22/10	11	Mon. - Fri.	09:30 am - 12:30 pm
63011D	01/06/11	03/25/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
63041D	04/04/11	06/20/11	11	Mon. - Fri.	09:30 am - 12:30 pm
63071D	07/05/11	09/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm

### CIT2 - IT Engineer Course (MCITP: EA, CCNA)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
72101D	10/04/10	12/22/10	11	Mon. - Fri.	01:30 pm - 04:30 pm
73011D	01/06/11	03/25/11	11	Mon. - Fri.	09:30 am - 12:30 pm
73041D	04/04/11	06/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
73071D	07/05/11	09/20/11	11	Mon. - Fri.	09:30 am - 12:30 pm

### CIT3 - IT Linux & Exchange Course (Linux+, LPIC 1, MCITP: EMA)

Course ID	Starts	Ends	Weeks	Day(s)	Hours
82101D	10/04/10	12/22/10	11	Mon. - Fri.	01:30 pm - 04:30 pm
83011D	01/06/11	03/25/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
83041D	04/04/11	06/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
83071D	07/05/11	09/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm

### WD1 - Web Design Course

Course ID	Starts	Ends	Weeks	Day(s)	Hours
W2101D	10/04/10	12/22/10	11	Mon. - Fri.	01:30 pm - 04:30 pm
W3011D	01/06/11	03/25/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
W3041D	04/04/11	06/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm
W3071D	07/05/11	09/20/11	11	Mon. - Fri.	01:30 pm - 04:30 pm

### WD2 - Advanced Web Design Course

Course ID	Starts	Ends	Weeks	Day(s)	Hours
Q2101D	10/04/10	12/22/10	11	Mon. - Fri.	09:30 am - 12:30 pm
Q3011D	01/06/11	03/25/11	11	Mon. - Fri.	09:30 am - 12:30 pm
Q3041D	04/04/11	06/20/11	11	Mon. - Fri.	09:30 am - 12:30 pm
Q3071D	07/05/11	09/20/11	11	Mon. - Fri.	09:30 am - 12:30 pm

Course dates are subject to change without notice.

September 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2010						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

January 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February 2011						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

## 19 Tuition

### Tuition

Program Name	Reg.	Tuition	Total
MOS 2007	\$30	\$419	\$449
A+ PC Technician	\$30	\$419	\$449
Network+	\$30	\$469	\$499
MCITP: Server Administrator	\$100	\$1,599	\$1,699
MCITP: Enterprise Administrator	\$100	\$2,399	\$2,499
MCITP: Enterprise Desktop Administrator	\$30	\$469	\$499
MCITP: Enterprise Messaging Administrator	\$50	\$649	\$699
CCNA	\$50	\$649	\$699
CCNP	\$100	\$2,399	\$2499
Oracle DBA	\$100	\$2,400	\$2,500
Daytime CIT / WD, 1 quarter	\$100	\$3,800	\$3,900
Daytime CIT / WD, 2 quarters	\$100	\$7,400	\$7,500
Daytime CIT / WD, 3 quarters	\$100	\$10,900	\$11,000
Daytime CIT / WD, 4 quarters	\$100	\$14,300	\$14,400

- Registration Fee for each course is Non-Refundable.
- FREE lab use up to 6 months after the course. (International students: until your visa expires)

### Retake Policy

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.

### Discounts

For students signing up for multiple courses, there is a \$30 - \$1,200 discount. Ask us or see the enrollment agreements.

### Cancellation and Refund Policy

If you hold a reservation and cannot attend, contact us immediately. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for

1. The non-refundable registration fee plus
2. The cost of any textbooks or supplies accepted plus,
3. Tuition liability as of the student's last date of physical attendance.

MOS, A+, Network+, MCITP: EDA/EMA, CCNA	MCITP:SA/EA, DBA, ESL, CCNP, CIT1-3, WD1,2 – during the 1st quarter	ESL, CIT1-3, WD1,2 – any quarter thereafter	School may keep:
If termination occurs:	If termination occurs:	If termination occurs:	
0% - 15% of the program	Prior to or during the first week	Prior to the first week	0%
16% - 30% of the program	During the second week	During the first week	25%
31% - 45% of the program	During the third week	During the second week	50%
46% - 60% of the program	During the fourth week	During the third week	75%
After 60% of the program	After the fourth week	After the third week	100%

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

### Payment Method



We accept check, VISA, MasterCard, American Express, Discover, PayPal, cash and money orders.

## 20 Financial Aid / Unemployment Training

### Payment Plans

Payment plans are available. See the director.

### Grants / Guaranteed Student Loans

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the Federal government). *Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. Because New York Business Institute has been licensed by New York State recently, Grants and Guaranteed Student Loans are NOT available at this time.*

### Workforce ITG

If you are a jobseeker, Workforce Career Centers (WCC) offers many services to assist you in your job search. In addition, you may be eligible for a training grant that may be used at New York Business Institute.

### Applications

Contact your local Workforce Career Center (<https://www.labor.state.ny.us>) to seek their assistance. You will meet with a career advisor for an assessment to determine if you need any training for skills you may lack for your career goal.

If you are eligible for an ITG, you will be asked to do some research on programs and schools you would like to attend. You may contact us anytime to discuss the course(s) you are interested in. We will issue you a proposal letter for you to submit to your career advisor.

The grant approval process takes about 4 weeks (unless otherwise specified by your career advisor).

So you should select a course(s) that starts at least 4 weeks from the date of application.

### Upon Approval

Once your application is approved, your advisor will contact you to go pick up your ITG voucher. You must immediately bring your voucher to the school to officially enroll in your training course(s). Currently, the maximum grant amount is \$2,200 for network and computer administration occupations and \$1300 for graphic design occupations in New York City. If your training course(s) exceeds the maximum allowance, you are responsible for the co-payment amount. The maximum ITG grant amount may vary by each county so verify with your career advisor.

### New Jersey Residents

If you are a New Jersey resident, please visit the New Jersey Training Systems website for more information.

### 599 Unemployment Training

If you are receiving unemployment insurance benefits, you may be excused from the requirement to look for work while you are attending a training course or program that consist of a minimum of 12 hours of classroom training each week. And when funding is available, you may be eligible for additional weeks of benefits. The training, however, must be approved by the Department of Labor. Contact your local Department of Labor for an application or visit 599 Training Program for more information. NYBI can provide you with documentations of your training after your enrollment.

### VESID

New York Business Institute is an approved vendor of Vocational and Educational Services for Individuals with Disabilities (VESID).

If you are disabled and are looking for vocational training, VESID may assist you with your tuition. Simply discuss it with your VESID counselor.

You may contact us anytime for a proposal letter to submit to your counselor.

## 21 International Students

### Choose your course

International students holding an M-1 visa must enroll in a fulltime course to maintain their status. Students will need to select a program from the Comprehensive IT, Web Design course or Advanced Web Design Course.

### Prerequisites for Int'l students

High school diploma  
English proficiency is not required but students need an understanding of the English language. TOEFL 440, CBT 123/ TOEIC 470 or higher is recommended.

### How to apply for M-1 Visa

1. Go to [www.nybi.org/m-1visa.html](http://www.nybi.org/m-1visa.html) and download all necessary documents and fill them out.
2. Make a payment of tuition, books and registration fees (see page 15, Tuition) and the following non-refundable fees:  
\$75: I-20 Processing fee  
\$50: International express mail (for oversea applicants only)  
\*Example- a student who takes CIT1 and CIT2, 6 months course needs to pay \$7,625.
3. Copies of statement of proof of your financial support (see the Financial Support below.)
4. Copies of the first page of your passport.
5. Send documents and payment to:  
*New York Business Institute  
124 East 40th Street, Suite 801  
New York, NY 10016*  
  
Or fax to (212) 922-0796

### Financial Support

You must be able to show that you will have the financial support for the whole duration of your stay (3, 6 or 9 months). Our requirements for the issuance of your I-20 form are the same as the American Embassy or the Consulate. New York Business Institute is not responsible for approving your M-1 visa. That decision solely lies with the US Embassy or Consulate.

Calculating the minimum expenses for 3 months (double the figure for 6 months)  
Living costs, tuition, books, and supplies \$6000 (USD)  
Living cost per dependent \$1500

\*Example- a student with 1 dependent will need to show \$7500 in financial support.

- You can show proof of financial support in 3 ways:
1. You can submit a copy of your bank statement and other evidence of support such as your tax return or proof of employment indicating your annual salary.
  2. If your sponsor is living in America or a US Citizen, he/she can fill out the I-134 form (Affidavit of support)
  3. If your sponsor resides outside the US, he/she may write a sponsor letter submitted in English along with their bank statement. The letter should state the sponsors income and proof (example - tax return) and should clearly state that he/she will cover all of your tuition, and living expenses including medical expenses.

\*All of these documents must be written in English and must not be more than 6 months old.

### Payment Methods

- Payment Methods (full payment for courses is due before the first class)
1. Checks in USD payable to "New York Business Institute"
  2. International Money Order in USD payable to "New York Business Institute"
  3. Wire transfer: Please contact us for instructions  
\*fax or e-mail a copy of the transaction report when wiring funds.

### Refund policies for the student who applied for M-1 visa from abroad

If your visa is denied, you must send back the visa package that we mailed to you along with the I-20 form and a letter of denial from the US Consulate to New York Business Institute  
100% tuition will be refunded, however the registration fee, processing fee, and International express mail fee will not be refunded.

## 22 Policies

### Admissions Policy

The school maintains a staff of representatives responsible for admissions. Prospective students are required to schedule an interview at the school with admissions personnel. At this time the representative will explain the school; program in detail and provide a tour of the school's facilities. NYBI does not discriminate on the basis of race, color, creed, religion, sex, national origin, or handicap in the recruitment and admission of students, or in the operation of any of its programs and activities. At the present time the facilities do not accommodate handicapped students.

### Registration and Enrollment

To sign up, call our registration desk at 212.922.1000 or at least five (5) business days in advance. Registration is on a first come basis, and early registration is strongly recommended. Once the registration is approved, we will send you enrollment application forms. Read this catalog and forms carefully, then fill out appropriate forms and send it back to us.

### Prerequisites

**All courses:** High School Diploma/ GED  
**A+:** Entrance test, or 2 months work experience.  
**Network+:** A+ or a minimum of 12 month of professional computer support experience.  
**MCITP: EDA:** Familiarity with Windows and applications, such as IE and Office suites  
**MCITP: SA/EA:** complete Network+ or equivalent level of knowledge.  
**MCITP: EMA:** complete MCITP SA or equivalent level of knowledge.  
**CCNA, Linux+:** Network+ or equivalent level of knowledge.  
**CCNP:** complete CCNA or equivalent level of knowledge.  
**MOS, MCITP: EST, CIT1, WD1, 2, DBA:** Basic computer literacy  
**CIT2, CIT3:** complete CIT1, MCSA or equivalent level of knowledge.  
**Advanced Web Design:** complete WD1 or equivalent level of knowledge

### Veterans' Policy

Veterans have a separate cancellation and refund policy. Please refer to enrollment agreement for details. Credit for Previous Education and Training may be granted at the discretion of the school director.

### Rules and Regulations

1. School Hours: Mon – Thu.: 9:00 am – 9:30 pm, Friday: 9:00 am – 7:00 pm, Saturday: 9:00 am – 5:30 pm, Sunday: closed.
2. Students are expected to cooperate with other students and faculty in a professional manner.
3. Students will be held liable for all damages to school facilities, property, or to other student's property.
4. The school is not responsible for your personal property, as well as your materials and textbooks once you receive them.
5. If you are absent for more than two days, report the reason to the office. Continued absence will mean cancellation of registration.
6. Students who violate school regulations or cause damage to school facilities, property, or to other student's property may be dismissed and/or may be held legal responsible to the fullest extent allowed by law.
7. Students skipping class or having others answer the roll for them will be suspended.
8. Students must follow the schedules and studies outlined by the instructor.
9. No smoking in the building.
10. Tuition payments must be made promptly as agreed at the time of enrollment. Students failing to make payments will be suspended.
11. Students are not allowed visitors during school hours.

### 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.

### Credit for Previous Education and Training

N/A with the exception of Veterans.

### Satisfactory Progress Policy

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school.

## 23 Policies – continued

### Academic Progress

The student will receive a performance review at the end of each unit of the course, which will include progress and total hours to date.

The following factors will be measured to determine academic progress:

- Theory work (test grades, homework, etc.)
- Practical work

Theory and Practical work will be graded according to the following scale:

95 – 100	A
85 – 94	B
76 – 84	C
70 – 75	D
69 and below	F

Students must maintain a “C” grade average in order to be considered making satisfactory progress.

### Retake and Make-up

- Students who maintain 60% of attendance can make-up for free in any available classes.
- 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. (International students: until the visa expires.)

### Tardiness

If a student is late she/he will be allowed in class but we strongly recommend her/him to retake the same session in any available class. (See Retake and Make-up above.) If excessive tardiness is continued, the student will meet with the director.

### Leaves of Absence

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, the student will be dismissed. The student will be evaluated upon his/her return and placed at the appropriate part of the program based upon the amount of program content that the student still remembers.

### Complaint Procedure

#### Who can file a complaint?

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 with the New York State Education Department.

#### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, method of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### How can a complaint be filed by a student or employee?

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 14th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

## 24 Policies – continued

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, 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. However, 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 action that you take to attempt to resolve your complaint.

### 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 Regulations 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 at the address included in this catalog. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### The Tuition Refund and Cancellation Policy

All schools must have a tuition refund and cancellation policy for each program included in the catalog (see page 16) and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this catalog.

### Private School Agents

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent Identification Card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on the student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if that agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this catalog.

### New York State Education Dept.

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, 14th Floor  
New York, NY 10001  
Attn: Bureau of Proprietary School Supervision  
(212) 643-4760*

# 25 about New York Business Institute

## Instructors

Name	Course	Personal Qualifications
Taro Mukai	CIT, Linux+	NY State Licensed, MCSE, L+, S+, N+, A+
Frank Chien	Network+	NY State Licensed, MCSE, N+, A+
Mo Max	CIT, MCITP	NY State Licensed, MCITP, CCNA, N+, A+
Miles Leacy	MOS, A+, N+	NY State Licensed, MCSA, MOS, A+, N+
John Guarneri	CCNA	NY State Licensed, CCNA, MCSE, CNA
Gabriel Walter	Web Design	NY State Licensed
Jalaine Watts	Adv. Web Dsgn	NY State Permitted

## School Information

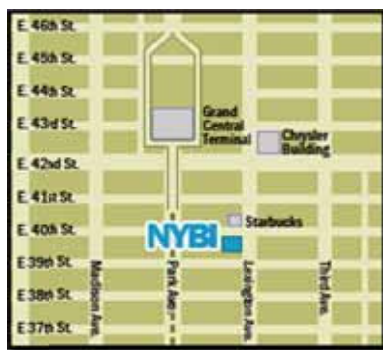
We are located in Midtown Manhattan, at the corner of 40th Street and Lexington Avenue, two blocks south of the Grand Central Terminal, across from Starbucks. Feel free to stop by and visit, or even sit in one of our classes.

**New York Business Institute**  
 124 East 40th Street, Suite 801  
 New York, NY 10016  
 ph: 212.922.1000  
 fax: 212.922.0796

Director: Taro Mukai

### School Hours:

Monday – Thursday 9:00 A.M. - 9:30 P.M.  
 Friday 9:00 A.M. - 7:00 P.M.  
 Saturday 9:00 A.M. - 5:30 P.M.  
 Sunday Closed



Gain Knowledge, Gain Skills and Get Certified.

### 2010 Holiday Closures

01/16/10 - 01/18/10 from Saturday before MLK Day to Martin Luther King Day  
 02/13/10 - 02/15/10 from Saturday before President Day to President Day  
 05/29/10 - 05/31/10 from Saturday before Memorial Day to Memorial Day  
 07/03/10 - 07/05/10 from Friday before Independence Day to Sunday after Independence Day  
 09/04/10 - 09/06/10 from Saturday before Labor Day to Labor Day  
 10/09/10 - 10/11/10 from Saturday before Columbus Day to Columbus Day  
 11/25/10 - 11/28/10 from Thanksgiving Day to Sunday after Thanksgiving Day  
 12/24/10 - 12/26/10 Christmas Eve to Sunday after Christmas.  
 12/31/10 - 01/02/11 New Year's Eve to Sunday after New Year's Day.

## Disclosure statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Copies of this school's annual occupational education statistical reports are available upon request.