

babbage simmel

2021 SCHOOL CATALOG

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Babbage Simmel Professional Development

An experienced Education Partner—

If you're trying to select a partner in your training/professional development needs, look to Babbage Simmel. Over thirty years in the industry and over 100,000 alumni have taught us what it takes to deliver high quality training experience.

Babbage Simmel provides professional development training designed to enhance student's' practical skills, equip them with insightful new strategies and techniques in order for them to remain valuable assets to their organizations.

Babbage Simmel provides a blended model that includes e-learning tools, *instructor-led training* and practice tools, including performance coaching for satisfactory completion.

Babbage Simmel does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Babbage Simmel is a Microsoft Certified Gold Partner, IIBA Endorsed Education Partner, PMI Registered Education Partner.

Training Facility

Babbage Simmel training facility is located at:

1900 E Dublin Granville Rd
Suite 108
Columbus, OH 43229

Training Accessibility

Babbage Simmel is committed to making its services accessible to most customers with disabilities who need them. We will work with customers and other third-party services to provide a reasonable accommodation to your needs.

School Calendar

Babbage Simmel operates on a non-traditional term; we do not utilize the conventional academic calendar of quarters or semesters. Students participate in an individualized training plan designed for each individual that is not dependent on a calendar year. Typical completion of a course of study is

usually accomplished in 3-12 months. The time frame is dependent upon each individual education and technical background.

New classes are started as demand warrants.

Babbage Simmel Class times are 9am – 4:30 pm unless otherwise noted on our training schedule.

Babbage Simmel School Holidays:

New Year's Day
Martin Luther King Day
Memorial Day Holiday
Independence Day
Labor Day Holiday
Thanksgiving Holiday and the Friday after
Christmas Day

Student Code of Conduct

In order to ensure the best learning environment possible, students are expected to act in a mature and considerate manner. The following may result in disciplinary action, including suspension or dismissal from the training program, as well as legal proceedings:

- Vandalism or willful damage to any property of the school or any person
- Theft of any property of the school or of any person
- Harassing, physically threatening, or physically or verbally abusing any person at the school, or conducting oneself in a manner endangering the health or safety of any person
- Under the influence, possession, distribution or selling of illicit drugs and/or alcohol
- Possession of firearms and weapons, or any other device which would endanger the health or safety of any person
- Downloading, viewing, or printing objectionable material (as determined by Babbage Simmel) from the Internet
- Downloading and/or installing software to or from Babbage Simmel's computers, or making changes to the system setup or computer settings without instructions, supervision, or permission from a Babbage Simmel representative
- Disruptive classroom or other inappropriate behavior as determined by Babbage Simmel
- Under no circumstances are children, spouses or friends permitted to attend class.

The sanctions below may be imposed upon a student for an infraction of the Code of Conduct. This list is not exhaustive and other sanctions may be imposed if the situation warrants, and as the school deems necessary.

1. Verbal Warning: An informal discussion about the inappropriate conduct.

2. Disciplinary Warning: An official written notice to the student of disapproval of the student's conduct which is in violation of the school's rules or regulations.
3. Dismissal: The inability to comply with the school's rules will result in immediate dismissal. Student conduct endangering the health or safety of any person at the school warrants immediate dismissal.
4. Restitution: Assessment of charges in an amount not to exceed the damage or loss incurred. Restitution may be required with any sanction when appropriate.

Enrollment Requirements

Applicants for any described program must:

- Be 18 years of age
- Have a high school diploma or GED
- Have a personal interview with school personnel
- Be willing to abide by the School's Code of Conduct
- Be ready, willing, and capable to contribute to the success of their learning
- Be ready, willing, and capable to participate in an active job search campaign
- Complete assessments and testing (as determined by school personnel)

Enrollments are processed in the order they are referred or received with schedules and start dates based on class availability.

Privacy and Release of Student Educational Records

Babbage Simmel recognizes the importance of keeping accurate, comprehensive student records to facilitate and document the educational development of students as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and accrediting agencies.

Student Records: Students have the right to inspect and review their educational records within 15 days of the day the School receives a written request for action in writing. Transcript requests included.

Educational Records

Educational records are those records, files, documents or other materials which contain information directly related to a student that are maintained by any employee or an agent of the School. Excluded from the educational record are records made by School personnel that are the sole possession of the maker and not revealed to any other person. It is our policy to keep the records of Babbage Simmel students confidential. Information about students is shared within the school only as needed for legitimate educational purposes. In addition, Babbage Simmel will not disclose student record information without the student's written consent unless the disclosure is:

- to School officials who have a legitimate educational interest in the records.

- to Federal, State and Local authorities involved in an audit or evaluation of compliance with education programs.
- to accrediting organizations in order to carry out accrediting functions.
- Is to funding or sponsoring agencies.
- is in compliance with a judicial order or lawfully issued subpoena.
- is to appropriate parties in a health/safety emergency.
- related to drug and alcohol violations of students under 21 years of age.

Use and Release of Student Employment Information

Upon employment, the student further authorizes their current employer to release information to School Personnel regarding the student's employment, including, but not limited to: ☐ date of hire

- job title
- employer address
- status
- salary
- work number
- software used on the job
- continued employment at both six and 12-month follow-ups

Employment information is used only in the context of reporting to accrediting and/or funding agencies.

Cancellation/Rescheduling Policy

Students are expected to be on time and attend all scheduled classes. Scheduled sessions not attended are considered an absence.

Students missing a session are required to notify Babbage Simmel in advance of class start time. Students are responsible for material covered in missed sessions. Missed classes are not rescheduled.

Babbage Simmel may customize a student's training program and/or schedule when necessary in order to ensure the student is able to complete the training. Customization to the training program may occur due to:

- Employment – to accommodate a change in employment schedule.
- Short or Long Term Illness (a written doctor's note will be required).
- Family Emergency (written documentation needed).

Students may initiate one schedule change request for training. Rescheduled training must be completed within one year of training start date. Requests must be submitted in writing. Reschedules will automatically be for the next time the course is offered. An updated schedule will be sent in the mail.

Student attendance records are retained by Babbage Simmel and submitted to sponsoring agencies (if applicable) regularly.

Audit/Retake Policy

Babbage Simmel allows students to retake a course if an extended absence occurs due to a documented illness/family emergency or employment factors. In order to retake a course, the following conditions must be met:

- Student is able to retake the course the next time it is offered, or within 3 months of completing their training program.
- Student agrees to pay for any new courseware and other related student material (if required).

Standards for Satisfactory Progress

All courses at Babbage Simmel are taken on a satisfactory or unsatisfactory basis, the following are necessary to achieve satisfactory progress:

- The requisite exercises for the student's specified training program must be independently completed and retained by Babbage Simmel
- 70% of sessions scheduled must be attended per the attendance/rescheduling policy.

Any issues or concerns regarding a student's progress will be addressed on an ongoing basis throughout the training program.

A student who meets the criteria for satisfactory progress, but wishes to audit a course again may do so with the following conditions:

- The student is currently in good standing with Babbage Simmel
- The student must audit the same course that was previously taken and complete all requirements for the course.
- Auditing of a course must take place within 3 months of completion of the student's training program.
- There must be space available in the course.
- The student agrees to pay an administrative fee of \$75 and agrees to pay for any additional materials (including new courseware, if required) necessary for the course. Current materials and courseware are required.

Program Completion Requirements

Students are required to attend required training for all classes in the program in order to receive a certificate of completion.

In addition, Babbage Simmel must receive the following from the student prior to issuance of certificates and transcripts:

- Payment of all applicable fees
- Proof that minimum program requirements have been met
- Completed requisite exercises

Refund policy

If you are enrolling as a private paying individual the following refund policy applies:

- A student who starts class and officially withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- A student who starts class and officially withdraws before the period is 15% completed will be obligated for 25% of the tuition plus the registration fee.
- A student who starts class and officially withdraws after the period is 15% completed but before the period is 25% completed will be obligated for 50% of the tuition plus the registration fee.
- A student who starts class and officially withdraws after the period is 25% completed but before the period is 40% completed will be obligated for 75% of the tuition plus the registration fee.
- A student who starts class and officially withdraws after the period is 40% completed will not be entitled to a refund of the tuition nor the registration fee.

An enrollment agreement or application may be canceled within 5 calendar days after the date of signing provided the school is notified of the cancellation in writing. Babbage Simmel shall refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than 30 days after written cancellation notice.

In lieu of a refund, classes may be rescheduled according to the school's Cancellation/ Rescheduling Policy.

Grievance Procedures

A student has the right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Students should use available informal means to have decisions reconsidered before filing a complaint or grievance. You are encouraged to report immediately any concerns regarding your training to the appropriate School personnel. All student complaints should be first directed in writing to the School Director at 2780 Airport Drive Suite 150, Columbus, OH 43219.

If the problem is not satisfactorily resolved, the student may direct any problem or complaint to:
Executive Director, State Board of Career Colleges and Schools, 30 E. Broad Street, Suite 2481,
Columbus, OH 43215, Phone (614) 466-2752, Toll Free (877) 2754219.

Babbage Simmel Faculty:

Vincent Bordo

Vincent Bordo, MS, CBAP is a senior Business Analyst (BA), Instructor, with over 25 years' experience in the Systems/Business Analysis field. His knowledge, compelling teaching style and use of creative mentoring techniques are his trademark. Vince has presented at numerous conferences, seminars, webcasts, and trade shows, and has developed and rolled-out corporate-wide programs for Business Analysis and Agile/Scrum development for many companies. He was awarded the prestigious Pinnacle Award for Customer Satisfaction, an honor that is reserved for the top 2 percent of an elite group of consultants.

Russ Brock

Russ specializes in organization development, strategic planning, leadership development, workplace learning and performance management, competency-based training design and evaluation, career development, and change management. With more than twenty-five years of experience, Russ has worked with numerous workforce development agencies as well as Fortune 500, non-profit, education, service, manufacturing, retail, professional, and health care organizations. Russ has extensive experience with government agencies including projects in Illinois, Indiana, Michigan, Missouri, New Jersey, Ohio, and Pennsylvania. He has presented his programs at numerous statewide and national conferences held by OETA, GLETA (Chicago, Traverse City), NAWDP (Miami, Reno) and NAB (Los Angeles) conferences. Russ has authored two works in the area of e-learning technology. "Increasing Learner Involvement and Participation" is Brock's chapter in *The AMA Handbook of E-Learning: Effective Design, Implementation, and Technology Solutions* (May, 2003, G. Piskurich, editor, AMACOM). And his chapter on "How to Handle E-Learning Peer Evaluation" is included in *Getting the Most From Online Learning: A Learner's Guide* (August, 2003, G. Piskurich, editor, Jossey-Bass/Pfeiffer). Russ is a national leader in the Association for Talent Development (formerly ASTD) and was instrumental in the creation and development of ASTD's Certified Professional in Learning and Performance credential. In addition to earning his CPLP, he has served in national leadership roles including National Advisors for Chapters, Leadership Development Team, President of his 500+ member ASTD chapter, national OD Forum Chair, and Excellence In Practice reviewer. Russ is also a Certified Workforce Development Professional credential through NAWDP.

Alang Tang

Alan Tang is an accomplished Senior IT Instructor/Consultant with strong technical background and more than 12 years of technical training experience. Excellent communication and presentation skills. Strong analytical and market acumen in developing and customizing training materials. Alan has an innovative teaching style and creativity to meet diverse audience needs. Alan is a Charter Member of Microsoft Certified Application Developer (MCAD). Alan has an MBA, Information System, Montclair University. Certifications include: Microsoft Certified Trainer (MCT), Microsoft Certified Solutions Developer (MCSD): Web Developer and MCSD: SharePoint developer, Microsoft Certified Professional Developer (MCPD), Microsoft Official Distance Learning (MODL) Teachback.

Babbage Simmel School Fees & Tuition

Project Management —Fast track

PMI Authorized PMP Exam Prep Training	\$2,995.00
Length of Program	5 days (35 contact hours)
Lab Fees	Included in tuition
Rentals	N/A
Deposits	Tuition to be paid prior to start of program
Late Fees	N/A
Interest Charges	N/A
Exam Fees	Not included in tuition

PMI® Authorized PMP Exam Prep

The Project Management Professional (PMP®) certification has become a highly sought-after indication of professionalism in project management. Preparing for the PMP® examination, however, can be a daunting and time-consuming experience.

In order to meet the needs of busy professionals, Babbage Simmel, one of the nation's leading project management training firms, has created PMP® 1-2-3: A Guide to Preparing for the PMP Exam, which forms the base of this intense, five-day workshop. PMP® 1-2-3 brings together the materials covered on the PMP® exam into one easy to use, step-by-step method for efficient and effective exam preparation. In the PMP® 1-2-3 workshop, your exam preparation follows a simple three-step process:

- Learn the necessary concepts and definitions for the exam based on the PMBOK® Guide Sixth Edition
- Includes authoritative sources of project management Exam Prep literature
- Apply the material in interactive assignments and exercises, geared toward adult learners who learn by application
- Review and measure your progress using practice exam questions

PMP® 1-2-3 has been developed by Babbage Simmel's PMPs who have trained hundreds of project managers and successfully guided many to PMP® Certification. Each module contains sample questions and the workshop material include a 200-question sample test designed to allow participants to gauge the level of their preparation for the exam.

This workshop is intended to form a solid base for your preparation to successfully take the PMP® exam, and the flow of the course is directed toward that end.

This course provides the required 35 contact hours of project management education required to sit for the PMP® certification exam.