DSDT

A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

MAIN CAMPUS STUDENT HANDBOOK & CATALOG

UPDATED EDITION | 2024-2025

Table of Contents

DSDT GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT
DSDT is an institute of higher learning through the State of Michigan. DSDT opened its doors originally in Farmington Hills, Michigan. The school now resides in the heart of Detroit, MI. **DSDT** was granted institutional approval from the Lansing Licensing Department of Licensing and Regulatory Affairs. Proprietary Trade School Division, as per Michigan Education (LARA) Division. "Approval to operate" refers to maintaining compliance with minimum standards set forth by the state and does not imply any endorsement or recommendation by the state, or by bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

CAMPUS AND ADMINISTRATION ADDRESS
1759 W. 20th Street, Detroit, MI 48216

HISTORY AND ADMINISTRATION
DSDT is an institute of higher learning, which has been nationally accredited since 2017. DSDT has a main campus located in southwest Detroit and a branch location in Killeen, Texas. The facility's original name is Astute Artistry, LLC, which opened its doors in 2011 in Farmington Hills, Michigan. In 2016, DSDT opened a new facility at 1759 W 20th Street in Detroit. Additional curriculum was added throughout the years to enhance the traditional Film Production curriculum by adding more Digital Media, Digital Graphics and Technology. In 2019 two additional programs were added in Information Technology. As a result, a name change to DSDT was imperative for re-marketing and re-branding purposes. In 2022, the Film Production program name changed to Digital Marketing Professional and course content was modified in an effort to make the program more relevant to industry trends and employer needs. DSDT added an Allied Health Medical Assistant Program in 2023, which changed the overall programmatic scope of the institution. In 2023, DSDT added a branch location in Killeen, Texas. In 2024, DSDT successfully became an institute of higher learning in an effort to start offering degree granting programs and is now known today as DSDT College, Inc. dba DSDT.

LEGAL NOTICES AND CERTIFICATION
State of Michigan Post-Secondary School Division

ACCREDITATION
DSDT is accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education,
7840 Roswell Road, Building 300,
Suite 325, Atlanta, GA 30350,
Telephone: 770-396-3898 / FAX:
770-396-3790, wwww.council.org.

DISTANCE EDUCATION
DSDT has been approved to participate in State Authorization Reciprocity Agreements.

If you're a distance education student, please note that DSDT is a National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institution, and complaints can be submitted to LARA. Please visit **NC-Sara Complaint process** for more information.

DIPLOMA
Students will receive a diploma after the successful completion of their 600 or 760 Clock Hour Program.

CERTIFICATES OF COMPLETION
Students will receive a Certificate of Completion after the successful completion of either the 80, 240 or 320 clock hour courses. These certificates are specifically from DSDT and not affiliated with any vendor, provider, or licensing body.

ADMISSION REQUIREMENTS
- Meet with Admissions
- Representative Orientation
- High School Diploma or Equivalent
- License or Picture ID
- Enrollment Agreement
- Applicants must attend an on-campus or online orientation

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS
Military Veterans will receive earliest priority date based on their official course registration date and class availability. All class times and enrollment dates vary. Upon open enrollment, all Military Veterans will have first prior and must attend orientation and register on that day. Program offerings will take place on campus and class times, schedule and location may vary per student demand.

Active military service members, veterans, and family members of military service members or veterans may be eligible to submit a complaint for review to the Department of Defense (DoD).

TEACHING AND LEARNING METHODS
The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

PLACEMENT ASSISTANCE
DSDT maintains an active placement assistance service for our graduates. Prior to graduation or at any time thereafter, graduates may avail themselves of the school's placement assistance services in addition to arranging interviews with potential employers. The Director of Job Placement guides students in the completion of employment applications, resume writing, preparing for interviews, professional attire, workplace communication, and behavior. DSDT also assists students interested in finding non-program related job leads while enrolled in school. Graduate's names and phone numbers are kept on file for future references upon completion of the course. Although every effort is made to help graduates find employment, DSDT cannot guarantee its graduates employment.

STATE LICENSED POST SECONDARY SCHOOL DISCLAIMER
The State of Michigan will not provide a certificate of completion or award a diploma to any student that has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or a crime; committed any act that, if committed by a graduate of the business or profession in question. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT does not use the Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to noncitizens. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship. DSDT does not admit students to English-as-a-second language courses.

NON- DISCRIMINATION POLICY

DSDT does not discriminate in its employment, admission, instruction, counseling, or graduation policies on the basis of sex, color, age, race, national or ethnic origin, creed, religion, or disabilities that would not preclude employment within their selected program area nor do we recruit students already attending or admitted to another school offering similar programs of study.

DSDT is committed to a policy of equal opportunity for all people and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions.
DSDT values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved.

DSDT adheres to all federal, state and local civil rights laws prohibiting discrimination in employment and education. The college does not discriminate in its employment practices on the basis of sex/gender. Sexual harassment, sexual assault, dating and domestic violence, stalking and sexual exploitation are prohibited under Title IX and by college policy.
The law and DSDT's policy prohibit discrimination and harassment of employees or discrimination and harassment between members of the college community: for example, between an employee and a supervisor, between two employees, or between an employee and an applicant or campus guest. Any member of the campus community who acts to deny, deprive or limit an employment opportunity of any member of the DSDT community on the basis of sex is in violation of this policy.

Any person may report sex harassment, discrimination or other forms of sexual misconduct, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made by telephone or email directly to the Director of Administration. Reports can be made any time, including during non-business hours, by calling DSDT directly at 313-263-4200 or by emailing katie@dsdt.tech.

STUDENTS RECORDS/FERPA

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing and dating our specific inhouse release form. State law requires the school to maintain these records for not less than five years. Students may request a review of their records by writing either print or digital to the School Director.

EDUCATION GOALS

DSDT strives to provide a quality educational system that prepares students to successfully complete their program within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within their industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully complete their program.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within their program of study.

CORE VALUES AND BELIEFS

MISSION STATEMENT

We are dedicated to providing our students with an innovative curriculum that prepares graduates for gainful employment. We strive to inspire individuals and help them to implement their learned education into becoming an industry professional within their scope of study.

VISION STATEMENT

To be recognized as a leading school and job placement provider. It's simple: We Train, Employ, and Empower individuals for gainful employment.

CORE VALUES

Purpose & Growth: Our foundation is built on an innovative curriculum, which provides a place for our students to thrive and our team's passion to implement a model with proven success.

ENVIRONMENT

We have created a fun, hard-working environment with a revolving door for development.

STUDENT FOCUS

The only way we are successful as an organization is to have a razor-sharp model of education and clear student focus.

INTEGRITY

We as an organization pride ourselves on being honest, having respect for all individuals.

LEADERSHIP

We strive to create an environment where all students become skilled and job-ready for individual entrepreneurship or employment opportunities.

PROFESSIONALISM AND EXCELLENCE

Our students will learn our professionalism in our actions, behaviors, and affiliate partners. We continually build lasting relationships with excellence and maintain our professionalism, on all levels of performance.

INSTITUTIONAL
ADVISORY COMMITTEE MEMBERS
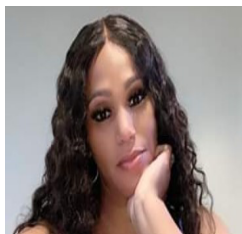
Keisha Currie

A multifaceted professional with over 10 years of experience working with diverse backgrounds in family services servicing youth and young adults. I have a passion to support and empower individuals through extensive customer service, educational, business operations and career skills. My management and leadership roles and abilities are flexible which explains my desire for integrating new and improved ideas through exceptional communication and teamwork. My experience in managing the workforce innovation and opportunity act has allowed for my development in empowering students in gainful employment, soft skills, and prepping for job- placement in the City of Detroit and surrounding geographical areas. Participating in community events and Neighborhood service organizations has helped me to identify the need of our, employer affiliates and the need of the graduate students training, and skill needed to become successful in their areas of training.

Marlene Brooks

Marlene Brooks is an unlimited license instructor and licensed cosmetologist with over 20 years of experience in the beauty industry working in the areas of styling, training, and management. Marlene Brooks started apprenticeship programs governed by the State of Michigan from 2013-2019 in the field of cosmetology. She currently owns and operates Dymond Designs Beauty Studio, Dymond Designs Beauty School, and Dymond Designs Extensions which is a 100% human hair line, all located in the downtown Detroit riverfront area. Marlene is the driving force to Chase Bank Marketing for the Women of Color Fund.

Tamiko Ogburn

A native Detroiter who graduated from Detroit Public Schools Magna Cum Laude with an overall GPA of 3.5. She graduated in the top 3% of Detroit Public Schools. Tamiko went on to earn her undergraduate degree in Management and Organizational Development from Spring Arbor University as well as a master's degree in Human Resources Management. Tamiko's love for education led her to become a substitute teacher in the K12 environment as well as an education administrator in the post-secondary environment. Tamiko has worked in the field of education in some capacity for the last 22 years. Tamiko has managed schools with multiple locations, designed new curriculum and career programs, opened several new campuses including a branch and satellite campus. Tamiko is also a human resource professional with a focus on training and instructional design. Tamiko is a published author with several titles including Campus Operations Workbook, Medical Assisting Basics, A Guide to Federal Funding, Mom's Hands and many more.

Shereese Thomas

Shereese has over 30 years' experience in Information Technology support, analysis, and evaluation. She began supporting desktop computers and servers during her college career and made the decision to work full time before graduation. After some considerable influence from her family, she moved into an entry level IT position at Wayne State University for the advantages of tuition benefits. Working in the IT division she moved into a help desk analyst role learning how to support university systems. Moving at a slower pace than intended, Shereese overcame the obstacles of working full time, going to school, and later becoming a single mother. She went on to complete an undergraduate degree in Technical and Interdisciplinary Studies and 5 years later, obtained a Master of Education in Instructional Technology and went on to receive an Educational Specialist certification in Human Performance Improvement. After receiving her graduation degree, she moved into a Business Systems Analyst position for 7 years.

MEDICAL ASSISTANT
OCCUPATIONAL COMMITTEE MEMBERS

Anasa Holden

Dr.Anasa N. Holden serves as Advantage Health Center's Practice Manager; with over 21 years of experience in the healthcare industry, she has a sound foundation with a plethora of learned skills. While specializing in healthcare management, Dr. Holden began her career as a medical assistant, earning recognition for training over 100 externs. In addition, she has a bachelor's and master's degree from Southern New Hampshire University, a doctorate from Walden University, and a Yellow Belt in Lean Six Sigma. Her passion for promoting health care matches her role as a valuable member of the community and an invaluable resource for patients. When she is not working, Dr. Holden enjoys traveling and spending time with her family and friends.

Eleya Montroy

Eleya is currently employed with Henry Ford Health Systems as a Certified Medical Assistant. In the last five years, she has obtained three collegiate degrees from the University of Northwestern Ohio while participating on the Women's Varsity Softball Team with an athletic scholarship. Eleya was honored to receive an associates in Medical Assisting, Bachelor's in Healthcare Administration, and Master's in Business Administration. Eleya would describe herself as an eager woman who enjoys a challenge and finding solutions that are out of her comfort zone.

Ameer Nejmeh

Dr. Ameer Nejmeh is a medical doctor who attended York university in Ontario, later AUSOM Medical School where he completed his clinical training in West Virginia, USA. There, he has co-written multiple case studies and helped administer valuable treatments for patients with addictions. Dr. Nejmeh's field of interests include pediatrics and family medicine. He is a patient advocate and enjoys volunteering his time whenever possible. He participates in humanitarian work in his community in Toronto. He is aspiring to join 'Doctors without Borders' to help those who do not have access to adequate infrastructure and medical care.
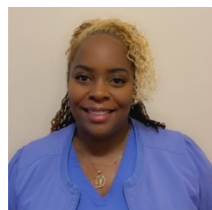
Dorcas Stokes

Dorcas Stokes has over 15 years of experience in the healthcare industry. She holds a bachelor's degree in nursing from Wayne State University and an associate's degree in instruction of technology and military science from the Community College of the Air Force. Dorcas has an extensive background in education and healthcare management. She has taught medical services technical training for 4+ years at Fort Sam in Houston, Texas and has held multiple position as a nurse and/or nurse manager for various healthcare agencies and hospitals. Dorcas currently holds a position at DMC as an intensive care nurse.

Stephanie Jurva

Stephanie is a dedicated healthcare and business professional, with over 20 years of experience. She holds a bachelor's degree in psychology from MSU and a master's degree from Central Michigan University in health services administration. She has over 10 years of experience as a higher education assistant director of student organization programs at Oakland University and over 5 years' experience as a healthcare program coordinator and manager. Stephanie plans to utilize her higher education and healthcare expertise to provide valuable feedback on DSDT's medical assistant program.

Erinn Copeland

Erinn Copeland is a professional with experience in education and various healthcare positions. Erinn currently serves as a member of the Texas Society for Medical Services Specialists and works as a recreation and enrichment program manager at Methodist Healthcare Ministries. Erinn has a vast network and intensive knowledge of community based activities in south Texas. Erinn holds a Bachelors degree in education and human resource management from Ashford University. She is also a certified nutritionist and has previous served as a Lead Techer for the Children's World Learning Center in San Antonio, Texas.

DIGITAL MARKETING PROFESSIONAL
OCCUPATIONAL COMMITTEE MEMBERS

Joseph Ogburn

Joseph is an entrepreneur, educator, and designer. He graduated from Lawrence Technological University with a degree in Manufacturing Engineering then soon after attended Wayne State University where he studied Mechanical Engineering. Joseph's latest business venture led him to the field of internet marketing that requires website design, social media marketing, product development, affiliate marketing and more. As someone who was born and raised in Detroit, Joseph has a heart for the city and understands the importance of giving back. "Investing in education and the personal advancement of others is one of the most meaningful things in life."

Yolanda Marshall

Yolanda is a professional with over 10 years in training and development with various large corporations in the Metro-Detroit area. Change management, implementation, customer service initiatives, performance issues, developing people and teams, Talent and Development, Human Resources and Public Administration, are some of my specialties. Working for Chrysler, the City of Detroit, Blue Cross Blue Shield of Michigan and DTE, I bring the working knowledge needed to provide gainful employment history, data, and research to the up-and-coming graduates of successful career training in the Detroit and surrounding geographical regions.

Danielle Gordon

D.L. (Danielle) is the owner of D Girl Digital Marketing! Danielle is from Detroit, MI where she attended Michigan State University for her undergraduate degree in Social Science and attended University of Phoenix for her graduate degree in Public Administration. She received her certification in Digital Marketing from her alma mater Michigan State University; she had an epiphany while working her 9-5 to start D Girl Digital Media because she has always had an interest in technology and digital marketing as a self-taught individual in the industry. She is an avid tech junky who enjoys movies, video games, and hanging with her mini D Girl (daughter). Danielle's community affiliations include being a proud member of United Auto Workers (UAW), Michigan's largest social justice non-profit Michigan United and alumni of AmeriCorps & National College Advising Network.

Robert Courtney

Robert Courtney is an innovator of business and a builder of community through digital strategies. Robert has participated in close to 100 engagements, speaking on the topics of Organic Social Media Growth, Personal Branding, Entrepreneurship and more! Since 2007, he's assisted almost 80 companies and individuals in strategies that have contributed to business success. He currently oversees Robert Courtney & Associates, a Full-Service Digital Agency based in Metro Detroit. Robert and his team cover a diverse range of industries including Fashion, Hospitality, Automotive, Real Estate, Beauty, and more! Individuals usually leave encounters with Robert feeling refreshed and motivated about what they can do if they A.T.A.C.C. social media every day. By teaching the 5 pillars of successful digital marketing, Robert has provided a simple and effective way to make sure we're covering all of our bases.
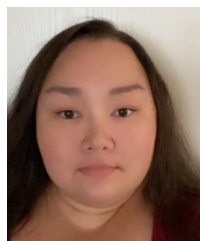
Amanda Garcia

Amanda Garcia is a small business owner of over 4 years and a community partner in Killeen, Texas. She currently owns and operates two successful companies related to commercial printing, marketing and graphic design. Amanda's areas of expertise include Canva, CorelDRAW, Silhouette Design Studio, e-commerce, digital marketing, social media outreach, stakeholder and customer service, content creation and design. In her spare time, Amanda participates in various opportunities to educate small business owners on topics such as financial education. She believes that life is a learning journey, and everyone has something to offer others from their experiences. Her focus is building up other people and businesses through mutual support and sharing resources.

TECHNOLOGY PROFESSIONAL 6
OCCUPATIONAL COMMITTEE MEMBERS

Melinda Ann O'Neill

Melinda Ann O'Neill is an Advanced Technology Specialist with CDW. CDW is a leading multi-brand technology solutions provider to business, government, education, and healthcare customers in the United States, Canada, the United Kingdom, and other international locations. CDW is a Fortune 500 company, ranking 189 in 2019 and has Annual Net Sales of more than $16.2 Billion to date. Melinda Ann is a leader in her role and hosts a wide network of IT influencers and decision-makers which has allowed her to flourish in the industry. Her key areas of responsibility include assessment, planning, design, configuration, installation, product lifecycle [support] and managed and hosted services. She has specialties in security, unified communications, networking, virtualization and optimization, managed services, and system lifecycle management. Melinda Ann is an active member of many organization including the Michigan Council of Women in Technology, Detroit Sports Media, Gift of Life Michigan, and Vista Maria. Her long-time dedication to volunteerism includes mentoring at Vista Maria in the DREAM Program in which she was the 2016 Outstanding Mentor Award recipient. She also serves on Vista Maria's Celebrating Women's Committee which holds events to highlight the contributions of women in society and to reinforce the importance of nurturing young females through services and individuals devoted to healing; and teaching necessary coping and life skills. Melinda Ann is a living kidney donor and has worked as a Transplant Services Consultant for Hero Network. Through the Gift of Life Michigan, she has logged many hours of volunteer time communicating the importance of organ donation. Melinda Ann was the featured donor on the cover of The United Network for Organ Sharing [UNOS] 2010 Annual Report as well as the featured donor representing the State of Michigan on the UNOS state map. She takes great pride in her ability to volunteer her time to organizations that have a positive impact on the lives of others.

Wendye Mingo

Wendye's position as the Managing Director of IT for the Kresge Foundation aligns with her core value of giving back to the community. She helps staff leverage technology to support the foundation's mission to promote human progress. Wendye has over 25 years of coding in several programming languages, database management and design, infrastructure management and IT project management. She has led several large infrastructure projects that involved converting operating systems from Unix to Linux, migrating servers between data centers, moving systems to the cloud, converting phone systems from PBX to VOIP, and replacing and upgrading network systems, database platforms and middleware platforms. Her greatest accomplishment at the foundation has been transforming the organization to a secure, cloud-based, near paperless environment giving staff the ability to work anywhere. Her current interests are in cybersecurity, AI and IoT. In her spare time, she enjoys teaching girls to code, providing IT support for the other non-profits and teaching herself new technologies.

Shaneika Smith
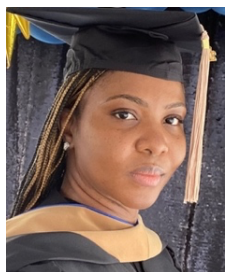
Shaneika is a logistics professional and military veteran with a Secret Security Clearance and 5+ years of proven experience in leadership, logistics, supply chain management, warehouse operations, and administrative support. She possesses a comprehensive background in personnel management and development, strategic planning, risk management, and program management. Shaneika is adept at conducting evaluation reports and collaborating with senior leaders to achieve organizational objectives. She demonstrates an ability to execute logistical planning to ensure project tasks are met within deadlines. Shaneika is a personable leader with a proven ability to lead multicultural work teams and a strong passion for improving organizational performance and partnership. platforms.

Skip Sorrels

Skip Sorrels, a distinguished cybersecurity professional, is widely acclaimed for his leadership in crafting robust cybersecurity programs. Armed with a Master of Science in Cybersecurity and Information Assurance, he boasts a unique amalgamation of technical expertise and a solid foundation in healthcare cybersecurity. Skip's career trajectory came full circle, commencing in the nursing profession in Texas, where he navigated intensive care, trauma units, and transplant teams. His fascination with computers and technology eventually led him to Dell, where he significantly contributed to the architecture and solutioning for Department of Defense contracts and military branches. Currently serving as a Director of Cybersecurity at Ascension Healthcare, one of the nation's largest non-profit healthcare providers, Skip leverages his dual experience as a former nursing practitioner and a security executive to enhance healthcare cybersecurity.

TECHNOLOGY PROFESSIONAL 2
OCCUPATIONAL COMMITTEE MEMBERS
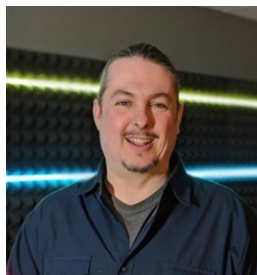
Tom Lawrence

After a healthy stint in corporate America Tom Lawrence launched Lawrence Technology Services. His passion for technology is prevalent in virtually everything he does. Since 2008, he has been invited to share his expertise on open-source software, social media marketing, SEM,Google, PFSense, and Linux Operation Systems. Tom has sat on panels, delivered keynote speeches, and led small group discussions at the Walsh College Open-Source Group, Grow Your Business Workshops, a number of regional chambers, local Rotaries, universities, and private groups. The podcast he co- host, Sunday Morning Linux Review, has over 5,000 downloads a month and the Lawrence Systems YouTube channel subscriber count can be seen on the sidebar to the right (below on mobile). Tom is a graduate of Goldman Sachs' 10,000 Small Businesses program and won several awards recently including the Southern Wayne County Chamber of Commerce Small Business of the Year. I've successfully bought and sold companies, worked on two pending patents, National Science Foundation projects and a few solar energy projects. While he takes pride in his accomplishments, Tom feels that his biggest achievement lies in the quality service Lawrence Systems provides to their customers which is reflected in the company's high retention rates.

Shawn Rule

Shawn Rule is a Corporate Talent Advisor and an Expert in talent acquisition strategy and talent management. He is well versed in the Michigan Automotive industry, process development and planning in Lean Six Sigma Principles. Mr. Rules specialties are in IT talent acquisition, talent development and Implementation, process Improvement, Project Management, Lean Start Ups, branding and Identity, personal branding, coaching and Mentoring. His latest efforts have been geared toward changing the culture of hiring in the City of Detroit and employing more students from IT vocational and trade schools. Coined "Hire IT Detroit" Mr. Rules campaign within major companies encourages looking elsewhere then typical University grads for new hires into Blue Cross Blue Shield of Michigan. Mr. Rule was chosen for the board because he shares the same passion for talent development at DSDT and aims to partner DSDT with major companies in Detroit.

Abdalla Soliman

Mr. Soliman is a master's degree graduate from OCC, offering a wealth of talent in the development and implementation of educational technology tools and applications in the classroom. He possesses an in-depth knowledge of Computer Science, Information Technology, Cybersecurity, and Digital Forensics. Abdalla is adept in creative teaching strategies that fully engage students in the learning process. Mr. Soliman is deeply invested in achieving tenure through administrative service, committee contributions, and an accomplishment-oriented approach to teaching

BUSINESS INFORMATION TECHNOLOGY SPECIALIST
OCCUPATIONAL COMMITTEE MEMBERS

Julie Spiller

Julie is a growth-focused sales and business development executive who excels at delivering advanced IT solutions to clients of all sizes and industries. She is an expert at developing new business and new relationships. Her skills in defining vision, creating frameworks and best practices, and implementing key metrics have helped with her success at companies like IBM, Siebel, Vignette, Logicalis, and CBI. Julie is a change leader and dedicated mentor who drives salesforce transition, coaches' new leaders and top-performing teams in cultures of transparency, support, and accountability. She has a passion for expanding leadership roles for women. Julie is currently VP of Business Development and Community Relations for CBI, a cybersecurity consulting, solutions, and managed services firm headquartered in Detroit. She is also Managing Director and Board Member for the Women's Security Alliance or WomSA, helping women enter and succeed in cybersecurity careers.

Brett Chittum

Brett is a results-oriented revenue leader with 26 years' experience in all aspects of revenue generation with exceptional knowledge of business relations to consistently drive growth. Exceptional analytical dexterity and relationship building, combined with proven ability to direct personnel, manage and coach talent, deliver effective revenue strategies, form strategic partnerships, and successfully implement and oversee complex projects. Brett has a bachelor's degree in business management with an emphasis on marketing and organizational behavior.

Corey Haynes

Corey Haynes is a leader and connector who has a passion for learning throughout life, helping others, giving back; both professionally and personally, while looking for new ways to immerse himself more into new cultures, new video games, or a new technology. Corey cultivated an early interest in IT, where he would build large LAN parties for Halo, cut music for events, and build computers with friends while earning his degree from the University of Michigan – Ann Arbor. Since then Corey has combined those interests into over 18 years of global experience within the IT profession. Currently, Corey is the Enterprise Leader for SHI Michigan – the nation's largest woman and minority global technology partner and in this role he manages a team of local and national sellers and resources that focus on business-to-business IT solutions that create, optimize, and provide flexibility against the changing IT landscape. Corey looks to be a big advocate for helping and empowering others and gives back his free time through a variety of volunteer efforts; whether it's being a mentor or sitting on boards that focus on uplifting others. An avid Detroit sports fan, lover of travel, aspiring coder, and future connector – Corey is excited about new people, connections, and opportunities as he looks to help others wherever he can.

Latecia Lampkin

Latecia is a security, privacy, and compliance professional with over 15 years of experience in the field. She has a vast and proven track record for leading large-scale security initiatives and projects at top firms, including Booz Allen Hamilton, Deloitte & Touche. Most recently, she worked for Google's Security, Privacy, and Compliance for Mergers and Acquisitions organization, securing cool products for startups at X Moonshot Factory. Latecia is passionate about giving back to the community and helping others succeed in Cybersecurity. She has spent most of her career teaching, mentoring, and coaching working adults who aspire to transition into the field.
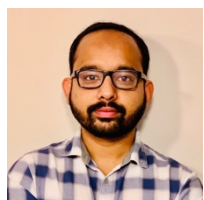
Sarith Pullanikkat

Sarith is a cybersecurity professional with over 13 years of industry & consulting experience. He has expertise in various aspects of cybersecurity including but not limited to security strategy development, security assessments, IoT security, and security governance, risk & compliance (GRC). In his previous role as a cybersecurity consultant, he has enabled numerous clients from various industries to enhance their security posture by making investments in the right areas of focus. These clients ranged from local small-government institutions to Fortune 100 companies. As a consultant, he enjoyed travelling, meeting new people and learning new technologies & environments. In his current role, Sarith leads the Security Assurance function with Meta's GRC team. His team is responsible for validating that Meta has the right security controls in place and that the company is able to meet its compliance obligations.

FULL STACK DEVELOPER
OCCUPATIONAL COMMITTEE MEMBERS
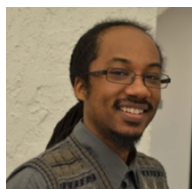
Donovan Brown

A CompTIA Certified Computer Support Technician turned Software Developer. Donovan has 5 years of professional experience as a Software Developer working for companies such as Quicken Loans, Ford Motor Company. Donovan has taught coding classes for JOURNi, Detroit Black Tech, and DSDT to Kids, Adults, and the underrepresented.

Rachel Pizzimenti

Rachel is a hardworking business woman who wears many hats both professionally and in her personal life. She helps run Partner Personnel, a local staffing agency that supplies jobs within the Metro Detroit area. She graduated from Northern Michigan University with Bachelors in Business Management and is currently using her degree in numerous ways within the Staffing and IT realm. Within the staffing side of the business, Rachel runs a recruiting team that helps candidates find employment within their career fields, and also handles the HR / Accounting end of the business. While on the sister side of the company, Rachel works with Data Partner, selling IT solutions, working within the Marketing and Sales division. Between all of her roles, her main goals come from the strive of the feeling of helping others. She has a heart of going above and beyond to help others reach their goals and giving back to the community.

Shannon Ramelot

Shannon Ramelot is a user experience leader, product designer, mixed media artist, and Founder of Corktown Labs, a creative design studio, gallery, and a small business incubator . Over the last decade, she has collaborated with a diverse group of product teams and companies including Ford, Quicken Loans, Rocket Mortgage, Detroit Labs, Corteva, and Driveway to create insight led, human centered products. She approaches design and leadership with a focus on people, establishing empathy for both the people who make and the people who use the products she helps bring to life.
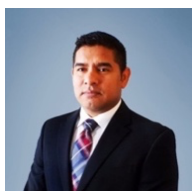
Hector Guerra

Hector Guerra is a 20-year retired Army veteran. After retiring from the Army in 2014 as an Army Recruiter, he founded Era Solutions LLC, a talent requisition business in addition to building a proprietary application exclusively for the transitioning military population and veteran community. Hector's background and experience include business development, client management, strategic planning, and program management. Hector was hand-picked for a high visibility contractor role in support for the Department of Labor Veterans and Training Services (DOLVETS) Apprenticeship Pilot from 2020-2021. Hector and his project team exposed 38,000 + transitioning active-duty military members to 160 apprenticeship partners during the pilot which garnered congressional and the White House support for supporting veteran apprenticeship hiring. Hector continues to leverage his experience and connections within the DoD and DoL to establish memorandum of understanding with 8 military bases throughout the United States.

Anthony Scales

Anthony Scales II is a native Detroiter that graduated from Renaissance High School in 2007. He has a bachelor's degree from Michigan State University and a technology certification from Detroit School for Digital Technology. Anthony has been working in development since he graduated from college. He is well versed in a plethora of software including HTML, CSS, JavaScript, Angular, Java, PHP, and most recently ReactJS. His primary focus is on front end development. Anthony's ultimate goal is to enrich other's lives through the code.
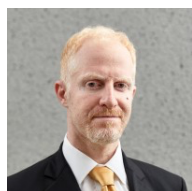
Maher Hujairi

As an IT Expert with 20+ years' experience, Maher is a high-end software architect with deep low end technical knowledge, experience and skills. He has mastered his designing skills on all software levels and layers, starting from the front-end user interface to database architecture and design, while having remarkable OO insights and practices. He is a digital graphics expert with exposure to a wide variety of graphic work. Maher has also had the pleasure of teaching computer science, programming, and digital graphic concepts and practices courses to a diverse population of students.

Julie Russell

Julie Russell is a leading software architect and the founder of Diamond Edge IT. With a strong background in integration, Julie has worked with a broad set of companies spanning over multiple industries. Based on her observations while consulting, Julie invented a new way of automating the generation of code, leading to the launch of Nine Gold, a no-code platform. Diamond Edge IT dedicates research and development into their open best practices, allowing them to drive code quality and consistency into the code, making it a strong focus of their platform.In addition to her work, Julie is an influential speaker and thought leader in the industry. She has presented at conferences such a MuleSoft Connect 2018, sharing her insights on topics like adopting microservices. Julie's contributions and expertise have been recognized by publications like CIO Review and Beyond Exclamation Magazine.

MACHINE LEARNING SPECIALIST
OCCUPATIONAL COMMITTEE MEMBERS

Matthew Mueller

Matthew is a seasoned AI software engineer with expertise in machine learning and natural language processing. He currently works as a Senior Core AI Software Engineer at Clinc, a leading conversational AI company based in Ann Arbor, heading their research team. At Clinc, he oversees intellectual property, manages ongoing research initiatives, and leads the engineering and architecting of machine learning projects. Matthew has experience deploying production-grade AI solutions across various infrastructures, including conversation guidance for Clinc and comment trend analysis for Audi. Outside of natural language processing, Matthew's interests include sports analytics, bioinformatics, and AI-guided investing, and he continuously explores new technologies in these areas.

Dr. Hany Othman

Dr. Hany Othman is a technology professional with over 15 years of experience with small to enterprise-level organizations in various Information Technology, Information Security, Networking, and Project Management. He has over 15 years of experience in higher education; teaching, administration, online education, and educational technologies. Dr. Othman has developed undergraduate, Master's, and Doctorate courses in Computer Information Systems, Computer Science, Management Information systems, and Cybersecurity programs. His research is focused on Cyber-Security, Artificial Intelligence, and IoT.

Dr. Othman holds a Bachelor of Science degree in Business/E-Business, a master's degree of science in "Information Resource Management," and a Doctorate in Computer Science- Digital System Security (Dissertation Topic- "Performance and acceptance of biometrics as an anti-cheating tool in an online test setting"), Microsoft Certified Professional, and Microsoft Certified System Engineer.

Hisham Elkholy

After receiving formal training as a mechanical engineer, Hisham embarked on a dynamic career spanning the energy, food manufacturing, and automotive industries. Throughout his professional journey, a striking realization emerged—data had become a critical asset for companies striving to maintain innovation and competitiveness across all sectors. Driven by this insight, Hisham redirected his career path and currently works at Stellantis, where he manages artificial intelligence products. Beyond his professional endeavors, Hisham possesses an interest in the potential impact of AI on communities, recognizing both the positive and negative implications. Eager to delve deeper into this vital subject, he is scheduled to commence a master's program in AI Ethics and Society at the University of Cambridge in October 2023, further fueling his commitment to understanding and navigating the ethical landscape of AI.
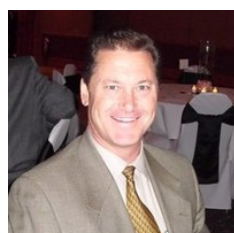
John MacKay

John MacKay is a Michigan State University alum with a passion for new Technology Innovation. He has over 23 years of experience in high performance computing and engineering simulation, consulting and sales for Hewlett Packard Enterprise. John currently holds a position as a high-performance computing and artificial intelligence sales leader at Hewlett Packard enterprises. He is leading sales activities for high performance computing, artificial intelligence, autonomous driving, machine learning, and analytics into the automotive and retail industries.

Dr. Smruti Panigrahi

Smruti's position committee member position at DSDT aligns with his core value of giving back to the community. He enjoys mentoring students and professionals in the cutting edge technologies to help build their technical foundation and support their career growth. He has a Ph.D. in Mechanical Engineering, Masters in Virtual Reality, Masters in Applied Mathematics, and Bachelors in Manufacturing Science and Engineering. Smruti has over 15 years of research and industry experience in advanced technologies in Robotics, Artificial Intelligence, Machine Learning, Augmented Reality, Autonomous Vehicles, Dynamics and Controls, Data Science, and Embedded Systems development. Throughout his career, he has led development of several patented technologies and has published numerous papers in international journals and conferences. He CoFounded Ford Robotics & Automation Research department and has led several high impact projects within Ford Motor Company from inception to production including algorithm development, real-world testing and implementation. He is an active board member and industry advisor to Merrimack College in Massachusetts where he helps develop curriculum in Robotics, Mechatronics, Mechanical and Electrical Engineering, for undergraduate and graduate degrees and mentoring students for post graduation career transition. Smruti is passionate about disseminating his knowledge and experiences for the betterment of the society. He serves as mentor and advisor to various non-profits such as FIRST Robotics, FIRST Robotics GIRLS Events, University of Michigan Robotics Club and various minority groups and events.

AI PROMPT SPECIALIST
OCCUPATIONAL COMMITTEE MEMBERS

Wajieh Salman

Wajieh Salman is an Artificial Intelligence and Machine Learning Product Manager at Ford Motor Company. Wajieh has an extensive background in various machine learning software and innovative data science analytic techniques. Waijeh possesses a bachelor's degree in electrical and robotics engineering from University of Michigan Dearborn and a master's degree in data science and business analytics from Wayne State University. His passion is driven by developing smart innovative techniques for all businesses to analyze data and process information more efficiently and effectively.

Scott Stuart

Scott Stuart is a result driven program & portfolio manager with exemplary mastery to employ advanced technological solutions and maximize return on investment. Scott has extensive global deployment experience leveraging minimal viable product and lean methodologies techniques to maximize value proposition at every pay point. He has a proven track record of promoting collaborative work environment of subordinates to drive every changing requirement into results that go above and beyond customer expectations. Scott has been working at General Motors for over 17 years. During his time at GM, Scott has worked on various Artificial Intelligence and Machine learning projects for OnStar Insurance, GM's E-bikes, Future Roads, etc. Scott holds a Bachelor's Degree in Computer Science and a Masters Degree in Strategic Management. Scott passion in the AI and machine learning industry continues by leading multiple high visibility GM ventures programs thru innovation.

Pravin Chopade

Pravin Chopade is an accomplished AI and ML Engineer, Scientist, and esteemed member of the AI community. With a PhD in Computational Science and Engineering from North Carolina A&T State University, USA, he has excelled in the field. Holding a Master's degree in Electrical Engineering from Government College of Engineering, Pune, India, and a Bachelor's degree from Government College of Engineering, Amravati, India, he possesses a strong educational foundation. Dr. Chopade is a Software Feature Architect AI at Stellantis, SWX Software Engineering Division, Auburn Hills, MI, USA, where he develops AI-based intelligent and adaptive automobile software systems solutions for real-world applications. Dr. Chopade's research experience includes roles at Educational Testing Service (ETS), ACTNext, and North Carolina A&T State University, where he made significant contributions to AI. He has secured funding and research awards from esteemed institutions like the US Department of Defense and the National Science Foundation. With over 70 publications and two filed patents, he demonstrates expertise and innovation. His research focuses on multimodal analytics, intelligent learning systems, personalization, and collaborative problem-solving. Dr. Chopade actively contributes to the scientific community as a reviewer for leading journals and as a former IEEE leader. As an Advisory Board Member for the AI Prompt Specialist Committee at DSDT, his vast knowledge and dedication to advancing AI will greatly benefit the committee's mission of shaping AI for societal progress.

Yogeesh Kunigal Gangaiah

Yogeesh has seventeen years of experience in IT, which includes 9+ years of managerial experience in both domestic and global companies ranging from hi-tech, retail, automotive, insurance, transportation and telecom industries. Yogeesh currently serves as the Associate Director of IT at Applexus Technologies, working to create solutions for high profile companies on agile program management, automation and artificial intelligence/machine learning. Yogeesh has a passion for mentoring individuals and is an excellent industry leader for the people he manages and the clients he serves.

DSDT ORGANIZATIONAL CHART

![DSDT Organizational Chart logo]

Jamie Harris
CEO, School Director, Chief Administration Officer

Mackenzie Fulton
Compliance Officer, COE Liaison, Human Resources Manager

Karlos Harris
Chief Operations Officer

Cody Barnhart
DSDT Regional Director, Faculty Director, Director of Inventory & Supply Management

Kathryn Aqwa
Director of Financial Aid, Director of Administration

Cierra Rozier
Director of Admissions

Erik Ladendorf
Director Digital Marketing Professional Program

Joe King
IT Instructor Infrastructure Manager

Michele Dominguez
Medical Assistant Program Director

Racquel Williams
Chief Financial Officer

Hunter Gadwell
Director of Student Services

John Hanson
Digital Marketing Professional Instructor

Steven Andrews
IT Instructor

Yulonda Pack
Medical Assistant Instructor

Marco Lagrosso
Multimedia Specialist

Myron Gray
Director of Business Development, Director of Job Placement

Jasmine Majors
Full Stack Developer & AI Instructor

Christopher Turnbull
AI Instructor

ADMISSIONS POLICY AND PROCEDURES

ADMISSION REQUIREMENTS
DSDT admits as regular students, those who are high school graduates, or holders of high school graduation equivalency certificates (GED'S). DSDT does not accept ability to benefits (ATB) students at this time. DSDT is an equal opportunity employer and follows the same policies in accepting applications from potential students. All high school diplomas and GED's are verified by an Admissions Representative to establish the validity of the document. Self-certification is not enough documentation and there is no available appeal process at this time. If DSDT is unable to validate or accept the high school diploma, you will not meet the admissions requirements and will not be able to attend DSDT.

ADMISSION PROCEDURE
* ***Speak with an Admissions Representative***
* ***Tour the Facility***

APPLICATION FEE
There is no application fee associated with the processing of an incoming student enrollment.

APPLICATION PROCESS

• **Complete a Pre-Enrollment Application Form:** Complete and submit the application form to the secure online portal system, Campus Café, prior to registration. All forms needed from the student or will be uploaded into the students' individual portal.

Individuals receiving Title IV funds will need to complete all requirements listed above and must attend a personal interview with a Financial Aid Representative at DSDT's main campus location. A telephone interview and/or virtual meeting will be considered if the applicant's geographical location and ability to travel to the interview site is a hardship and/or the student is a branch location student.

ACCEPTANCE
1.   ***Attend Orientation via (online or in-person)*** After a prospective student has completed the pre-enrollment application process and has been through the initial screening, the Admissions Representative will review the applicant. If they meet the requirements, the applicant will be reviewed by the Director of Admissions at DSDT's main location and scheduled for orientation. Applicants must complete an in-person or online orientation with the Admissions Team prior to acceptance.
2.   **Applicants must provide the following verification documents:**

    1.   High school diploma, high school transcripts, or GED,
    2.   And current driver's license, state approved ID, or picture ID with social security card or birth certificate
      Note: We are required to verify your proof of education is from a valid high school or GED program.

Admission Requirements for Students with a High School Diploma are as follows:

    1.   Proof of Age - Applicants who are not 18 years of age prior to their desired start date at DSDT may apply at the age of 17 with parental permission.

2. Students must also be able to provide proof of appropriate educational requirement such as;

- **High school diploma**
- **Homeschooling** Though homeschooled students are not considered to have a **high school diploma or equivalent**, the student can be eligible to receive FSA funds if their secondary school education was **in a homeschool that state law treats as a home or private school.** Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, the student must obtain this credential to be eligible for FSA funds. The student can include in their homeschooling self certification that they received this state credential.
- **Foreign High School diploma or transcript** - Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a U.S. high school diploma; Documentation of proof of completion of secondary education from a foreign country must be **officially translated into English and officially certified as the equivalent of high school completion in the United States.)**
- **Recognized equivalents of a high school diploma-** The Department of Education recognizes several equivalents to a high school diploma:
- A GED certificate;
- A certificate or other **official completion** documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (Hi SET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (note that certificates of attendance and/or completion are **not** included in this qualifying category)
- **For Veterans only:** As an alternative document you may submit a copy of DD Form 214 - Certificate of Release or Discharge from Active Duty to verify a student's high school completion if it indicates that the individual is a high school graduate or equivalent.
- **For Ch 30 Veterans only:** Students will be required to sign an acknowledgement of financial responsibility form.
- **For students that use 3rd party funding sources only:** Students will be required to sign a private education loan disclosure statement.

3. **Complete Enrollment Contract & Enrollment Documentation** Once orientation is completed, the prospective student will receive a copy of the student handbook along with a copy of the enrollment contract and information covering costs and payment plans prior to the beginning of class attendance. DSDT clearly outlines the obligation of both the school and the student in the enrollment contract.

When the student has completed all the necessary requirements, he/she receives an acceptance letter and will be placed into the respective program of study. Note: All applicants must go through the entire enrollment application process (detailed in the catalog, online publication, and on the enrollment application).

ENROLLMENT INFORMATION

DSDT is on a continuous enrollment schedule, depending upon space availability. Please refer to the tuition and course schedule or contact DSDT for exact start dates, holidays and school closures: DSDT allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day.

PAYMENT SCHEDULE

DSDT offers a variety of monthly financial payments schedules. Speak with a DSDT Admissions Representative or Financial Aid Representative for details.

ALCOHOL AND DRUG POLICY

DSDT's full policy can be found in the updated Consumer Info at a Glance guide, listed on DSDT's website and in print throughout the institution in the "Policy and Procedure" Master Handbook.

STUDENTS CONVICTED OF POSESSION OR SALE OF DRUGS

Federal Penalties for Drug Violations According to the U.S. Department of Education Office of National Drug Control Policy.

1. Period of ineligibility for Federal Student Aid Funds: **Possession** of Illegal Drugs
   a) Only one time for possession of illegal drugs - 1 year of ineligibility to receive Title IV funds after date of conviction
   b) Two times for possession of illegal drugs - 2 years of ineligibility to receive Title IV funds after date of the second conviction
   c) Three or more times for possession of illegal drugs- ineligible to receive Title IV funds for an indefinite period after date of the third conviction
2. Period of ineligibility for Federal Student Aid Funds: **Sale** of Illegal Drugs
   a) Only one time for the sale of illegal drugs - 2 year of ineligibility to receive Title IV funds after date of conviction
   b) Two times for the sale of illegal drugs ineligible to receive Title IV funds for an indefinite period after date of the second conviction

*Note: Under the law, an indefinite period of ineligibility continues unless the conviction is overturned or otherwise rendered invalid or the student meets one of the two early reinstatement requirements specified above.

If a student successfully completes a drug rehabilitation program after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program. Students may regain eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Beginning with the 2010-11 academic year, passing two unannounced drug tests given by a qualified drug rehabilitation program will be acceptable to regain eligibility.

A Drug Rehabilitation program is as follows:
   • Includes at least two unannounced drug tests; and
   • Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program; Is administered or recognized by a Federal, State, or local government agency or court; Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

ADMISSIONS AND RECRUITING

Any changes to these publications, rules of admissions, contract enrollment agreements and or any printed admissions information will be given to all current, prospect and future students in a timely manner.

RETURN OF TITLE IV FEDERAL STUDENT AID

This refund policy is in addition to the Institutional Refund Policy
Federal Financial Aid Refunds - Return of Title IV Calculation

The school participates in federal financial aid for the 600-clock hour Digital Marketing Professional Diploma Program, the 600-clock hour Business Information Technology Specialist Diploma Program, the 760-clock hour Medical Assistant Diploma Program and the 600-clock hour Machine Learning Specialist Diploma Program. The 80-clock hour Technology Professional 2 Certificate Program, the 80-clock hour AI Prompt Specialist Certificate Program, 240-clock hour Technology Professional 6 Certificate Program and 320-clock hour Full Stack Developer Certificate programs are NOT eligible for Title IV funds. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal

Occurs when a student contacts the Director of Administration and/or the respective School Director (verbally or in writing) to withdraw. The date the notification is received, is the date of withdraw. The Director of Financial Aid and/or the respective School Director will then be notified and must begin the withdrawal process. The students last day of attendance will be used in the return to Title IV calculation.

Unofficial Withdrawal

Students who stop attending all classes without officially withdrawing or taking a leave of absence are considered Unofficial Withdrawals and will be subject to a return of federal student aid funds calculation based on the last documented date of attendance as determined by DSDT. **A student's withdrawal date is their last date of physical attendance. Their date of determination is within 14 days after they cease attendance. Aid received prior to the determination date is aid that could have been disbursed.**

If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

DSDT is a clock-hour program school, and the percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

Unearned Title IV funds are the amount of grant and loan assistance awarded under Title IV that have not been earned by the student and must be returned to their respective program. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. For example, if you complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive.

*If the resulting percentage is greater than 60% a student is considered to have earned all aid. *

Post-Withdrawal Disbursement

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post- withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Post-withdraw disbursements must be made within 45 days.

If any federal loan funds are due in a post-withdrawal disbursement, they must be offered to the student within 30 days of withdrawal and the school must receive the student's authorization before crediting their account.

The student is required to respond within 14 days to the email notice and state whether they accept or reject the disbursement. If DSDT does not hear back from the student, we will return the funds.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Overpayment

Any amount of unearned grant funds that you must return is called overpayment.
Occasionally and R2T4 results in an overpayment that a student is required to return to a grant or loan program. Grant over payments of $50 or less do not have to be returned.

A student who owes an overpayment remains eligible for Title IV, HEA program funds during and beyond 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the school.
- Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his/ her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:

- The student chooses to enter into a repayment agreement with the Department.
- The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

Credit Balance

If a credit balance still exists on the student's account after the R2T4 calculations and institutional refund calculations are done, any credit balance remaining on a student account must be used to pay a grant

overpayment that exists prior to offering any grant overpayment that exists within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

If you, your parent, or DSDT receives on your behalf excess Title IV program funds that must be returned, DSDT must return a portion of the excess funds equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds

DSDT must return this amount of your Title IV program funds. If DSDT is not required to return all the excess funds, you may be required to return the remaining amount.

Funds that are returned to the federal government are used to reduce your outstanding balances of your Title IV program funds.

Financial aid returned by you, your parent, or DSDT must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal PELL Grant

The requirements for Title IV program funds when you withdraw are separate from DSDT's institutional refund policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. DSDT may still charge you for any Title IV program funds that the school was required to return.

_____   _____
Student signature   **Date**

INSTITUTIONAL REFUND POLICY AND SIGNATURE FORM

Tuition Costs
Vary based on the type of program selected. No deposit per program start date is due upon receiving your acceptance from DSDT. Tuition must be paid in full two weeks prior to the start of the program. If your program begins in less than two weeks, 100% of your course cost must accompany your signed enrollment agreement. There will be a $25.00 charge for returned checks and for credit card dispute.

Cancellation Policy
We reserve the right to cancel any class, with or without reason, any time prior to the first day of class. All tuition monies paid by students will be refunded if a class is cancelled. Cancellation notices will only be given to students who have already registered and paid for the class. Class dates, times, and prices are subject to change at any time. Any changes that affect a student contract will be revised, and both the student and the school will have to sign the new contract.

Refunds for Classes Canceled by the Institution
If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class
If tuition and fees are collected in advance of the start date of classes and the student does not begin the program or withdraws on the first day of class, no more than $100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution
Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction
Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

Refunds for Withdrawal after Class Commences
The refund policy for a student attending a non-public institution who incurs a financial obligation for a period of 12 months or less shall be as follows:

Financial Obligation (based on payment period)	Institutional Refund
00.00%-10%	90%
10.01%-25%	50%
25.01%-50%	25%
50.01%-100%	0%

REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing. In this case, a student will be refunded based on the percent of scheduled time.
5. A student withdraws during a leave of absence. The date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.
6. A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark date on the written notification, or the date the notification is delivered to the Director of Administration.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:

Percent Of Scheduled Time Total Tuition School
Enrolled to Total Course/Program Shall Receive/Retain

*Note: All refunds are based on scheduled hours.

.01% to 04.9%	20%
.05% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of the date of determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is cancelled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

_____   _____
Student Signature   **Date**

AUTHORIZATION TO RETAIN CREDIT BALANCE FUNDS

All Federal Student Aid funds including disbursements from Federal Direct Loan programs will be credited to the student's account for charges including tuition, fees, books and necessary kits for the program, and applicable state taxes.

Unless a student authorizes DSDT to hold a credit balance, the credit balance must be paid to the student as soon as possible but no later than 14 calendar days after the balance is created.

This form, if signed by you, authorizes DSDT to retain a credit balance in place of delivering the credit balance to you when it is created.

You have the right to withhold agreement from all or part of this authorization. If you elect not to authorize DSDT to hold your credit balance, the funds will be paid to you within 14 days.

This authorization may be withdrawn at any time by providing a written request to the following address:

<div align="center">

DSDT
Attn: Financial Aid Department
1759 W. 20th Street
Detroit, MI
48216

</div>

I,_____, voluntarily authorize DSDT to retain any credit balance that may occur on my account during the 2023-2024 Financial Aid award year, and I acknowledge that interest will not be earned on the credit balance. I understand that I reserve the right to withdraw this authorization at any time. If I withdraw this authorization at any time, any remaining credit balance will be delivered by DSDT within 14 days.

_____   _____
Student Signature   **Date**

VETERANS' BENEFITS

Veterans' Benefits are available to eligible students upon acceptance to DSDT. Prospective students should follow the following steps to apply or view their eligibility for their VA education benefits:
- Apply online.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

DSDT is approved to train eligible veterans and their dependents under Chapters 33, 31, 30, 1606, VETTEC, VR&E and other types of veterans' benefits.

The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to DSDT from such payments.

Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to fafsa.ed.gov.

Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.)

Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation.

The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes and DSDT is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at DSDT.

Starting August 1st, 2019, Students enrolling under GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend training until VA provides payment to the institution. The Institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

SATISFACTORY ACADEMIC PROGRESS
POLICY AND PROCEDURE

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at DSDT. It is available online in the school catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the Council on Occupational Education and the federal regulations established by the United States Department of Education.

Evaluation Periods
Student will be evaluated to ensure they are meeting the SAP requirement at the following intervals.

For the following program SAP Evaluation takes place at the end of each payment period:

Diploma Program	Evaluation Period (clock hours)
Medical Assistant	Academic Year 1- 380 & 760 (actual hours attended)
Digital Marketing Professional	Academic Year 1- 300 & 600 (actual hours attended)
Business Information Technology Specialist	Academic Year 1- 300 & 600 (actual hours attended)
Machine Learning Specialist	Academic Year 1- 300 & 600 (actual hours attended)

For all certification programs satisfactory programs are evaluated as followed:

Certification Program	Clock Hour Interval
Full Stack Developer	160, 320 (scheduled clock hours)
Technology Professional 6	80, 160, 240 (scheduled clock hours)
Technology Professional 2	40, 80 (scheduled clock hours)
AI Prompt Specialist	40, 80 (scheduled clock hours)

Attendance Policy
Students are required to attend a minimum of 67% (66.5% or higher is rounded to 67%) of the hours scheduled based on their attendance schedule in order to be considered making Satisfactory Academic Progress (SAP). Attendance evaluations are conducted at the end of each evaluation period listed above to determine if the minimum requirements have been met. Attendance percentage is determined by dividing the total hours accrued (actual hours attended) by the total number hours scheduled at the end of the evaluation period (cumulative attendance from the beginning of the program to the date the checkpoint is reached). At the end of each evaluation period, the institution will determine if the student has maintained the cumulative minimum requirement of 67% since the beginning of the course, which will indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed.

Example Attendance: A student is scheduled to attend 22 hrs. per week (67% x 22= 15).
DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent

(reference the Make-up Time Policy). Regardless of the average level of attendance, a student who has more than 10 school days (14 calendar days) of consecutive absences without communication to the Director of Administration and/or respective School Director will be dismissed on the 11th consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration and/or respective School Director.

Academic Progress Evaluations

The qualitative element used to determine academic progress is based a reasonable system of grades as determined by a combination of the academic curriculum and instruction. Academic learning is evaluated at the completion of each segment of the program. Students participate in academic learning and a minimum number of practical assignments. DSDT students are required to maintain a cumulative 70% Grade Point Average (GPA) in order to be considered making satisfactory academic progress (SAP). Academic Progress evaluations are conducted at the end of each evaluation period to determine if the minimum requirements have been met.

Academic Progress is determined by an average (cumulative) of the student's theory and practical grades. Practical skills evaluations will be conducted and delivered based on the program length, according to text procedures and set forth in practical skills evaluation criteria adopted by DSDT.

DSDT considers a "C" grade or 2.0 cumulative GPA the minimum cumulative standards required to graduate.

DSDT evaluates numerical grades based on the following grade point average (GPA) scale:

A	100%-90%	4.0	Exceeds Standards
B	89%-80%	3.0	Meets Standards
C	79%-70%	2.0	Minimum Standards
D	69%-60%	1.0	Unacceptable Standards
F	59%- 0%	0.0	Failure

Teaching And Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career- oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Maximum Timeframe- Pace of Completion

DSDT requires a student to progress through the program toward graduation within an established time frame. Based on DSDT's 67% attendance rate policy, the maximum time frame during which students are to complete any course is 150% of the published course length. DSDT students are monitored and advised monthly regarding their attendance and academic achievements. Maximum time frame is calculated during a student's training by dividing the number of clock hours earned by the number of clock hours attempted. If the result is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe. If it becomes mathematically impossible for a student to complete the program within the maximum time frame, the student will be terminated from the program.

The maximum time frame allowed for students to complete each course is stated below:

Program	Maximum Time Allowed
	Weeks
Medical Assistant (760 clock hours)	52
Digital Marketing Professional (600 clock hours)	41
Business Information Technology Specialist (600 clock hours)	41
Machine Learning Specialist (600 clock hours)	41
Full Stack Developer (320 clock hours)	22
Technology Professional 6 (240 clock hours)	17
Technology Professional 2 (80 clock hours)	6
AI Prompt Specialist (80 clock hours)	6

*All attempted, repeated courses and withdrawals, (except incompletes) at DSDT are counted toward the 150% eligibility.
*All periods of attendance count toward maximum time frame.

Make-Up Time Policy
Students are expected to make-up missed days and exams. Students may utilize the various school schedules and classes to complete makeup time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time. We do not allow part-time students all students are considered full time for 22-hour pre week.

Excused Absence Policy
Absences are excused for up to 10% of scheduled course hours per payment period. A student's excused absences may not exceed 10% of scheduled course hours; absences greater than 10% of scheduled course hours are considered unexcused.
  • It is expected that a student who is absent will make up hours at the next available make-up session. The dates and times for make-up sessions will be up to the instructor's discretion.
  • Students can only make up hours previously missed and total attended hours cannot exceed total scheduled course hours.
  • A grade of "F" will be posted if the student does not complete the required course hours.
  • Students attending make-up hours must meet dress code and other DSDT policies.

Determination of Progress
Students are provided with cumulative progress reports on a monthly basis so they can track their progress. Students meeting the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance (considered the pace) at the scheduled evaluation point are considered to be satisfactory. Students that fail to meet the minimum requirements for making Satisfactory Academic Progress may have an interruption of their Title IV Funding (Financial Aid), unless the student is on Warning or has successfully appealed and was granted Probation.

Financial Aid Warning

Students failing to meet the minimum SAP requirements during an official evaluation period will be placed on Warning. The student will be advised in writing that they are in warning along with the actions that are

required to attain SAP by the next evaluation period. If at the time of the next payment period, the student has still not met both the academic and attendance requirements, the student will be placed on probation. Students may not appeal an Academic Warning. A student failing to meet the SAP requirements at the end of the Academic Warning period will be sent a Probationary letter and the option to appeal the decision.

Probation

Students who fail to meet the minimum SAP after a warning period may be placed on Probation. The student will be advised via email of the actions required to achieve SAP by the next evaluation, this is called an academic plan. If at the end of the probation period, the student has NOT met both the attendance and academic requirements to achieve SAP or the guidelines indicated by the academic plan, he or she will be deemed ineligible to receive Title IV funds (Financial Aid).

Re-Establishing Eligibility

Students may re-establish satisfactory academic progress and Title IV funding (if applicable), by meeting the minimum requirements by the end of the Warning or Probationary period. Students who re-enroll who were considered as not making SAP at the time of their previous withdrawal, may re- establish FSA eligibility upon meeting the published standards at the end of their first payment period after re- enrollment.

Appeal Procedure

If a student is determined to be in probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Student Services (Main Location) is responsible for making a recommendation on the appeal and electronically submitting the appeal to the Director of Administration (Main Location) and sending it to the respective School Director. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the Director of Student Services (Main Location) describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 business days. All determinations are final. All documentation pertaining to the appeal will be retained in the student's academic file. The appeal and decision documents will be retained in the student file. If the student prevails upon the appeal, the Satisfactory Academic Progress determination will be reversed and the eligibility for Title IV Funds (Financial Aid) eligibility will be re-instated.

Suspension and Termination Policy

Suspension or termination from DSDT may happen if the student participates in any of the following:

- Possession of illegal drugs or alcohol on school premises, grounds, or parking lot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

Diplomas and Certifications of Completions

Upon satisfactory completion of the required course hours and course requirements, a diploma or Certification of Completion will be issued to the student. The institution may withhold official academic transcripts and diplomas/certificates if the student has not met all financial obligations.

A transcript fee of $10 will apply if an additional request is made after the first release of transcripts. Please send a money order (personal checks are NOT accepted). Please complete the Transcript Request Form.

Changing Degrees, Second Degrees, Repeating Coursework, Incompletes and Withdrawals

DSDT does not offer degree programs at this time

In the case where a student pursues a second-degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement. Any repeat coursework, or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP. Any student pursuing an additional degree program is subject to both the 150

percent time frame and the 2.00 cumulative GPA requirements.

DSDT does not offer noncredit remedial courses. Therefore, noncredit remedial coursework is independent

work and does not contribute toward the 150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

Change of Incomplete Grade
A grade of incomplete (I) may be changed to a passing grade, within the program length from the date of receiving the grade, if the student satisfactorily completes all the requirements set forth by the course instructor. Otherwise, the incomplete grade of an I will
automatically be changed to an F.

A student is given 14 days from the end of the term to make arrangements with their instructor if they have an I grade because of excused absences. To change the I to an F the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, F grade will become permanent, and the student must retake the course.

When a grade of I is changed to a pass or fail grade, SAP is re-calculated.

Repeated Courses
Financial Aid and Veteran Affairs funding will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course. All courses affect both the qualitative and quantitative SAP measures by applying the failed and repeated course toward maximum time frame. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

Summer Terms
DSDT does not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

Transfer Credits
None of DSDT's programs accept transfer credits from another institution or grant students advanced standing in the program based on experience.

Credits earned at DSDT may not transfer to another educational institution. Transfer credits and acceptance of transfer credits for advanced standing will be at the discretion of the other institution. DSDT provides transcripts to other institutions upon request by the student or institution requesting them. A record release form will need to be filled out during orientation and in the students respective file at the time of the request. The ability to transfer credits to another institution may be limited.

Leave of Absence (LOA)/Withdrawals

If enrollment is temporarily interrupted for an approved Leave of Absence, the student will return to school in the same satisfactory academic progress status determined prior to the leave of absence. Students must submit a LOA request form, located in the student handbook, to the student services department.

Hours elapsed during the LOA will extend the student's contract period and maximum time frame by the same number of days taken and will not be included in the attendance percentage calculation. Students who withdraw from their program prior to completion and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

DSDT requires students to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

Withdrawals and The Return of Title IV Funds

DSDT performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns to school, DSDT will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal. Title IV, HEA federal financial aid funds are awarded under the assumption

that a student will remain in classroom attendance for the entire period for which the funds were awarded. When a student withdraws from their respective program of study, regardless of the reason, she/he may no longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds she/he will have earned at the time of full withdrawal. There is no such thing as fraction of clock hours, it is not acceptable to round clock hours for R2T4 purposes.

Federal regulations require a recalculation of financial aid eligibility if a student:

-Completely withdraws.
-Stops attending before the semester's end.
-Does not complete all modules in which the student is enrolled

DSDT students who receive federal financial aid and who do not remain in attendance through the end of the academic period may be responsible for repaying a portion of the financial aid originally received (Please see DSDT Refund Policy).

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

_____   _____

Student Signature   **Date**

Program Calendar Dates 2024-2026

Technology Professional 2 - 2024 – 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Feb 2 2024	Jan 6- Jan 31 2025
Feb 5- Mar 1 2024	Feb 3- Feb 28 2025
Mar 4- Mar 29 2024	Mar 3- Mar 28 2025
Apr 1- Apr 26 2024	Mar 31- Apr 25 2025
Apr 29- May 24 2024	Apr 28- May 23 2025
May 28- Jun 21 2024	May 27- Jun 20 2025
Jun 24- Jul 19 2024	Jun 23- Jul 18 2025
July 22- Aug 16 2024	July 21- Aug 15 2025
Aug 19- Sep 13 2024	Aug 18- Sep 12 2025
Sep 16- Oct 11 2024	Sep 15- Oct 10 2025
Oct 14- Nov 8 2024	Oct 13- Nov 7 2025
Nov 11- Dec 6 2024	Nov 10- Dec 5 2025
Dec 9- Jan 3 2025	Dec 8- Jan 2 2026

AI Prompt Specialist - 2024 – 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Feb 2 2024	Jan 6- Jan 31 2025
Feb 5- Mar 1 2024	Feb 3- Feb 28 2025
Mar 4- Mar 29 2024	Mar 3- Mar 28 2025
Apr 1- Apr 26 2024	Mar 31- Apr 25 2025
Apr 29- May 24 2024	Apr 28- May 23 2025
May 28- Jun 21 2024	May 27- Jun 20 2025
Jun 24- Jul 19 2024	Jun 23- Jul 18 2025
July 22- Aug 16 2024	July 21- Aug 15 2025
Aug 19- Sep 13 2024	Aug 18- Sep 12 2025
Sep 16- Oct 11 2024	Sep 15- Oct 10 2025
Oct 14- Nov 8 2024	Oct 13- Nov 7 2025
Nov 11- Dec 6 2024	Nov 10- Dec 5 2025
Dec 9- Jan 3 2025	Dec 8- Jan 2 2026

Digital Marketing Professional - 2024 – 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Jul 19 2024	Jan 6- Jul 18 2025
Feb 5- Aug 16 2024	Feb 3- Aug 15 2025
Mar 4- Sep 13 2024	Mar 3- Sep 12 2025
Apr 1- Oct 11 2024	Mar 31- Oct 10 2025
Apr 29- Nov 8 2024	Apr 28- Nov 7 2025
May 28- Dec 6 2024	May 27- Dec 5 2025
Jun 24- Jan 3 2025	Jun 23- Jan 2 2026
July 22- Jan 31 2025	July 21- Jan 30 2026
Aug 19- Feb 28 2025	Aug 18- Feb 27 2026
Sep 16- Mar 28 2025	Sep 15- March 27 2026
Oct 14- Apr 25 2025	Oct 13- April 24 2026
Nov 11- May 23 2025	Nov 10- May 22 2026
Dec 9- Jun 20 2025	Dec 8- Jun 19 2026

Business Information Technology Specialist – 2024 – 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Jul 19 2024	Jan 6- Jul 18 2025
Feb 5- Aug 16 2024	Feb 3- Aug 15 2025
Mar 4- Sep 13 2024	Mar 3- Sep 12 2025
Apr 1- Oct 11 2024	Mar 31- Oct 10 2025
Apr 29- Nov 8 2024	Apr 28- Nov 7 2025
May 28- Dec 6 2024	May 27- Dec 5 2025
Jun 24- Jan 3 2025	Jun 23- Jan 2 2026
July 22- Jan 31 2025	July 21- Jan 30 2026
Aug 19- Feb 28 2025	Aug 18- Feb 27 2026
Sep 16- Mar 28 2025	Sep 15- March 27 2026
Oct 14- Apr 25 2025	Oct 13- April 24 2026
Nov 11- May 23 2025	Nov 10- May 22 2026
Dec 9- Jun 20 2025	Dec 8- Jun 19 2026

Technology Professional 6 – 2024 - 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Mar 29 2024	Jan 6- Mar 28 2025
Feb 5- Apr 26 2024	Feb 3- Apr 25 2025
Mar 4- May 24 2024	Mar 3- May 23 2025
Apr 1- Jun 21 2024	Mar 31- Jun 20 2025
Apr 29- Jul 19 2024	Apr 28- Jul 18 2025
May 28- Aug 16 2024	May 27- Aug 15 2025
Jun 24- Sep 13 2024	Jun 23- Sep 12 2025
July 22- Oct 11 2024	July 21- Oct 10 2025
Aug 19- Nov 8 2024	Aug 18- Nov 7 2025
Sep 16- Dec 6 2024	Sep 15- Dec 5 2025
Oct 14- Jan 3 2025	Oct 13- Jan 2 2026
Nov 11- Jan 31 2025	Nov 10- Jan 30 2026
Dec 9- Feb 28 2025	Dec 8- Feb 27 2026

Machine Learning Specialist – 2024 – 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Jul 19 2024	Jan 6- Jul 18 2025
Feb 5- Aug 16 2024	Feb 3- Aug 15 2025
Mar 4- Sep 13 2024	Mar 3- Sep 12 2025
Apr 1- Oct 11 2024	Mar 31- Oct 10 2025
Apr 29- Nov 8 2024	Apr 28- Nov 7 2025
May 28- Dec 6 2024	May 27- Dec 5 2025
Jun 24- Jan 3 2025	Jun 23- Jan 2 2026
July 22- Jan 31 2025	July 21- Jan 30 2026
Aug 19- Feb 28 2025	Aug 18- Feb 27 2026
Sep 16- Mar 28 2025	Sep 15- March 27 2026
Oct 14- Apr 25 2025	Oct 13- April 24 2026
Nov 11- May 23 2025	Nov 10- May 22 2026
Dec 9- Jun 20 2025	Dec 8- Jun 19 2026

Full Stack Developer – 2024 - 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Apr 26 2024	Jan 6- Apr 25 2025
Feb 5- May 24 2024	Feb 3- May 23 2025
Mar 4- Jun 21 2024	Mar 3- Jun 20 2025
Apr 1- Jul 19 2024	Mar 31- Jul 18 2025
Apr 29- Aug 16 2024	Apr 28- Aug 15 2025
May 28- Sep 13 2024	May 27- Sep 12 2025
Jun 24- Oct 11 2024	Jun 23- Oct 10 2025
July 22- Nov 8 2024	July 21- Nov 7 2025
Aug 19- Dec 6 2024	Aug 18- Dec 5 2025
Sep 16- Jan 3 2025	Sep 15- Jan 2 2026
Oct 14- Jan 31 2025	Oct 13- Jan 30 2026
Nov 11- Feb 28 2025	Nov 10- Feb 27 2026
Dec 9- Mar 28 2025	Dec 8- Mar 27 2026

Medical Assistant – 2024 - 2026 Calendar

2024/25 Start and End Dates	2025/26 Start and End Dates
Jan 8- Sep 27 2024	Jan 6- Sep 26 2025
Feb 5- Oct 25 2024	Feb 3- Oct 24 2025
Mar 4- Nov 22 2024	Mar 3- Nov 21 2025
Apr 1- Dec 20 2024	Mar 31- Dec 19 2025
Apr 29- Jan 17 2024	Apr 28- Jan 16 2026
May 28- Feb 14 2025	May 27- Feb 13 2026
Jun 24- Mar 14 2025	Jun 23- Mar 13 2026
July 22- Apr 11 2025	July 21- Apr 10 2026
Aug 19- May 9 2025	Aug 18- May 8 2026
Sep 16- Jun 6 2025	Sep 15- Jun 5 2026
Oct 14- Jul 3 2025	Oct 13- Jul 3 2026
Nov 11- Aug 1 2025	Nov 10- Jul 31 2026
Dec 9- Aug 29 2025	Dec 8- Aug 28 2026

CAMPUS COURSE OFFERINGS
The course syllabus will be given at the start of each course.
Times: Day and Evening Classes (9-4:20 P.M. & 4:30-9:50 P.M.)

Business Information Technology Specialist Diploma Program
600 Clock Hours
7.5 Total Courses

Course Description:
This program has 7.5 courses and is an exploration of the technical skills essential to the modern workplace environment. Graduates of the Business Information Technology Specialist Diploma Program will enter the workforce with a broad scope of certifications to enrich graduate employability and income potential. Students begin the program by gaining a robust comprehension of entry level or Core IT skills. Learning will then progress into focused courses. The Business Information Technology Specialist Program will provide students with a roadmap to gainful employment by instruction in the following courses: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA CySA+, CompTIA Linux+, CompTIA Cloud+, CompTIA Pentest+ and Health & Safety and Job Readiness/ IT Fundamentals.

Job Titles:
IT Support, IT Help Desk, IT Analyst, Technical Support Specialist, Network Administrator, Network Engineer, Field Technician, Security Operations Center Analyst, Cybersecurity Compliance Officer, Cloud Engineer, Cloud Analyst, Project Manager Cloud, Data Center Management, Cloud Specialist, Web Administrator, Server Support Technician, Storage Administrator, Server Administrator, Threat Intelligence Analyst, Application Security Analyst, Threat Monitor, Security Engineer, Network Technician, Computer Programmer, Entry Level Programmer, Infrastructure Engineer, IT Infrastructure Technician, Tier 3 Support Specialist, and more.

Digital Marketing Professional Diploma Program
600 Clock Hours
7.5 Total courses

Course Description:
This program has 7.5 courses and a fully stacked curriculum with the focus being Digital Marketing and a combination of courses that make up the full program and teach you the necessary skills in Copywriting, Graphic Design, Content Creation, Web Design, Social Media Advertising, and Health and Safety and Job Readiness.

Job Titles:
Digital Marketing Coordinator, Graphic Designer, Digital Media Specialist, Visualization Media Specialist, Digital Content Marketing Specialist, Media Coordinator, Social Media Content Designer, Account Strategist, Social Media Specialist, Social & Digital Media Assistant, Visual Themes Designer, Digital Marketing Strategist, Creative Director, Digital Brand Manager, Social Media Analytics Consultant, Digital Media Planner, Digital Campaign Specialist, Graphic Media Designer, Communications Coordinator, Creative Specialist, Video Specialist, Production Specialist, Brand & Communications Designer, Multimedia Specialist, and more.

Machine Learning Specialist Diploma Program
600 Clock Hours
4.5 Total courses

Course Description:
The Machine Learning Specialist program offers an extensive and immersive learning experience tailored to prepare students for a successful career in the dynamic field of AI language model engineering. This curriculum encompasses a broad range of critical topics, ensuring a solid foundation in Programming, Natural Language Processing (NLP), Machine Learning, Data Analysis, Data Visualization, API Integration, Version Control, Experimentation and Evaluation, Optimization Techniques, and Software Development Best Practices. Through a combination of theoretical instruction and practical, hands-on exercises, students will develop a comprehensive understanding and skill set in prompt engineering, empowering them to address real-world challenges and excel in their professional endeavors.

Job Titles: Prompt Engineer, AI Prompt Engineer, Senior Machine Learning Engineer, Machine Leaning Engineer, AI Data Engineer, Artificial Intelligence and Machine Learning Engineer, Applied Scientist Engineer, AI Engineer, Generative AI Product Manager, Cognitive Technology Leader, AI Senior Backend Engineer, AI Software Engineer, Data and AI Architect, and more.

Medical Assistant Diploma Program
760 Clock Hours
8 Total courses

Course Description:
The Medical Assistant program prepares students to perform both administrative and clinical duties. Students will be trained in a wide range of skills that are essential to a career as medical assistant. The skills completed are included but not limited to administrative tasks and clinical duties. This program focuses on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. A 160-hour externship is required upon completion of the course work.

Job Titles:

Infertility Medial Assistant, Medical Assistant Internal Medicine, Certified Medical Assistant, Medical Office Assistant, Clinical Assistant, Medical Assistant OBGYN, Laboratory Assistant, Urgent Care Medical Assistant, Medical Receptionist, Behavior Technician, Phlebotomist, Lead Medical Assistant, Clerical & Administrative Assistant, Medical Assistant I, Medical Assistant II, Medical Assistant III, Medical Assistant Receptionist, and more.

Full Stack Developer Certificate Program
320 Clock Hours
4 Total Courses

Course Description:
This is a certificate of completion program which includes instruction in Four (4) Information Technology Courses:
Python I, Python II, JavaScript I, and JavaScript II.

Job Titles:
Software Analyst, Software Engineer, Quantitative Developer, Front End Developer, Software Developer, Software Development Manager, Software Engineer, Application Developer, Web Developer, Full Stack Developer, Associate Software Engineer, and more.

Technology Professional 6 Certificate Program
240 Clock Hours
3 Total Courses

Course Description:
This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

Job Titles:
Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer, Web Developer, Certified Ethical Hacker, and more.

Technology Professional 2 Certificate Program
80 Clock Hours
1 Total Course

Course Description:
This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

Job Titles:
Network Administrator, Systems Administrator, Help Desk Administrator, Information Technology Manager, PC Technician, Cisco Network Administrator, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker and more.

AI Prompt Specialist Certificate Program
80 Clock Hours
1 Total Course

Course Description:
The AI Prompt Specialist course is designed to equip students with the skills and knowledge required to become proficient in designing and optimizing AI prompts for various applications. Over the course of four weeks, students will delve into advanced language models and AI technologies, including ChaptGPT 4, Bard, BingAI, OpenAI Playground, Stable Defusion, and Midjourney.

Job Titles:
Prompt Engineer, AI Prompt Engineer, AI Data Engineer, Artificial Intelligence and Machine Learning Engineer, AI Engineer, and more.

TUITION AND FEES

Medical Assistant
Total Program Cost: $21,995.00

1. Tuition: $21,713.88
2. Mandatory Fees: $281.12
   - Instructional Platforms: $186.12
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.
   - Supplies: $95.00
     - Uniforms (Scrubs): Required for practical training sessions.
     - Medical Equipment: Includes stethoscopes and blood pressure cuffs necessary for hands-on training.

Payment Information
Students are required to pay the full program cost of $21,995.00, which includes both tuition and mandatory fees.
Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Digital Marketing Professional
Total Program Cost: $17,995.00

1. Tuition: $17,808.88
2. Mandatory Fees: $186.12
   - Instructional Platforms: $186.12
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information
Students are required to pay the full program cost of $17,995.00, which includes both tuition and mandatory fees.
Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Machine Learning Specialist
Total Program Cost: $17,995.00

1. Tuition: $17,808.88
2. Mandatory Fees: $186.12
   - Instructional Platforms: $186.12
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information

Students are required to pay the full program cost of $17,995.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Business Information Technology Specialist

Total Program Cost: $17,995.00

1. Tuition: $17,808.88
2. Mandatory Fees: $186.12
   - Instructional Platforms: $186.12
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information

Students are required to pay the full program cost of $17,995.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Technology Professional 2

Total Program Cost: $5,000.00

1. Tuition: $4,873.03
2. Mandatory Fees: $126.97
   - Instructional Platforms: $126.97
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information

Students are required to pay the full program cost of $5,000.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Technology Professional 6

Total Program Cost: $15,000.00

1. Tuition: $14,854.83
2. Mandatory Fees: $145.17
   - Instructional Platforms: $145.17
     - Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
     - Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
     - Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information

Students are required to pay the full program cost of $16,500.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

Full Stack Developer
Total Program Cost: $16,500.00

1. Tuition: $16,354.73
2. Mandatory Fees: $154.27
- Instructional Platforms: $154.27
    o Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
    o Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
    o Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information
Students are required to pay the full program cost of $16,500.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

AI Prompt Specialist
Total Program Cost: $5,000.00

1. Tuition: $4,873.03
2. Mandatory Fees: $126.97
- Instructional Platforms: $126.97
    o Campus Cafe School Information System: Manages student records, enrollment, class schedules, billing, and communication.
    o Canvas Learning Management System: Facilitates course delivery, assignments, quizzes, and class discussions.
    o Cengage Unlimited: Provides access to virtual labs, simulation labs, assignments, quizzes, discussions, videos, study materials, and interactive textbooks.

Payment Information
Students are required to pay the full program cost of $5,000.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.

DIPLOMA PROGRAMS

BUSINESS INFORMATION TECHNOLOGY SPECIALIST

PROGRAM DESCRIPTION:
The Business Information Technology Specialist program is offered via traditional delivery and distance education delivery. This program has 7.5 courses and is an exploration of the technical skills essential to the modern workplace environment. Graduates of the Business Information Technology Specialist Certificate of Completion Program will enter the workforce with a broad scope of certifications to enrich graduate employability and income potential. Students begin the program by gaining a robust comprehension of entry level or Core IT skills. Learning will then progress into focused courses. The Business Information Technology Specialist Program will provide students with a roadmap to gainful employment by instruction in the following courses: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA CySA+, CompTIA Linux+, CompTIA Cloud+, CompTIA Pentest+ and Health & Safety and Job Readiness/ IT Fundamentals.

JOB TITLES:
IT Support, IT Help Desk, IT Analyst, Technical Support Specialist, Network Administrator, Network Engineer, Field Technician, Security Operations Center Analyst, Cybersecurity Compliance Officer, Cloud Engineer, Cloud Analyst, Project Manager Cloud, Data Center Management, Cloud Specialist, Web Administrator, Server Support Technician, Storage Administrator, Server Administrator, Threat Intelligence Analyst, Application Security Analyst, Threat Monitor, Security Engineer, Network Technician, Computer Programmer, Entry Level Programmer, Infrastructure Engineer, IT Infrastructure Technician, Tier 3 Support Specialist, and more.

SUMMARY
This program has 7.5 courses and is an exploration of the technical skills essential to the modern workplace environment. Graduates of the Business Information Technology Specialist Certificate of Completion Program will enter the workforce with a broad scope of certifications to enrich graduate employability and income potential. Students begin the program by gaining a robust comprehension of entry level or Core IT skills. Learning will then progress into focused courses. The Business Information Technology Specialist Program will provide students with a roadmap to gainful employment by instruction in the following courses: CompTIA A+, CompTIA Network+, CompTIA Security+, CompTIA CySA+, CompTIA Linux+, CompTIA Cloud+, CompTIA Pentest+ and Health & Safety and Job Readiness/ IT Fundamentals.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile program based on current industry/academic expectations. The Business Information Technology Specialist Program will provide students with a roadmap to gainful employment by instruction in 7.5 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time session

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
CompTIA, Practice-Labs, Canvas LMS, Microsoft Azure, Campus Cafe

ATTENDANCE
Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	CTA-101	CompTIA A+	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	CTN-102	CompTIA Net+	CTA-101	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101, CTN-102	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101, CTN-102, SYO-701	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	SK0-005	CompTIA Linux+	CTA-101, CTN-102, SYO-701, CS0-002	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	CV0-003	CompTIA Cloud+	CTA-101, CTN-102, SYO-701, CS0-002, SK0-005	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	PT0-002	CompTIA Pentest+	CTA-101, CTN-102, SYO-701, CS0-002, SK0-005, PT0-002	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	HAS-201	IT Fundamentals/ Health and Safety with Job Skill Readiness	None	40 / 0 / 0	4.0 Qtr Hr
				Totals	600 / 0 / 0	60.0 Qtr Hr
Total Clock Hours: 600 Estimated Completion Time: 30 weeks or 7.5 months DL = Distance Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS

CTA-101 CompTIA A+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course equips students for the CompTIA A+ certification, delving into key areas such as computer hardware, operating systems, network principles, and problem-solving strategies. The program incorporates daily tasks, immersive virtual labs, and culminates with a final exam, all designed to thoroughly prepare students for the certification test.

CTN-102 CompTIA Network+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is aimed at equipping students with essential networking skills. Beginning with an exploration of fundamental networking concepts, the curriculum delves into intricate areas such as network infrastructure, network security, and network troubleshooting. Learners are exposed to a variety of real-world scenarios through virtual labs and practical assignments, enhancing their hands-on experience with network management tools and protocols. The course culminates in a comprehensive final exam, designed to prepare students for the official CompTIA Network+ certification exam. This program is a valuable steppingstone for anyone aspiring to advance in IT networking roles.

SYO-701 CompTIA Security+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: CTA-101 or CTN-102
This course prepares students for the CompTIA Security+ certification, a globally recognized credential in the field of IT security. The curriculum delves into critical areas including network security, compliance and operational security, threats and vulnerabilities, application, data, and host security, access control and identity management, and cryptography. Incorporating a mix of theoretical instruction, practical exercises, and simulation labs, the course culminates with a final exam, designed to fully prepare students for the Security+ certification test.

CS0-002 CompTIA CySA+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: CTA-101 or CTN-102, SY0-601
This course is aimed at equipping students with the critical knowledge and skills required to apply behavior analytics to networks and devices, effectively thwarting cybersecurity threats. The course dives into essential areas such as threat management, vulnerability management, cyber-incident response, and security architecture. With a balanced blend of theoretical concepts and hands-on practical exercises, the curriculum prepares students for the real-world challenges of cybersecurity. Each week is focused on distinct topics, culminating in a comprehensive final exam designed to ensure readiness for the official CompTIA CySA+ certification exam.

SK0-005 CompTIA Linux+
80 Total Hours: Theory 0 / Laboratory 0/ Externship 200
Prerequisite: CTA-101 or CTN-102, SY0-601, CS0-002
This course offers a comprehensive dive into the world of Linux, a powerful open-source operating system that powers a significant portion of the internet, corporate servers, and personal devices alike. Designed for both beginners and those with prior Linux experience, this course takes students on a journey through Linux's architecture, system operations, and management tasks. This course prepares students for the CompTIA Linux+ certification exam.

CV0-003 CompTIA Cloud+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: CTA-101 or CTN-102, SY0-601, CS0-002, SK0-005
This course provides a comprehensive understanding of cloud concepts and services. It begins with the fundamentals of cloud computing, followed by a deep dive into different cloud models and infrastructure. The course also delves into security, performance, and management aspects of the cloud, equipping students with necessary skills for troubleshooting and optimization. Through daily assignments, practical labs, and a final exam, this program prepares students for the CompTIA Cloud+ certification, fostering their proficiency in implementing and maintaining cloud technologies.

PT0-002 CompTIA PenTEST+
80 Total Hours: Theory 0 / Laboratory 0/ Externship 200
Prerequisite: CTA-101 or CTN- 102, SY0-601, CS0-002, SK0-005, CV0-003
This course primes students for the CompTIA Pentest+ certification, a sought-after credential in the field of cybersecurity. The course is structured to deliver in-depth knowledge about penetration testing, vulnerability assessment and management, and cybersecurity resilience, thereby enhancing students' proficiency in these key areas. Learners delve into vital topics such as planning and scoping, information gathering and vulnerability identification, attacks and exploits, penetration testing tools, and reporting and communication. The curriculum is designed to engage students in both theoretical lessons and practical exercises. This course ensures learners are thoroughly prepared for the CompTIA Pentest+ certification exam.

HAS-201 Health and Safety / Job Readiness / IT Fundamentals
40 Total Hours: Theory 40 / Laboratory 0/ Externship 0
Prerequisite: None
This course offers a comprehensive introduction to Health and Safety practices, Job Readiness, and IT Fundamentals. It emphasizes the crucial role of workplace safety, preparing students for job application and interview processes, and providing them with a foundational understanding of IT. The course blends theoretical knowledge with practical exercises, ensuring students are well-equipped to enter the modern workplace, particularly in IT-related roles. The curriculum is designed to foster skills that increase employability and readiness for the professional environment.

DIGITAL MARKETING PROFESSIONAL

PROGRAM DESCRIPTION
The Digital Marketing Professional program is offered via traditional delivery and distance education delivery. This program has 7.5 courses and a fully stacked curriculum with the focus being Digital Marketing and a combination of courses that make up the full program and teach you the necessary skills in Copywriting, Graphic Design, Content Creation, Web Design, Social Media Advertising, and Health and Safety and Job Readiness.

JOB TITLES
Digital Marketing Coordinator, Graphic Designer, Digital Media Specialist, Visualization Media Specialist, Digital Content Marketing Specialist, Media Coordinator, Social Media Content Designer, Account Strategist, Social Media Specialist, Social & Digital Media Assistant, Visual Themes Designer, Digital Marketing Strategist, Creative Director, Digital Brand Manager, Social Media Analytics Consultant, Digital Media Planner, Digital Campaign Specialist, Graphic Media Designer, Communications Coordinator, Creative Specialist, Video Specialist, Production Specialist, Brand & Communications Designer, Multimedia Specialist, and more.

SUMMARY
This program has 7.5 courses and a fully stacked curriculum with the focus being Digital Marketing and a combination of courses that make up the full program and teach you the necessary skills in Copywriting, Graphic Design, Content Creation, Web Design, Social Media Advertising, and Health and Safety and Job Readiness.

OBJECTIVES
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile Certificate of Completion program based on current industry/academic expectations. The Digital Marketing Professional Program will provide students with a roadmap to gainful employment by instruction in 7.5 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (Highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Facebook, Linkedin, Google, Wordpress, Instapage, Wix, Streamyard, Reason+, Photoshop, Microsoft, AWeber, Mailchimp, Buffer, Adobe, Canvas LMS and Campus Café

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his/her own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	GRD-101	Graphic Design	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	WEB-101	Web Design	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	DCC-101	Content Creation I	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	DCC-102	Content Creation II	DCC-101	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	MKT-101	Social Media Advertising I	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	MKT-102	Social Media Advertising II	MKT-101	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	CPY-101	Copywriting	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	HAS-101	Health and Safety/ Job Readiness	None	40 / 0 / 0	4.0 Qtr Hr
				Totals	600 / 0 / 0	60.0 Qtr Hr
Total Clock Hours: 600 Estimated Completion Time: 30 weeks or 7.5 months DL = Distance Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS

GRD-101 Graphic Design
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This 4-week Graphic Design course is an intensive training program designed to introduce learners to the dynamic world of visual communication. Students will explore the fundamental principles of design, familiarize themselves with digital design tools, and harness creativity to produce compelling graphic materials.

WEB-101 Web Design
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is a comprehensive four-week program designed to equip participants with the essential skills and knowledge to create visually appealing and functional websites. Throughout the course, students will dive into the principles of web design, explore industry-standard tools, and develop hands-on experience in designing and building websites from scratch.

DCC-101 Content Creation I
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
Content Creation I is a comprehensive four-week course designed to provide participants with the foundational skills and knowledge needed to create compelling and engaging content for various platforms. This course focuses on the essential elements of content creation, including storytelling, writing techniques, and content planning. Participants will learn how to captivate audiences, structure their content effectively, and develop a solid understanding of different content formats.

DCC-102 Content Creation II
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: Content Creation I
Content Creation II is a comprehensive four-week course, building upon the foundations established in Content Creation I. This course focuses on advanced content creation strategies, optimization techniques, and content distribution. Participants will gain in-depth knowledge of SEO, audience engagement, multimedia content, and measuring content performance.

MKT-101 Social Media Advertising I
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
Social Media Advertising I is the first of a two comprehensive four-week courses designed to provide participants with a solid foundation in social media advertising. This course focuses on the fundamental principles of social media advertising, including ad formats, targeting options, and campaign planning. Participants will learn how to develop effective social media advertising strategies and optimize campaigns to reach their target audience effectively.

MKT-102 Social Media Advertising II
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: MKT-101
Social Media Advertising II is the second of two four-week courses, building upon the foundations established in Social Media Advertising I. This course delves into advanced tactics and strategies for social media advertising, including retargeting, A/B testing, and measurement. Participants will gain in-depth knowledge of optimizing ad performance and leveraging data for campaign success.

CPY-101 Copywriting
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
Copywriting is a comprehensive four-week course designed to equip participants with the essential skills and techniques needed to become proficient copywriters. This course focuses on the art and science of crafting compelling and persuasive content that engages and persuades target audiences. Participants will learn the principles of effective copywriting, explore different writing styles, and develop the ability to create impactful copy for various mediums.

HAS-101 Health and Safety / Job Readiness
40 Total Hours: Theory 40 / Laboratory 0/ Externship 0
Prerequisite: None
This course is an intensive two-week course designed to provide digital marketing professionals with essential knowledge and skills related to health and safety in the workplace and job readiness. Participants will gain a comprehensive understanding of health and safety regulations, best practices, and strategies to ensure a safe and healthy working environment. Additionally, they will develop the necessary skills and tools to enhance their job readiness, including professional communication, teamwork, and time management.

MEDICAL ASSISTANT

PROGRAM DESCRIPTION
The Medical Assistant program is offered via traditional delivery and hybrid delivery. The Medical Assistant program prepares students to perform both administrative and clinical duties. Students will be trained in a wide range of skills that are essential to a career as medical assistant. The skills completed are included but not limited to administrative tasks and clinical duties. This program focuses on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. A 160-hour externship is required upon completion of the course work.

JOB TITLES
Infertility Medial Assistant, Medical Assistant Internal Medicine, Certified Medical Assistant, Medical Office Assistant, Clinical Assistant, Medical Assistant OBGYN, Laboratory Assistant, Urgent Care Medical Assistant, Medical Receptionist, Behavior Technician, Phlebotomist, Lead Medical Assistant, Clerical & Administrative Assistant, Medical Assistant I, Medical Assistant II, Medical Assistant III, Medical Assistant Receptionist, and more.

SUMMARY
The Medical Assistant program prepares students to perform both administrative and clinical duties. Students will be trained in a wide range of skills that are essential to a career as medical assistant. The skills completed are included but not limited to administrative tasks and clinical duties. This program focuses on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. A 160-hour externship is required upon completion of the course work.

OBJECTIVES
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile Certificate of Completion program based on current industry/academic expectations. The Medical Assistant Program will provide students with a roadmap to gainful employment by instruction in 8.5 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Cengage, Office 365, NHA

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence.

Student is responsible to catch up on the missing material on his/her own by contacting fellow classmates or instructor.

EXTERNSHIP REQUIREMENTS
All students must complete the externship rules agreement set forth by the institution and the externship site. Additionally, students are required to submit weekly timesheets and evaluation forms to the externship coordinator to ensure the student is in good academic standing and to record externship attendance.

UNIFORM POLICY
Two complimentary "medical scrub" uniforms and one stethoscope are provided to all students enrolled in the medical assistant program by the end of the first cohort of training. Medical Assistant students are required to wear closed toe shoes, including tennis shoes or nursing shoes, and will not be provided by the institution.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
HL/TL	HL/TL	MA-100	Introduction to Medical Assistant Basic Healthcare Knowledge	None	70 / 10 / 0	7.5 Qtr Hr
HL/TL	HL/TL	MA-101	Pharmacology & Administration of Medications	MA-100	40 / 40 / 0	6.0 Qtr Hr
HL/TL	HL/TL	MA-102	Introduction Computers and Electronic Medical Record	MA-100	70 / 10 / 0	7.5 Qtr Hr
HL/TL	HL/TL	MA-103	Clinical Procedures	MA-100	40 / 40 / 0	6.0 Qtr Hr
HL/TL	HL/TL	MA-104	Medical Office Management	MA-100	70 / 10 / 0	7.5 Qtr Hr
HL/TL	HL/TL	MA-105	Medical Lab I Procedure	MA-100	40 / 40 / 0	6.0 Qtr Hr
HL/TL	HL/TL	MA-106	Medical Lab II Procedures	MA-100	40 / 40 / 0	6.0 Qtr Hr
HL/TL	HL/TL	HAS-201	Health and Safety and Job Readiness Training	None	40 / 0 / 0	3.0 Qtr Hr
HL/TL	HL/TL	MA-107	Externship	MA-100	0 / 0 / 160	5.0 Qtr Hr
Totals					410 / 190 /160	54.5 Qtr Hr
Total Clock Hours: 760 Estimated Completion Time: 38 weeks or 9.5 months HL = Hybrid Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS

MA100- Intro. to Medical Assistant and Healthcare/Med Terminology
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is designed to provide fundamental knowledge for students who are entering the Medical Assistant program including the Medical Terminology utilized to become successful in the career. Instruction covers basic Medical Terminology including but not limited to learning Medical Terms and anatomic descriptors and fundamental body structure. This course will introduce the student to best practices in job duties of a Medical Assistant and a brief introduction to legal and ethical standards in a variety of medical settings. Instruction emphasizes professionalism, healthcare system, and working in a healthcare team.

MA101- Pharmacology
80 Total Hours: Theory 70 / Laboratory 10/ Externship 0
Prerequisite: MA 100
This course is a basic introduction to pharmacology for Medical Assistants. The course includes the history of drugs, sources, classifications, drug references, prescriptions and commonly used alternative therapies. Mathematical principals utilized to make dosage calculations as well as the basics of metric conversions, and the formula method of dosage calculation. Instruction encompasses the utilization of equipment, safety precautions, proper techniques, and charting procedures of medication administration. The skills include techniques of administrating medications by various routes. Introduction to basic nutrition and its relationship to disease/healing processes.

MA-102 Intro to Computers and Electronic Health Records
80 Total Hours: Theory 60 / Laboratory 20/ Externship 0
Prerequisite: MA 100
This course provides the student with an intensive introduction to computers and Practice Management/Electronic Healthcare Records. The basics of hardware and software including MS Windows, MS Word, MS PowerPoint, MS Outlook and Practice Management software are covered to provide the student with fundamental understanding of the way computers operate and the many uses for computers in a medical setting. This course entails fundamental computer skills and operation of Electronic Health Records in a healthcare setting.

MA-103 Clinical Procedures
80 Total Hours: Theory 20 / Laboratory 60/ Externship 0
Prerequisite: MA 100
The focus of this course is to provide instruction and practice in clinical procedures and skills required to assist the physician during medical examinations. The course prepares students to perform best practices with relation to infection control, sterile technique, disinfection and requirements of OSHA Bloodbourne Pathogens. In addition to infection control students learn skills concepts of vital signs, how to assist the physician in minor office surgery including but not limited to setting up a sterile field for surgery and assisting the physician during a physical exam for adults and children.

MA-104 Medical Office Management
80 Total Hours: Theory 70 / Laboratory 10/ Externship 0
Prerequisite: MA 100
This course instructs students with relation to skills required to successfully perform duties in a medical office setting. Instruction consists of front office procedures in communication, clerical, insurance eligibility/preauthorization/ precertification, basic billing and coding and communications delivery including systems used in a medical office. Fundamental ethics, law and HIPAA regulations are included in the course.

MA-105 Med Lab I
80 Total Hours: Theory 40 / Laboratory 40/ Externship 0
Prerequisite: MA 100
During this course students experience lecture and laboratory activities that prepare them to perform urinalysis, ECG procedure, diagnostic testing and assist the physician with a prenatal and gynecologic exam.

MA-106 Med Lab II
80 Total Hours: Theory 40 / Laboratory 40/ Externship 0
Prerequisite: MA 100
This course prepares the student to understand the clinical laboratory, learn phlebotomy procedures, understand microbiology, infectious diseases, and perform CPR and first aid procedures. Students will be provided the opportunity to practices the skills learned in this course in a laboratory setting.

HAS-201 Health and Safety / Job Readiness
40 Total Hours: Theory 40 / Laboratory 0/ Externship 0
Prerequisite: None
This course is an intensive two-week course designed to provide medical assistant professionals with essential knowledge and skills related to health and safety in the workplace and job readiness. Participants will gain a comprehensive understanding of health and safety regulations, best practices, and strategies to ensure a safe and healthy working environment. Additionally, they will develop the necessary skills and tools to enhance their job readiness, including professional communication, teamwork, and time management.

MA-107 Medical Assistant Extern
80 Total Hours: Theory 0 / Laboratory 0/ Externship 160
Prerequisite: MA 100
Students will experience 160 hours of preceptor clinical experience in a variety of health care facilities and complete exercises dedicated to Medical Assistant exam certification review and resume building/job placement. This will provide the student the opportunity to put into practice of the medical assistant principals, theories and skills learned in the classroom.

MACHINE LEARNING SPECIALIST

PROGRAM DESCRIPTION
The Machine Learning Specialist program is offered via traditional delivery and distance education delivery. The Machine Learning Specialist program offers an extensive and immersive learning experience tailored to prepare students for a successful career in the dynamic field of AI language model engineering. This curriculum encompasses a broad range of critical topics, ensuring a solid foundation in Programming, Natural Language Processing (NLP), Machine Learning, Data Analysis, Data Visualization, API Integration, Version Control, Experimentation and Evaluation, Optimization Techniques, and Software Development Best Practices. Through a combination of theoretical instruction and practical, hands-on exercises, students will develop a comprehensive understanding and skill set in prompt engineering, empowering them to address real-world challenges and excel in their professional endeavors.

JOB TITLES
Prompt Engineer, AI Prompt Engineer, Senior Machine Learning Engineer, Machine Leaning Engineer, AI Data Engineer, Artificial Intelligence and Machine Learning Engineer, Applied Scientist Engineer, AI Engineer, Generative AI Product Manager, Cognitive Technology Leader, AI Senior Backend Engineer, AI Software Engineer, Data and AI Architect, and more.

SUMMARY
The Machine Learning Specialist program offers an extensive and immersive learning experience tailored to prepare students for a successful career in the dynamic field of AI language model engineering. This curriculum encompasses a broad range of critical topics, ensuring a solid foundation in Programming, Natural Language Processing (NLP), Machine Learning, Data Analysis, Data Visualization, API Integration, Version Control, Experimentation and Evaluation, Optimization Techniques, and Software Development Best Practices. Through a combination of theoretical instruction and practical, hands-on exercises, students will develop a comprehensive understanding and skill set in prompt engineering, empowering them to address real-world challenges and excel in their professional endeavors.

OBJECTIVES
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile Certificate of Completion program based on current industry/academic expectations. The Machine Learning Specialist Program will provide students with a roadmap to gainful employment by instruction in 4.5 courses and practical hands on experience with a capstone project.

REQUIRED MATERIAL
- Personal Computer with stable access to internet (highly recommended)
- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (Highly recommended)
- Notebook and/or sketch book

COURSE FORMAT
• Instructor Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Python, Scala,TensorFlow, PyTorch, spaCy, Django, Streamlit, Flask, Apache NiFi, Microsoft, Cengage, Canvas LMS and Campus Café

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his/her own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	MLS-100	Introduction to Computer Programming	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	MLS -101	Introduction to Machine Learning	MLS- 100	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	MLS -102	Deep Learning Foundations	MLS-100, MLS-101	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	MLS -103	Data Engineering, Deployment, & Management	MLS-100, MLS-101, MLS-102	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	HAS-103	Health & Safety / Job Readiness MLS	None	40 / 0 / 0	4.0 Qtr Hr
DL/TL	DL/TL	MLS -104	Capstone Project	MLS-100, MLS-101, MLS-102, MLS-103	240 / 0 / 0	8.0 Qtr Hr
				Totals	600 / 0 / 0	44.0 Qtr Hr
Total Clock Hours: 600 Estimated Completion Time: 30 weeks or 7.5 months DL = Distance Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS

MLS-100 Introduction to Computer Programming
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is designed to provide students with a fundamental understanding of programming for writing scripts that are supplemental to artificial intelligence, and for understanding documentation that AI typically depends on. Over the course of four weeks, participants will learn the fundamentals of variables, datatypes, string syntax, conditional logic, data structures, functions, classes, composition, and inheritance. The curriculum is structured to address the skills necessary for a machine learning professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises.

MLS-101 Introduction to Machine Learning
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: MLS-100
This course is designed to provide students with a fundamental understanding of AI, Machine Learning, and Data Analytics. Over the course of four weeks, participants will learn the fundamentals of traditional AI vs Machine Learning, including an in-depth look at specific types of machine learning and their implementation. The curriculum is structured to address the skills necessary for a machine learning professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises.

MLS-102 Deep Learning Foundations
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: MLS-100, MLS-101
This course is designed to provide students with a thorough understanding of deep learning and natural language processing. Over the course of four weeks, participants will learn the fundamentals of neural network (deep learning) implementation, testing and tuning deep learning models, as well as the design process for natural language processing systems and conversational AI. The curriculum is structured to address the skills necessary for a machine learning professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises.

MLS-103 Data Engineering, Deployment, & Management
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: MLS-100, MLS-101, MLS-102
This course is designed to provide students with an overview of data engineering, data analysis, data visualization, and machine learning model deployment. The curriculum is structured to address the skills necessary for a machine learning professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises.

HAS-103 Job-Readiness, Soft Skills, and Health & Safety for Machine Learning Specialists
40 Total Hours: Theory 40 / Laboratory 0/ Externship 0
Prerequisite: None
The course focuses on job-readiness skills, professional soft skills, and health & safety practices. It ensures that students not only excel technically in their roles but also understand how to navigate the job market, maintain a professional work attitude, communicate effectively, and prioritize their health and safety in a workplace setting.

MLS-104 Capstone Project
240 Total Hours: Theory 240 / Laboratory 0/ Externship 0
Prerequisite: MLS-100, MLS-101, MLS-102, MLS-103
The objective of this capstone project is to apply the knowledge and skills acquired throughout the course in a comprehensive project focused on Machine Learning using AI systems. The project will involve the development, deployment, and optimization of an integrated AI solution, showcasing proficiency in foundational programming, machine learning, deep learning, data engineering, visualization techniques.

CERTIFICATE OF COMPLETION PROGRAMS

AI PROMPT SPECIALIST

PROGRAM DESCRIPTION
The AI Prompt Specialist program is offered via traditional delivery and distance education delivery. The AI Prompt Specialist course is designed to equip students with the skills and knowledge required to become proficient in designing and optimizing AI prompts for various applications. Over the course of four weeks, students will delve into advanced language models and AI technologies, including ChaptGPT 4, Bard, BingAI, OpenAI Playground, Stable Defusion, and Midjourney.

JOB TITLES
Prompt Engineer, AI Prompt Engineer, AI Data Engineer, Artificial Intelligence and Machine Learning Engineer, AI Engineer, and more.

SUMMARY
The AI Prompt Specialist program is designed to equip students with the skills and knowledge required to become proficient in designing and optimizing AI prompts for various applications. Over the course of four weeks, students will delve into advanced language models and AI technologies, including ChaptGPT 4, Bard, BingAI, OpenAI Playground, Stable Defusion, and Midjourney.

OBJECTIVES
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The AI Prompt Specialist Program will provide students with a roadmap to gainful employment by instruction in 1 course.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (Highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
ChaptGPT 4, Bard, BingAI, OpenAI Playground, Stable Defusion, Midjourney, Microsoft, Cengage, Canvas LMS and Campus Café

ATTENDANCE

Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his/her own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	APS-100	Advanced Techniques in AI Prompt Design	None	80/0/0	8.0 Qtr Hr
				Totals	80/0/0	8.0 Qtr Hr

Total Clock Hours: 80
Estimated Completion Time: 4 weeks or 1 month
DL = Distance Learning; TL = Traditional Learning

COURSE DESCRIPTIONS
APS-100 Advanced Techniques in AI Prompt Design
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is a comprehensive exploration of advanced language models and AI technologies, tailored for aspiring AI professionals who aim to specialize in designing and optimizing AI prompts for various applications. Throughout the course, students will gain hands-on experience with ChaptGPT 4, Bard, BingAI, OpenAI Playground, Stable Defusion, and Midjourney, understanding how to leverage these technologies for generating high-quality text, creating engaging conversations, and refining prompts tailored to specific use cases.

FULL STACK DEVELOPER

PROGRAM DESCRIPTION
The Full Stack Developer program is offered via traditional delivery and distance education delivery. This is a certificate of completion program which includes instruction in Four (4) Information Technology Courses: Python I, Python II, JavaScript I, and JavaScript II.

JOB TITLES
Software Analyst, Software Engineer, Quantitative Developer, Front End Developer, Software Developer, Software Development Manager, Software Engineer, Application Developer, Web Developer, Full Stack Developer, Associate Software Engineer, and more.

SUMMARY
This is a certificate of completion program which includes instruction in Four (4) Information Technology Courses: Python I, Python II, JavaScript I, and JavaScript II.

The Python I and II courses starts with an introduction to Python scripting language. The purpose of these courses is to prepare students for building scripts that control a sequence of program steps such as those used in developing testing and deploying software. Python I begins with an introduction to basic techniques in scripting using Python and then builds upon those techniques in Python II. Python II builds upon the fundamentals by adding curriculum designed to test applications, constructing web scraping scripts, networking to manage applications and automation. The JavaScript gets you started with an introduction to JavaScript. We assume that you're new to the language, so it gets you started with basic functionality such as creating functions, creating variables, and calling these lines of code from your standard HTML pages. We talk about events and triggers for custom event handling. We also discuss pattern matching, searching for text within a page, flow control and the document object model (DOM). We start off with the basics and move on to more complex functionality such as arrays and objects. We then discuss how to script common elements with JavaScript such as forms and tables. At the very end, we discuss major libraries such as Ajax, which allows you to make asynchronous calls to server-side scripts without reloading the web page on the server. Whether you're just getting started in web design or want to learn how to code JavaScript, this course is for you.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Full Stack Developer Program will provide students with a roadmap to gainful employment by instruction in 4 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
Practice-Labs, Canvas LMS, Microsoft Azure, Campus Café, JavaScript, Python, QuestionBot, Xcode

ATTENDANCE
Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	PYT-101	Python I	None	80/0/0	8.0 Qtr Hr
DL/TL	DL/TL	PYT-102	Python II	Python I	80/0/0	8.0 Qtr Hr
DL/TL	DL/TL	JAS-101	JavaScript I	None	80/0/0	8.0 Qtr Hr
DL/TL	DL/TL	JAS-102	JavaScript II	JavaScript I	80/0/0	8.0 Qtr Hr
				Totals	320/0/0	32.0 Qtr Hr
Total Clock Hours: 320 Estimated Completion Time: 16 weeks or 4 months DL = Distance Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS
JAS-101 JavaScript I
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: PYT-101, PYT-102
Transitioning to front-end development, JavaScript I introduces students to JavaScript fundamentals. From basic syntax and data structures to DOM manipulation and event handling, students will learn how to create dynamic and interactive web content. The course also explores JavaScript libraries and frameworks, aiding students in creating user-friendly interfaces. By the end of JavaScript I, students will be capable of developing interactive web pages and simple single-page applications.

JAS-102 JavaScript II
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: PYT-101, PYT-102, JAS-101
JavaScript II with React is the concluding course in our Full Stack Developer program. Over four weeks, this course delves into advanced JavaScript, focusing on Object- Oriented Programming (OOP) and the React library. Students will master OOP concepts in JavaScript, set up React projects, manage state and routing in React applications, and integrate external libraries and APIs. The course culminates with an exploration of advanced JavaScript and React topics, equipping students with the skills to build complex, dynamic web applications.

PYT-101 Python I
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This introductory course exposes you to the fundamental principles of Python programming. Focusing on the syntax, data types, and basic control flow constructs of Python, students will also get their first taste of problem-solving using this versatile language. By the end of Python I, students will have a firm understanding of Python basics, allowing them to create simple programs and set the stage for more complex applications in the following courses.

PYT-102 Python II
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: PYT-101
This course builds upon the foundational skills established in Python I. This course delves deeper into advanced Python concepts, including object-oriented programming, file operations, and exception handling. Students will also start working with libraries and frameworks that enhance Python's functionality, enabling them to create more sophisticated applications. By the end of Python II, students will be well-versed in the use of Python for complex problem-solving, data manipulation, and web development.

TECHNOLOGY PROFESIONAL 2

PROGRAM DESCRIPTION
The Technology Professional 2 program is offered via traditional delivery only. This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

JOB TITLES
Network Administrator, Systems Administrator, Help Desk Administrator, Information Technology Manager, PC Technician, Cisco Network Administrator, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker and more.

SUMMARY
This is a certificate of completion program which includes instruction in One (1) Information Technology Course: CompTIA A+.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Technology Professional 2 Program will provide students with a roadmap to gainful employment by instruction in 1 course.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
CompTIA, Practice-Labs, Canvas LMS, Microsoft Azure, Campus Cafe

ATTENDANCE
Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	CTA-101	CompTIA A+	None	80 / 0 / 0	8.0 Qtr Hr
				Totals	80 / 0 / 0	8.0 Qtr Hr
Total Clock Hours: 80 Estimated Completion Time: 4 weeks or 1 month DL = Distance Learning; TL = Traditional Learning						

COURSE DESCRIPTIONS
CTA-101 CompTIA A+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course equips students for the CompTIA A+ certification, delving into key areas such as computer hardware, operating systems, network principles, and problem-solving strategies. The program incorporates daily tasks, immersive virtual labs, and culminates with a final exam, all designed to thoroughly prepare students for the certification test.

TECHNOLOGY PROFESIONAL 6

PROGRAM DESCRIPTION
The Technology Professional 6 program is offered via traditional delivery and distance education delivery. This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

JOB TITLES
Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Cyber Security Analyst, Scripting Analyst, Application Developer, Web Developer, Certified Ethical Hacker, and more.

SUMMARY
This is a certificate of completion program which includes instruction in Three (3) Information Technology Courses: CompTIA Net+, CompTIA Sec+, and CompTIA CYSA+.

OBJECTIVE
To prepare students for post-program success by providing a rich learning environment utilizing research-based methods of instruction and providing access to relevant and current resources and materials. Students will participate in a challenging and worthwhile certificate program based on current industry/academic expectations. The Technology Professional 6 Program will provide students with a roadmap to gainful employment by instruction in 3 courses.

REQUIRED MATERIAL
• Personal Computer with stable access to internet (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Instructor-Led Lecture
• Discussion/critique
• Interactive applications
• Virtual Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING- *Please reference Academic Policies and Procedures full Policy*

SOFTWARE
CompTIA, Practice-Labs, Canvas LMS, Microsoft Azure, Campus Cafe

ATTENDANCE
Attendance daily is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

MODALITIES		Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Sem Cr Hours
Day	Night					
DL/TL	DL/TL	CTN-102	CompTIA Net+	None	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101 or CTN-102	80 / 0 / 0	8.0 Qtr Hr
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101 or CTN-102, SY0-601	80 / 0 / 0	8.0 Qtr Hr
				Totals	240 / 0 / 0	24.0 Qtr Hr

Total Clock Hours: 240
Estimated Completion Time: 12 weeks or 3 months
DL = Distance Learning; TL = Traditional Learning

COURSE DESCRIPTIONS
CTN-102 CompTIA Network+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: None
This course is aimed at equipping students with essential networking skills. Beginning with an exploration of fundamental networking concepts, the curriculum delves into intricate areas such as network infrastructure, network security, and network troubleshooting. Learners are exposed to a variety of real-world scenarios through virtual labs and practical assignments, enhancing their hands-on experience with network management tools and protocols. The course culminates in a comprehensive final exam, designed to prepare students for the official CompTIA Network+ certification exam. This program is a valuable steppingstone for anyone aspiring to advance in IT networking roles.

SYO-701 CompTIA Security+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: CTA-101 or CTN-102
This course prepares students for the CompTIA Security+ certification, a globally recognized credential in the field of IT security. The curriculum delves into critical areas including network security, compliance and operational security, threats and vulnerabilities, application, data, and host security, access control and identity management, and cryptography. Incorporating a mix of theoretical instruction, practical exercises, and simulation labs, the course culminates with a final exam, designed to fully prepare students for the Security+ certification test.

CS0-002 CompTIA CySA+
80 Total Hours: Theory 80 / Laboratory 0/ Externship 0
Prerequisite: CTA-101 or CTN-102, SY0-601
This course is aimed at equipping students with the critical knowledge and skills required to apply behavior analytics to networks and devices, effectively thwarting cybersecurity threats. The course dives into essential areas such as threat management, vulnerability management, cyber-incident response, and security architecture. With a balanced blend of theoretical concepts and hands-on practical exercises, the curriculum prepares students for the real-world challenges of cybersecurity. Each week is focused on distinct topics, culminating in a comprehensive final exam designed to ensure readiness for the official CompTIA CySA+ certification exam.

CAREER OPPORTUNITIES AND HEALTH AND SAFETY INFORMATION

Ambitious capable women and men, after comparative short experience, will find the door open for many interesting, well-paid positions. Monetary compensation in the Digital Marketing and Information Technology industries, may start at entry-level positions. On average, newly graduated individuals may start out making $17.00 to $200.00 per hour. Many factors will impact or play a part in your income and pay scale. Location of employment, hourly pay vs. commission pays, etc. all varies per employer. Each employer will be different. Remember Technology Fields are ever evolving, so it's up to your how much effort you want to put into your career path and growth within your field of study. Before entering any new career, you must prepare yourself for the possible physical and mental demands it may require. Some of these courses may require one to stand or to sit for long periods at a time. Sturdy shoes and good back posture are important in keeping your healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you need to consider the fact that these courses may require to do a lot of work which can affect these disabilities. If you have certain learning disabilities, you may find the studies more challenging. Persons with learning or physical limitations are encouraged to visit DSDT or one of our potential employers to observe the demands that will be placed on you. During your time as the student, you will come into contact with all different kinds of people from all walks of life. Everyone is treated equally and fairly. Your job will ultimately be "to serve the public"; therefore, keep in mind you may or may not come into contact with people with different lifestyles than your own and possible ones with illnesses or disease. You will be taught during theory classes how to recognize some types of illnesses and disease and how to address the situations in the event they arise while on campus or during working hours. It is to your benefit; as well as others to become as knowledgeable as possible with potential health and safety policies and procedures.

Various career opportunities are available and are posted on our job board with frequent updates.

Any questions a student may have regarding this catalog that haven't been satisfactorily answered by the institution may be directed to the School Director @ 313-263-4200 or on campus. A student or any member of the public may file a complaint about this institution with the Michigan Department of Education (LARA) Division. DSDT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against DSDT, within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

RECRUITING ACTIVITIES

All employees of DSDT have a firm commitment and have been trained by the lead Admissions Representative for recruiting activities at the campus ensuring all are of ethical conduct. In doing this, DSDT makes it clear to all Admissions Representatives what academic programs and support services must be in place to fully serve students and meet their needs. Students are provided with advisement material and have the opportunity to meet with advisors to ensure their success in the Clock hour programs. DSDT is prepared to serve, including the level of English language proficiency required by students. Students are encouraged to complete the full Clock hour programs and can expect a Diploma or Certificate of Completion, depending on several clock hours completed. Transfer students and or credits are not allowed at DSDT. Students receive a certificate of completion or a Diploma from DSDT are given job placement outcomes, and so these statistics can be accurately presented to prospective students and parents. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hour tuition and instructional outcomes thoroughly detailed. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hours' tuition and instructional outcomes thoroughly detailed.

STUDENT GRIEVANCE POLICY AND PROCEDURES

PURPOSE OF THE PROCEDURE/INTRODUCTION
DSDT's aim is to ensure that students with a grievance relating to their education or attendance can use a procedure, which can help to resolve grievances as quickly and as fairly as possible.

POLICY
Any Student who feels they have not received adequate, fair treatment in all matters related to; school policies, regulations, and procedures in accordance with the current student handbook and student bill of rights may seek consideration through a formal grievance policy.

PURPOSE
To Provide all students with a means for impartial consideration in grievance procedures.

SCOPE
This policy applies to all students enrolled in the DSDT school no matter the program of study.

GUIDELINES AND CHAIN OF COMMAND
Stage 1: Statement of Grievance- If the student feels that the matter has not been resolved through informal discussions with scheduled instructor/ student meetings, the student should put their grievance in writing to the Director of Administration to further resolve the said issue.
Stage 2: The Grievance Meeting whenever unresolved, the student may request an official grievance be heard by DSDT's Chief Operations Officer. The student must make a request within 3 working days of the incident.
Stage 3: The Grievance Meeting- the Director of Administration will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days-notice of this meeting will be provided to the student, and they will be informed of their right to be accompanied. Students submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

PROCEDURE
Students must take all reasonable steps to attend the meeting, but if for any unforeseen reason the student or the Chief Operations Officer can't attend, the meeting must be rearranged. Should a student companion and or parent/ custodial guardian be unable to attend, then the student must make contact within 10 days of the date of the letter to arrange an alternative date that falls within 15 days of the original date provided. These time limits may be extended by mutual agreement. After the meeting, the Chief Operations Officer hearing the grievance must write to the student informing them of any decision or action and offering them the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details on how to appeal. Upon receipt of the request, the grievance is taken to the DSDT School Director. The School Director will convene and review the grievance and make a decision within 5 working days.

APPEAL
If the matter is not resolved to the students' satisfaction, they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 10 working days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. The School Director should take the appeal meeting not involved in the original meeting. After the appeal meeting with the School Director, the School Director must inform the student in writing of their decision within 10 working days of the meeting. Their decision is final.

If conflict is still without resolve, please contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898 / FAX: 770-396-3790
www.council.org.

Or

State of Michigan Department of Licensing and Regulatory Affairs (LARA)

P.O. Box 30018
Lansing, MI 48909
Phone Main Line:
517-241-7000
Fax: 517-373-2162
Email: CSCL-Complaints@michigan.gov
Website: http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf

STUDENT GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

1. Please provide a one or two sentence description of your complaint.

_____

_____

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

_____

_____

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

_____

_____

4. Indicate what specific resolution you are seeking or recommending.

_____

_____

*I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

_____   _____
Student Signature of Complainant   **Date**

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by DSDT may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding an SAP must be made within 15 days of the negative determination.

_____SAP Determination_____Other:

_____

Attention School Director:
I wish to appeal the decision and/or policy of the school regarding the above-indicated manner. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

_____

_____

_____

Supporting Documentation Attached:_____YES_____NO

_____   _____

Student Signature Parent or Guardian (If applicable)   Date

OFFICE USE ONLY_____APPEAL_____APPEAL DENIED
EXPLANATION OF DECISION: REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

ENROLLMENT AGREEMENT ADDENDUM

Student Name: _____

Address: _____

Phone Number: _____

Original Start Date: _____

Original End Date: _____

Revised End Date Reason for Change: _____

_____

SCHEDULE CHANGE

From: _____

To: Revised Contract End Date: _____

LEAVE OF ABSENCE

LOA Begins: _____

LOA Ends: Revised Contract End Date: _____

_____   _____

Student Signature   **Date**

_____   _____

Student Signature Parent or Guardian (If Applicable)   **Date**

_____   _____

Student Signature Parent or Guardian (If Applicable)   **Date**

INSTITUTIONAL INFRASTRUCTURE PLAN

Scope

This plan provides a comprehensive overview of the management and improvement strategies related to DSDT's physical resources and technical infrastructure at both the main and branch campus locations. This includes facilities, equipment, technical support, data security, and infrastructure for distance education.

General Responsibilities

DSDT's respective School Director is responsible for directing the overall planning and management of DSDT's physical resources and technical infrastructure. This includes budget allocation, policy enforcement, equipment procurement, maintenance scheduling, technical support provision, data security assurance, and the maintenance of a robust distance education infrastructure. This responsibility entails preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings.

DSDT follows fire, electrical, and sanitary codes as found in annual inspections.

Day to Day Management

DSDT's respective School Director is responsible for day-to-day management, including, overseeing an inventory of physical resources and technical equipment, ensuring regular maintenance of facilities, supervising IT infrastructure, and monitoring the functionality and safety of all equipment. Routine checks for data safety and security are conducted to ensure any technological issues are promptly addressed.

Adequacy, Improvement and Protection of Physical Resources and Technical Infrastructure

DSDT 's physical facilities are managed by the directors and staff, as well as Hardy Janitorial and OJT Developments LLC at the main location and JanPro maintains the branch location. Physical resources are inventoried and maintained by the Director of Inventory Supply and Management with assistance from the respective School Director. As it is deemed necessary to add additional space for student classroom(s), lab(s), and or common space, the respective School Director is responsible for the process of developing additional space within the current building DSDT occupies. Routine checks are done to ensure that physical resources meet the school's requirements. Based on the routine checks, plans will be drawn up for replacements, repairs, and new procurements as necessary. Technical infrastructure is added as the student population and staff need change. Also, technical infrastructure is added as budgetary constraints allow.

Maintenance/Physical Facility

An annual maintenance schedule has been implemented to ensure that all facilities are kept in good working condition. Any emergent issues will be addressed immediately to prevent disruption to learning. Major repairs and maintenance to the physical facility such as building repairs, and heating and cooling breakdowns, are managed by the respective school director. If the respective School Director is off campus, his/her designee has the authority to hire the required outside contractor. Please contact the respective School Director for further clarification. DSDT owns the campus grounds at the main location and leases the branch campus building. If there is as problem with the physical facility, immediate notification must be made immediately to the respective School Director.

Lawn services, snow removal, and parking lots are maintained by the respective School Director on a regular basis at the main location. In the event the grounds cannot be tended to, outside companies will be hired on an as-needed basis. The general maintenance and janitorial company Hardy Janitorial (Main Campus) and JanPro (Branch Campus) are contracted to be on campus no fewer than 5 days per week. The required duties include the bathrooms, common areas, media center, classrooms, windows, floors and general grounds clean up.

Technical Infrastructure

A robust and scalable network infrastructure will be maintained to support teaching and administrative tasks. Regular upgrades will be planned to keep pace with the latest technological advancements. DSDT's respective School Director is responsible for all technical infrastructure maintenance. The respective School Director performs weekly assessments to determine effectiveness of the DSDT Technical Infrastructure. If there is a need to create additional classrooms, or infrastructure improvements, the respective School Director will work with the staff to develop a plan to meet DSDT's current, future and daily needs. If infrastructure changes at DSDT are not able to be completed by DSDT staff, the project will be assessed, and additional resources will be acquired depending upon financial resources and level of need. DSDT Technical Infrastructure includes all the servers, internet drops, back up data servers, printers, network connectivity, software, and support infrastructure. The respective School Director assesses survey feedback forms to develop the upcoming yearly budget. This budget allows budgeting for appropriate emergency situations: all other infrastructure changes are planned for in the budget. If the respective School Director is not available, his/her designee may submit a request in the event of an emergent situation and on an "as needed basis", 24x7.

Technical Support and Student Orientation to Technology

Student orientation to technology is provided and technical support is readily available to all students through all modes of delivery (i.e., Distance Education and Traditional). DSDT aims to provide the support necessary for students to be successful when using technical resources. To mitigate potential issues and provide technical support, DSDT provides a Helpdesk email for all students upon enrollment. Support can be reached by the following email address: helpdesk@dsdt.edu. Students and staff are given instruction on the use of DSDT provided technology during orientation prior to beginning at DSDT. DSDT technology platforms include Canvas LMS, Campus Café, Cengage Unlimited, and Office 365. Additional instructions to DSDT students are given by instructors prior to accessing their courses. Faculty and staff are provided with additional training videos and manuals on DSDT technology platforms once employed. Training materials are provided by the Faculty Director.

Instructional and Media Supplies

Supplies are maintained by the Director of Inventory and Supply Management. Instructional and media supply levels are checked periodically and are purchased accordingly on an "as needed" basis. The Director of Inventory and Supply Management works with program directors to ensure all supplies are adequate for proper program instruction. The Director of Inventory and Supply Management will notify the respective School Director, and complete a supply request form for purchase. The respective School Director is responsible for reviewing basic school/administration supplies and ordering them on an as needed basis. If the respective School Director is not available, his/her designee is permitted to complete the purchase within a reasonable timeframe. No other staff member has the authority to purchase supplies unless one of the above-mentioned individuals approves the request. Suggestions may be made at employee meetings based upon feedback from students, employees, committee members, and employers. All other basic supplies are ordered on a quarterly basis. DSDT's forecasted annual budget is handed out at our mandatory bi-annual employee meetings and employees are encouraged to forecast items they may need during the current or upcoming year.

Equipment

All equipment needing repairs are reported to the respective School Director and the respective School Director deems if the equipment needs repair or to be replaced. The respective School Director will meet with the Director of Inventory Supply and Management to see if a repair is needed or if the actual purchase of new replacement equipment is best. DSDT always ensures network functionality for both distance education and traditional means of instructional delivery.

Disposal of Obsolete Equipment

Ensuring the upkeep, replacement, or removal of outdated equipment is crucial for maintaining high standards of instruction and training at DSDT. The Director of Inventory and Supply Management uses an online inventory management system called Asset Tiger, to confirm that DSDT equipment remains current, relevant, and accurately accounted for. Should there be a need to dispose of obsolete equipment, this decision is made collaboratively, incorporating the perspectives of our instructional staff and students. DSDT adheres to relevant business and industry safety standards for equipment disposal. Furthermore, DSDT is committed to meeting the equipment regulations set forth by the State of Michigan and Texas.

All Instructional Equipment meets appropriate and required safety standards

All acquisition, repair, maintenance, and operational activity related to equipment adheres to the pertinent industry safety standards. Both staff and students are instructed to abide by manufacturers' safety guidelines and procedural manuals provided by the distributor, under the guidance of their respective instructors. These procedural manuals serve as a guide for safe equipment setup and daily utilization. Instructors are responsible for ensuring students adhere to appropriate safety procedures within the learning environment. Each of the DSDT programs incorporates equipment safety training that aligns with the best practices outlined by the State of Michigan and Texas.

Safety, Privacy, and Security of Data

Student records at DSDT are securely preserved on a server and storage system, managed by trusted third-party service providers including Campus Cafe, Canvas LMS, and Boston Educational Network. Additionally, DSDT maintains an in-house server system, under the vigilant supervision of the Infrastructure Manager and the respective School Director. To ensure the utmost data security, DSDT has a backup server offering role-based access for all computer users to student, employee, and instructional files. DSDT's respective School Director exclusively has access to a secure hub for backup data. DSDT retains all data on Campus Cafe for a minimum of five years. Each staff member and instructor is given a unique username on Campus Cafe, limiting their access to only the student data relevant to their duties or classes. To safeguard personal information, every student is provided with a unique user login and password. Critical data at DSDT is regularly backed up on Microsoft OneDrive and Microsoft SharePoint. A GLBA-compliant firewall is in place to thwart unauthorized access to secure systems. Furthermore, each computer is equipped with a deployable security application to deter unauthorized access from within the internal networks.

Safety of Staff, Students, and Guests

DSDT strives to maintain safe environments for everyone. The facility includes classrooms, Student Media Resource Center, bathrooms, kitchen, labs, and common areas. DSDT has annual fire inspections and daily walkthroughs and inspections of environment (maintained by staff and the respective School Director); as well as information regarding severe weather precautions, which can be found in DSDT's Consumer Info at a Glance.

Incident reporting for any accident which includes any staff, instructor, student, or guest is reviewed for improvements that can be made to avoid future incidents.

DSDT has:

    A.   Fire Extinguishers located in common areas with signage.

    B.   First Aid supplies located throughout the institution.

    C.   Insurance for accidents and other needs.

D. Campus Security Authority and/or respective School Director personnel are present from 9am-5pm. From the hours of 5pm-10pm, the front desk receptionist will act as the interim CSA to control daily/nightly traffic and supervise as students leave the building to reduce accidents/emergencies. The interim CSA and/or respective School Director will report any accidents/emergencies to the campus security authority immediately.

E. Safety, accident, injury and emergency report forms for a systematic controlled process.

Distance Education Infrastructure
The respective School Director of DSDT is in charge of establishing and maintaining the infrastructure for distance learning. In close collaboration with the Infrastructure Manager, staff and/or the Director of Inventory and Supply Management, the School Director plays a key role in planning and integrating all online platforms to smoothly incorporate distance education into DSDT's offerings. Students across all delivery modes have access to the same resources, software, and support infrastructure, including Canvas LMS, Cengage Unlimited, Microsoft Office 365, secure login portals, networks, and servers.

If the student body's requirements cannot be met internally, additional resources will be considered based on financial and fiscal feasibility. Both distance education and traditional modality students at DSDT share the same opportunity to provide feedback on technical infrastructure and contribute to the annual budget planning for improvements or enhancements to online learning.

Feedback from student surveys is evaluated by the respective School Director in order to plan the upcoming annual budget, providing for contingencies as well as scheduled needs. The respective School Director oversees daily and weekly routine checks and delegates the procurement of any necessary equipment or infrastructure to the students and staff.

Given the scale of the school, in the absence of the School Director, his/her designee can submit a request to address immediate needs, ensuring around-the-clock response capability.

_____   _____
  Signature   **Date**

HEALTH & SAFETY PLAN SECTIONS

Overview

The DSDT administrative, instructional, and support staff is diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan (LARA) Post- Secondary School policy and procedures are implemented at the Detroit main campus and the Texas Workforce Commission (TWC) policy and procedures are implemented at the Killen branch campus, to fulfill the goal of a safe & healthy environment daily. DSDT's policies, processes, and procedures relating to health & safety issues are in place, implemented, and regularly evaluated & revised with input from employees & students. In addition, all staff follow a system for reporting & investigating accidents. DSDT has developed & promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for respondingto emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve DSDT'S equipment, employees must comply with the following requirements:

o Observe all safety rules located in DSDT's critical plan for fire evacuation, incident plans/procedures,and emergency preparedness protocols.
o Always keep work areas clean & orderly and immediately report all accidents to the Campus Security Authority at the main location.
o Operate instructional material/equipment only after proper training has been administered and under the supervision of an instructor.
o All employees must wear business casual clothing while on campus or must have appropriate DSDT T-shirt (available for purchase), jeans/slacks, and closed-toe shoes.

Employees with questions or concerns relating to the safety programs and issues should contact the Campus Security Authority at the main location or local emergency personnel. Local numbers are posted on the evacuation plan plaque displayed in every room and hallway on campus and in the student handbook and catalog made available to every student prior to enrollment.

Visitors in the Workplace

All visitors are required to enter the facility through the main entrance and sign the sign-in sheet, stating their name, phone number, email, and reason for visit. All secondary doors must be closed and secured at all times. School visitors must show proper identification and be screened through the school's visitor management system. This is to ensure the safety of our students, employees, and guests. In an effort to minimize classroom disruptions and mitigate any emergency situations, no student or visitor shall be permitted to wander about the building under any circumstances. Students who are currently enrolled and who may require evening access to the Student Media Resource Center must receive prior authorization from their instructor or the school director prior to access being granted. Employees who observe an unauthorized individual on DSDT premises should immediately direct him/her to the administration office or contact the administrator in charge. All nighttime visitors must follow the same procedures required for entry into the building and these procedures are monitored by appointed security personnel. No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons, or antique weapons may not be brought on to school property, including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the Campus Security Authority at the main location or the School Director at the branch location who shall turn the weapon over to the proper authorities.

Bullying and Harassment

DSDT mandates that all students and employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. DSDT will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The following are general processes and procedures designed to assure students, staff, and guests that DSDT is a safe & healthy environment in which to teach and learn.

Accident Reporting System

DSDT follows the state of Michigan (LARA) and Texas Workforce Commission (TWC) post-secondary policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers a work-related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed before the injury/illness and bring them back to work as quickly as possible.

As an employee, you have a right to:

- o   Receive timely and appropriate medical care for injuries sustained during, or arising out of, your employment.
- o   Receive timely & understandable information concerning your treatment including available alternatives & their effectiveness.
- o   Receive your treatment with dignity, courtesy, respect, privacy, and with all the confidentiality specified, as well as request a one-time independent medical examination.

As an employee, you are responsible for:

- o   Immediately reporting any injury received on the job to your immediate supervisor/Campus Security Authority/respective School Director, prior to seeking medical care for an occupational injury that does not require emergency treatment.

Claim Reporting System

In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her Campus Security Authority or respective School Director, who, in turn, will receive care/medical/ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the Campus Security Authority or respective School Director.

ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.

Emergency Care

In the event of an emergency, have someone call 911 or go to the nearest emergency room. Please contact your immediate instructor/supervisor or Campus Security Authority/respective School Director to help facilitate. Any additional medical care that is needed will be coordinated through them. After hours medical care is available 24 hours a day, seven (7) days a week (including holidays) in nearby urgent care centers. If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employer, and/or the subcontractor must call the Campus Security Authority/respective School Director immediately, or no later than, the next business day to report such visits.

If a student suffers an on-campus related injury/illness, a Student Accident Report (Addendum A) should be completed on the same day of the incident and submitted to the Campus Security Authority/ respective School Director on the sameday. The Campus Security Authority/ respective School Director will retain a copy for DSDT's files and add a copy to the student's files. For non- students or subcontractors that suffer work related injury/illness, a Public Incident Report (Addendum B) should be completed on the same day of the incident and submitted to the Campus Security Authority/ respective School Director that day. The director will then file in a timely manner or within the 24-hr. period.

Accident Investigation System

The Campus Security Authority/ respective School Director completes a health and injury report as necessary and submits the report to DSDT's office of secure files, before the end of the working day on which the incident is reported. An Incident Report or Student Accident Injury Report is to be submitted to the Campus Security Authority/ respective School Director and will be investigated through department procedures.

Emergency Response Plan

Every DSDT classroom has an emergency evacuation plaque equipped with location awareness, emergency personnel contact information, evacuation routes, etc. Throughout the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classrooms and is found in the Consumer Info at a Glance section on our website for reference. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. DSDT's Emergency Response Plan considers lessons learned from prior school trainings to highlight the importance of preparing for any hazard or emergency. DSDT's Emergency Response Plan is aligned with the emergency planning practices at national, state, & local levels and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery. Part of DSDT's Emergency Response Plan requires both the main and branch locations to conduct annual trainings for various scenarios (fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) for staff, students, and visitors to be prepared during critical incidents. Each classroom has an emergency evacuation map posted that the instructor discusses with their class. Both the main and branch locations have an annual emergency evacuation training, in which a fire drill simulation is conducted. Drills are conducted

so that students and personnel can react quickly & appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

Crisis Response Plan
The DSDT Crisis Response Plan is part of the DSDT's Emergency Response Plan, which provides both the main and branch locations with a guide for effective response to a critical incident. Our campus site will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response, & recovery from a threatened or actual emergency and will be given to students prior to enrollment.

Fire Extinguisher Maintenance Plan
All fire extinguishers are maintained by Fire Systems of Michigan for the main campus Detroit location and Texas Fire and Safety for the Killeen branch campus location. All fire extinguishers are checked annually.

Evaluation & Revision
DSDT's written health and safety plan is reviewed annually by DSDT's Institutional and Occupational Advisory Committees, to ensure compliance with LARA and TWC post-secondary school licensing division guidelines, as well as adequacy. Students, employees, and visitors will use this form to report school related injuries, illness, or "near miss" events (which could have caused an injury or illness) - no matter how minor. This helps us to identify student plans/procedures and emergency preparedness protocols and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to the Campus Security Authority/ respective School Director. Always keep work areas clean and orderly, and immediately report all accidents to the Campus Security Authority/ respective School Director. Operate instructional material/ equipment only after proper training has been administered and under the supervision of instructor/ and or School Director. All employees must wear business casual clothing while on campus or must have appropriate clothing provided (for purchase by student), DSDT T-shirt, jeans/slacks, and closed-toe shoes. Employees caring for injuries sustained during, or arising out of, on campus activities should direct your questions or concerns relating to the safety programs or issues immediately to the Campus Security Authority/ respective School Director, or local emergency personnel. Local numbers are posted on the walls of the campus, or in the student handbook and catalog made available to the student prior to enrollment. All visitors are required to enter the facility through the main entrance and sign the sign-in sheet, stating their name, phone number, email, and reason for visit. School visitors must show proper identification and be screened through the school's visitor management system. This is to ensure the safety of our students, employees, and guests. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 911 and complete an Injury Report form. Have the student, Campus Security Authority/ respective School Director, or the supervisor who charted the incident acknowledge and sign off on documentation.

Individual completing this form, please circle the correct one:

Student / Staff member/ Committee Member/ Patron of the Facility

_____   _____
Signature   **Date**

Today's Date:

Incident Report (Indicate which campus)

DSDT Main Campus
1759 W. 20th StreetDetroit,
MI
48216

DSDT Branch Campus
4301 E Stan Schlueter
Loop Bldg #1
Killeen, TX
76542

Students, employees, and all visitors will use this form to report all school related injuries, illness, or "near miss" events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and givento a school director/ instructor for further action.

I am reporting a work related: □ **Injury**   □ **Illness**   □ **Near Miss**

Your Name:

Instructor/Supervisor:

Have you told your instructor/supervisor about this injury?	□ **Yes** □ **No**

Date of injury/near miss:	**Time of injury/ near miss:**

Name of witness (if any):

Where, exactly, did it happen?

What were you doing at the time?

What could have been done to prevent this injury/near miss?

What parts of your body Were injured? If a near miss, how could you have been hurt?

Did you see a doctor about this injury/near miss? □ Yes   □ No

If yes, whom did you see?	**Doctor's phone #:**

Part of body affected:

Front   Back

Right   Left   Left   Right
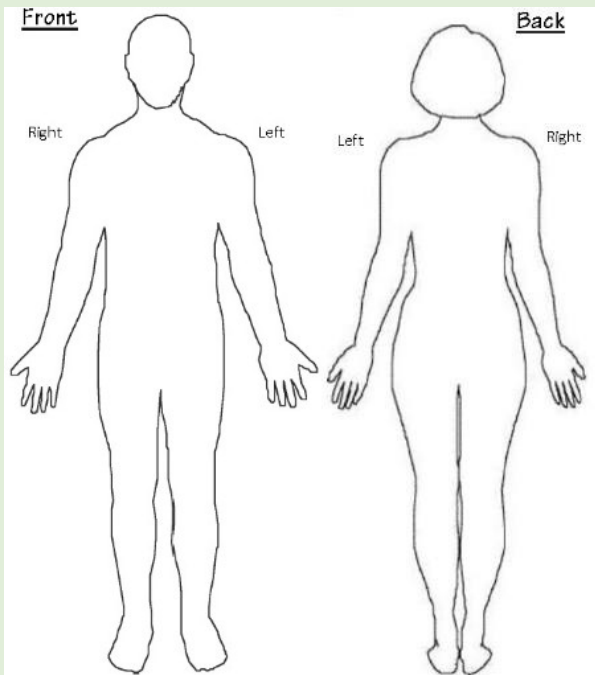
Nature of the injury you're reporting:

- ☐ **Abrasion, scrapes**
- ☐ **Amputation**
- ☐ **Broken bone**
- ☐ **Bruise**
- ☐ **Burn (heat)**
- ☐ **Burn (chemical)**
- ☐ **Concussion (to the head)**
- ☐ **Crushing Injury**
- ☐ **Cut, laceration, puncture**
- ☐ **Illness**
- ☐ **Sprain, strain**
- ☐ **Other:**

Written witness statement:

Number of attachments (photographs, hospital verification, drawings, etc.):
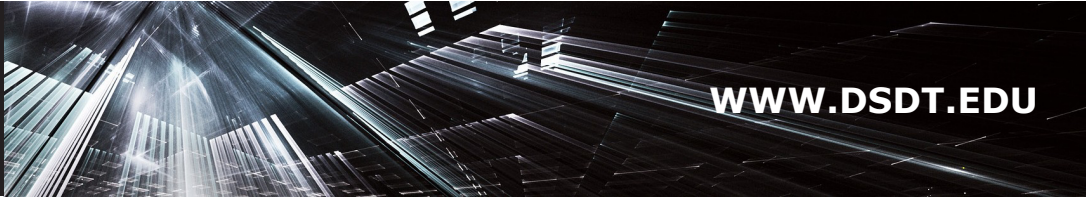
Why did the incident happen?

☐ Unguarded hazard

☐ Safety device is defective

☐ Tool or equipment defective

☐ Workstation layout is hazardous

☐ Unsafe lighting

☐ Unsafe ventilation

☐ Lack of needed personal protective equipment

☐ Lack of appropriate equipment/tools

☐ No training or insufficient training

☐ Other:

What changes do you suggest preventing this incident/ near miss from happening again?

☐ Stop this activity

☐ Redesign school area

☐ Train/ enforce policy

☐ Other:

Your Signature:	**Date:**
For administrative use only	
Written by: **Job title:**	**Date:**
Names of team investigating:	
Reviewed by: **Job title:**	**Date:**
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?	

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter school program or work environment.

- Please review every room at facility for the immediate evacuation route in event of an emergency or fire.
- Please report all investigations and or incidents to the fire department by calling 911 and give the name of the DSDT location:
  Main Campus: 1759 W 20th Street Detroit, MI 48216
  Branch Campus: 4301 E Stan Schlueter Loop Bldg #1 Killeen, TX 76542

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful.
- Proper Use of Flammables: Read labels and always follow precaution.
- Proper use of chemicals and materials: Please refer to teacher/ student manuals. If your class is using any of them, they will be listed in your manual and reviewed in introductory class.
- Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilated area and in moderate temperature.
- Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- Proper Use of First Aid: First aid kit is available and at the front desk and in the classroom.
- Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation.

IN THE EVENT OF A FIRE:

- Contact the fire department (911) and Give name and address of the business, nature of fire (what is burning), and the name of person reporting the fire.
- Evacuate premises by following the planned procedure for the facility.
- Alternate exits for use in the event the fire blocks regular route.
- Fire extinguishers are serviced annually.

USE OF FIRE EXTINGUISHERS

Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

1. Pull the pin
2. Aim the nozzle
3. Squeeze the handle
4. Sweep from side to side at the base until fire goes out

RECOMMENDED PROCEDURES

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:

- Everyone is leaving the premises and the fire department has been called
- The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
- You can fight the fire with your back to an escape route
- Your extinguisher is rated for the type of fire you are fighting and is in good working order
- You know how to operate the extinguisher

Individual completing this form, please circle the correct one: Student / Guest / Employee

_____   _____
Signature   **Date**

VETERAN STUDENT ADDENDUM

This catalog addendum applies to those students receiving U.S. Department of Veteran Affairs education (GI Bill®) benefits while attending DSDT. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules, and regulations of DSDT.

DSDT will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter U S Department of Veterans Affairs (VA) Post 9/11, G I Bill® (Ch 33) or Vocational Rehabilitation & Employment (Ch 31) benefits ending on the earlier of the following dates:

1. The date on which the Department of Veterans Affairs provides payment for such course of education to such institution
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility

Prior Credit Policy: Per, 38CFR 21.4253(d)(3), previous training and experience will be considered and granted if appropriate for veterans and eligible students. Veterans may submit a copy of their Joint Service Transcript (JST) and/or applicable documents to be considered eligible for prior credit.

Attendance Policy: In accordance with Title 38 US Code 3679 subsection (e) DSDT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or their institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs. VA students are expected to attend all classes as designated in the enrollment agreement If circumstances prevent attendance, prior notification is expected.

Attendance is charted daily and evaluated monthly Attendance must not fall below 67% of scheduled class/floor time. If at an evaluation point a student's attendance falls below 67%, the student will be placed on probation and be counseled based on our probation policy. If, at the end of the probationary period, satisfactory attendance has not been regained, veteran education benefits will be terminated and face possible dismissal from the school. Students whose absences are excused (family emergency, medical, etc), or result from authorized mitigating circumstances, as determined by the school administration, will continue to be certified for veteran education benefits.

Students whose veteran education benefits have been stopped for unsatisfactory attendance may be recertified only after regaining satisfactory attendance. Additionally, for VA students, any absence greater than 5 consecutive class days for any reason (illness, military orders, leave of absence, etc) requires termination of veteran education benefits. Benefits will be restarted on re- enrollment. Re-admittance after termination for unsatisfactory attendance, requires reapplication for admission and scheduling an interview with the school administration.

If a student is using Chapter 33 Veteran benefits, attendance is required to be in-person.

Academic Progress Policy: Students receiving VA education benefits must maintain a 70% or a 2.0 grade point average on tests and in written practical exams, satisfactory and timely completion of all assignments, reports, projects etc. Failure to meet these criteria will result in being on an academic warning. If the criterions are not met by the end of the probationary period, VA educational benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Financial Responsibility: If you are not 100% eligible for Veteran benefits, you will be required to pay the remaining balance. If you decline Title IV funds, you will need to provide a signed statement that you will not be using them to cover the balance.

Pro-Rated Refund Policy for Veterans and other Eligible Students: Per CFR21.4255, DSDT has a pro-rata refund policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Retention of Records: DSDT will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

GI Bill® is a registered trademark of the U S Department of Veterans Affairs (VA) More information about education benefits offered by VA is available at the official U S government Web site at https://www.benefits.va.gov/gibill

I hereby certify that the contents found herein are true and correct in content and policy.

_____
Authorized Official

_____
Title of Official   Date

_____
Student Name (Printed)

_____
Student Signature   Date

STUDENT RULES AND CODE OF CONDUCT

ATTENDANCE POLICY
Until the next scheduled evaluation: For a student to be making satisfactory academic progress as of the course midpoint, the student must meet 67% in attendance and 70% academic requirements on at least one evaluation by midpoint in the course. Regardless of the average level of attendance, students who have more than 10 school days (14 calendar days) of consecutive absences without communication to the School Director/Designee will be dismissed on the 11th consecutive school day as an unofficial withdraw.

CONDUCT
At DSDT, we strive to create an atmosphere conducive to learning and professionalism. To achieve our goal for the benefit of all our students, it's essential that you arrive promptly to each class and are prepared. Our instructors must have your complete attention to be able to communicate in an environment that will assist the student in learning. DSDT will not tolerate any classroom distractions or interruptions. If a student shows a poor or disruptive attitude it will be at the instructor's discretion to decide if the student will be allowed to continue in the program. If the inappropriate behavior continues, the student will have to meet with the department head of DSDT. If the student is dismissed from the course, it will be without refund.

COURSE SCHEDULES
DSDT offers Classes in the Morning, Afternoon, and Evening. Dates vary per course availability. Check with an admissions representative for listings.

COURSE MATERIAL
The student is advised to a bring pen/pencil and a notepad to each class meeting.

STUDENT AGREES TO:

- Receive the required number of clock hours of training
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations
- Satisfactorily pass final written and practical exams
- Complete the required theory hours
- Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school

Once the student has met all these requirements, he/she will obtain a diploma or certificate of completion.

_____   _____
Student Signature   **Date**

CPL DATA
REPORTED AS OF JUNE 30TH, 2023

Combined Data Reported
2023 Reported Data
Completion Rate: 89%
Graduation Rate: 87%
Placement Rate: 97%

Per Program Reported
2023 Reported Data

Digital Marketing Professional
Completion Rate: 84%
Graduation Rate: 81%
Placement Rate: 96%

Technology Professional 2
Completion Rate: 96%
Graduation Rate: 96%
Placement Rate: 100%

Technology Professional 6
Completion Rate: 91%
Graduation Rate: 91%
Placement Rate: 97%

Business Information Technology Specialist
Completion Rate: 83%
Graduation Rate: 62%
Placement Rate: 96%

Full Stack Developer
Completion Rate: 80%
Graduation Rate: 70%
Placement Rate: 91%

AI Prompt Specialist
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

Medical Assistant
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

Machine Learning Specialist
Completion Rate: (Coming Soon)
Graduation Rate: (Coming Soon)
Placement Rate: (Coming Soon)

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS OF AGREEMENT:

- DSDT shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.

- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.

- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program successfully and according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to DSDT.

- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed to DSDT as approved by DSDT. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

STUDENT:

- Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including Practical assignment
- Agrees not to refuse to perform practical hours or other program requirements
- Agrees to comply with the school's dress code at all times and project a professional image representative of the related industry DSDT serves
- Agrees to comply with the assigned schedule for the applicable Certificate or Diploma Program, which may change from time to time at the discretion of the school
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed

This page Agreement constitutes a binding contract between the student and DSDT when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT

My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

DISCLAIMER

The school does not discriminate in its employment, admission, and instruction or graduation policies on the basis of sex, age, religion, or ethnic origin nor does it recruit students already attending or admitted to another school already offering similar programs of study.

DSDT requires that each student enrolling in the DSDT curriculum provided program must:

- **Complete This Application Prior To Enrollment**

- **Provide Proof of Secondary Education Such as A High School Diploma And Or Ged**

- **Provide Proof of a License Or State Id With Picture**

_____   _____

Student Signature   **Date**

STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

School Name:

Address:

City: State: Zip:

Telephone: E-mail Address:

STUDENT INFORMATION

First Name: Middle Initial: Last Name:

Address:

City/State/Zip:

Telephone: DOB:

Social Security Number: E-mail Address:

Education Level: HS Grad year:

(GED, HS Diploma, Some College,

Associates, Bachelors, Masters)

United States Veteran or Military Service Member: ☐Yes ☐No

COURSE AND COURSE COST

Course Name: Course Schedule:

Course Length: Tuition: $

Contact Hours: Other Expenses (list separately): $

Course Modality: Books*[IF APPLICABLE]: $

Date the training is to begin: Supplies*: $

Expected date of completion: TOTAL COST:

*Fee is estimated and based on current cost and subject to change.

METHOD OF PAYMENT (CHECK ONE)

Financial Aid (   ) Veteran Affairs (   ) Cash (   ) Money Order (   ) Other (   )

No interest is charged.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant here to or with the proceeds hereof. Recovery here under by the debtor shall not exceed the amounts paid by the debtor here under.

EMERGENCY CONTACT FORM

In case of emergency, please notify:

Contact #1

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Contact #2

Emergency Contact Name: _____

Relationship: _____

Address: _____

Phone Number: _____

CONTRACT COST PAYMENT TERMS

Student and sponsor (if applicable) agree to pay DSDT the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balances are satisfied. Methods of payment include full payment at time of signing the Enrollment Agreement, and or remaining balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and/or credit card. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration Fee:

$ _____

Books/Equipment:

$_____

Financial Aid Payment:

$ _____

MI Works Payment:

$ _____

Veteran Affairs Payment:

$ _____

Monthly Payment:

$ _____

Less Deposit:

$ _____

Balance Due:

$ _____

Total Tuition &Fees:

_____
Curriculum Advisor Signature and Date:

_____
Student Signature and Date:

NEW STUDENT ORIENTATION CHECKLIST

I have received information concerning the following topics during my orientation:

_____ Program Objectives

_____ Desired Student Characteristics

_____ Job Opportunities in the Chosen Field

_____ Program and/or Course Outlines

_____ Course Lengths and Schedules

_____ Diploma and or Certificate Requirements

_____ General School Policies

_____ Clocking Procedures

_____ Equipment Policy

_____ Dress Code

_____ Standards of Conduct/Rules

_____ Security and Safety Awareness Policies

_____ Drug-Free Workplace Policy

_____ Student Grievance Policy and Procedure

_____ Leave of Absence

_____ Disciplinary Policy

_____ Counseling Resources and Procedures

_____ Reference Materials/Media Center

_____ Tuition payment overview/ Third party lender info

_____ Consumer Information

_____ Satisfactory Academic Progress

_____ Safety, First Aid

_____ Evacuation Procedures

_____ Location and Use of Fire Extinguishers

_____ Other Policies as applicable to the school

_____   _____

Student Signature   **Date**

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name:

Program Start Date:

I have received written information concerning the following topics prior to signing my enrollment agreement:

Please check the following boxes:

☐ School Catalog

☐ School's Graduation Rate

☐ School's Job Placement Rate

☐ Certification or Diploma Requirements

☐ Prerequisites for Employment

☐ Satisfactory Academic Progress Policy

_____   _____

Student Signature   **Date**

ENROLLMENT AGREEMENT CHECKLIST

_____ 1. Title: Identified as a contract or enrollment agreement

_____ 2. Name and address of the institution

_____ 3. List the name of the student enrollee

_____ 4. Course/Program Title(s) as identified in catalog

_____ 5. Length of Courses/Programs with a total number of clock hour competencies and approximate number of weeks or months required

_____ 6. Costs

      _____ a. Total tuition for the course

      _____ b. Books and supplies cost

      _____ c. Payment terms and methods must be identified

_____ 7. Scheduled class starting date

_____ 8. Calculated completion date

_____ 9. Class Schedule – Actual hours per week

_____ 11. Institutional Refund Policy

_____ 12. Graduation requirements

_____ 13. Employment assistance description/ employment not guaranteed

_____ 14. Acknowledgment that signers have read and received a copy of contract

_____ 15. Date and signature of the applicant and parent/sponsor, if applicable

_____ 16. Acceptance date and signature of institution official

_____ 17. Governmental body requirements (license, state ID, GED, Diploma)

_____ 18. Any other conditions, circumstances or qualifications imposed by school

_____ 19. The contract is in language course/program will be taught

_____   _____

Student Signature   **Date**

RELEASE OF STUDENT INFORMATION AUTHORIZATION FORM

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file.

I hereby authorize DSDT, individuals of organizations or third-party employers to have access to the following information:

All Student file forms and contracts signed and dated by me in the event my information must be shared in the above aforementioned circumstances.

NOTE: This form is to be used each time the school wants or has a need to release information from the student file to a third party. This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.

_____   _____

Student Signature   **Date**

MEDIA RELEASE FORM

I,_____, hereby authorize DSDT to use and/or reproduce photos and /or videos

without compensation. I understand that this material may be used in various publications, public affair releases,

recruitment materials, broadcast public service advertising (PSA's) or for other related endeavors. This material may also

appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be

withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish

materials, use my name, photographs, and/or refer to me in any manner that the company or project sponsor deems

appropriate in order to promote/publicize service opportunities.

Description of Material Covered (Photo/Audio/Visual):

Any photo, audio or video material taken/recorded while on school property, during school events or while off-campus for

school practical teaching.

_____

Student Name (Printed)

_____

Student Signature & Date

PRIOR EDUCATION CREDIT

Step 1:   Students Submitted required documents to school official determine eligibility and declare an academic major.

Step 2:   DSDT cannot guarantee credit received through conversion will be recognized by transfer institutions. Please verify transferability prior to applying for credit.

Chair/Coordinator:

All academic prior credits must be equivalent to those completed by Academic students. **Acceptable Records:** Joint Military Transcripts, College Transcripts, and Certificates/Diplomas.

_____   _____

Last Name   First Name   M.   Student ID

_____   _____

Program Title   Credits/Clock Hours

_____   _____

Student (Signature)   DSDT School Official (Signature)

Step 3.   Students visit has submitted one or more of the required documents. Prior credit review and evaluation.

☐Joint Military Transcript
☐College Transcripts
☐Certificates/Diplomas
☐Other: _____

Step 3.   Prior credit review and evaluation.

☐Prior Credit Accepted
☐Prior Credits Denied

Department Use Only:

==
============

_____   _____

Date   DSDT SCHOOL OFFICAL

Academic departments have the freedom to grant credit based on their individual departmental Prior Learning Credit policy. Please see the Prior Learning policy to obtain more information on each individual program's practice of accepting Prior Learning Credit.

PROGRESS REPORT

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

_____

Actual Hours: (Actual hours at date of report)

_____

Rate of Attendance:

_____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

Comments:

_____

_____

_____

_____

_____   _____

Instructor Signature   **Date**

REPORT CARD

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

_____

Actual Hours: (Actual hours at date of report)

_____

Rate of Attendance:

_____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

Comments:

_____

_____

_____

_____

_____   _____

Instructor Signature   **Date**

PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA

The skills category is graded by dividing the number of criteria rated yes into the total number of criteria. At least 75% in each applicable category must be attained for a passing score. Practical skills are evaluated according to test procedures and performance standards established by the state regulating agencies.

93 - 100 Excellent

85 - 92 Very Good

75 - 84 Satisfactory

74 - 0 Needs Improvement; Does not meet qualifications

To calculate the overall competency evaluation score, the evaluator averages the percentages for all categories and converts to the above scale. Each student is counseled regarding evaluation results and the permanent record is signed by the verifying instructor and the student examination candidate.

NOTE TO RATER: Rate item from 1-100 based upon category performance. Divide the total by 10 to determine the overall score using a 100% scale.

SKILL PERFORMANCE

_____ 1. Prepared and participated in class

_____ 2. Proper techniques demonstrated

_____ 3. Performed practical assessments in timely manner

_____ 4. Used proper software and equipment for specific task

_____ 5. Applied learned theory techniques

_____ 6. Demonstrated organizational skills

_____ 7. Demonstrated skill proficiency

_____ 8. Demonstrated appropriate application techniques

_____ 9. Demonstrated competency in practical application

_____ 10. Maintains proper behavior and professionalism

_____ Total _____% Total Score (Total / 1,000)

_____   _____
Student Signature   **Date**

_____   _____
Instructor Signature   **Date**

TECHNICAL INFRASTRUCTURE STUDENT SURVEY & FEEDBACK FORM

STUDENT NAME: _____**DATE:** _____

PROGRAM: _____**APPROXIMATE HOURS EARNED:** _____

PART 1: Technical Infrastructure

As part of the school's routine assessment of its achievements and commitment to students, please respond to the following questions by circling Y for yes, N for no, or N/A for not applicable. Please feel free to provide additional comments in the section provided. Thank you for your assistance.

Y N N/A   1. Is the school striving to meet the mission stated in the catalog?

Y N N/A   2. When teaching the class, does your teacher use effective delivery?

Y N N/A   3. Does the school use qualified substitute instructors when instructors are absent?

Y N N/A   4. Have you ever been advised about financial assistance opportunities?

Y N N/A   5. If yes, was the advice beneficial?

Y N N/A   6. Did you receive a copy of the school catalog prior to enrollment?

Y N N/A   7. Do you have a high school diploma or GED?

Y N N/A   8. Did you sign an enrollment agreement prior to starting school?

Y N N/A   9. Did you receive a copy of your enrollment agreement?

Y N N/A   10. Do you know who to see with questions regarding your graduation requirements, financial assistance, employment, or your academic progress?

Y N N/A   11. Did you go through orientation on or before start day?

Y N N/A   12. Did orientation explain school policies, program goals, administrative policies affecting students and available student services?

Y N N/A   13. Have you attended classes on job readiness and job search skills?

Y N N/A   14. Do you understand the graduation requirements and the difference between a Diploma and licensing program?

Y N N/A   15. Do you clock in and out each time you arrive and leave the school according to policy?

Y N N/A   16. Are you aware that you must maintain a minimum attendance rate and grade average to maintain satisfactory academic progress?

Y N N/A   17. Were you made aware of the school's internal grievance procedure?

Y N N/A   18. Have you received appropriate texts and/or kit materials for your program of study?

Y N N/A   19. Was the school's refund policy explained to you upon enrollment?

Y N N/A   20. Are the equipment and facilities maintained in working-order?

Y N N/A   21. Does the school make available other items for training that are not included in your kit such as products, equipment, reference materials?

Y N N/A   22. Are you aware of the educational requirements you must meet to graduate? Y N

N/A   23. Are you evaluated periodically on your practical skills?

Y N N/A   24. Do you understand the grading criteria that are used by the instructors when giving you practical grades?

Y N N/A   25. Do you take written tests after each unit of study?

Y N N/A   26. Were the school's performance rates or goals regarding graduation, published in the school's catalog that you received prior to enrollment?

Y N N/A   27. If you had to make the decision again, would you choose this institution?

Please provide any additional feedback or constructive comments you may have on the school's curriculum, space and facilities, student support services, and performance statistics that might help improve the school. Thank you again for your assistance.

_____

_____

_____

_____

PART 2: Academic Technical Theory and Practical Learning Methods

The school has developed a comprehensive curriculum for each course of study which includes requirements for study, weekly class schedules, detailed lesson plans, handouts and project sheets, visual aids and support materials. The Digital Marketing Professional Diploma and Technology Professional Courses meet the standards established by the state regulatory agency, as applicable. Educators are trained in a variety of teaching methods, which are incorporated into the instruction of each course.

DSDT Teaching Methods Include:

- Discussion
- Questions & Answers
- Demonstration
- Cooperative
- Learning
- Problem Solving
- Interactive Lecture

- Individualized Instruction
- Student Presentation Labs
- Student Activities
- Classroom Presentations
- Field Trips
- Guest Speakers
- Project

Are the academic and practical learning methods used effective relevant to learning styles and current education trends?	☐ YES ☐ NO

Please provide any additional recommendations:

_____

_____

_____

PART 3: Facilities, Equipment & Learning Resources

DSDT'S facility includes:

- Properly arranged and equipped classrooms for academic and practical learning.
- A contemporary modern facility with stations, tables, lighting, materials, and appropriate equipment.
- Offices for admission, education, academic advisement, and study.
- Learning resources including Flash Drives, reference books, technical manuals, professional periodicals, supplements, to text materials, computers, media resource center and inventory of supplies to enhance the educational programs.

Are these resources adequate for instructional needs as stated in the program objectives?

☐ YES   ☐ NO

Do they meet the professional standards for safety and health requirements?

☐ YES   ☐ NO

Please provide any additional recommendations:

_____

_____

GRADUATION, COMPLETION, AND PLACEMENT RATES
AS OF 2023 COMBINED TOTALS:

2023 reported data:
Completion Rate: 88%
Graduation Rate: 85%
Placement Rate: 97%

Do you feel these are good outcomes for the institution?	☐ YES ☐ NO

Please provide any additional recommendations:

_____

_____

Again, thank you for taking the time to read and respond to this survey. Please list your general constructive comments on our institution below if you have any. If, however, your evaluation found our institution to be operating effectively and appropriately for achievement of our mission and objectives, we would appreciate a summary of your positive observations as well. Our staff is diligent in its efforts to provide quality education within the parameters of our stated mission. Therefore, we would appreciate any positive feedback you have to share. If we can ever be of assistance to you in any manner or provide you with qualified graduates to meet your employment needs, please don't hesitate to call on us.

_____   _____
Student Signature   **Date**

STUDENT INSTRUCTOR EVALUATION

Student Name: _____ Date: _____

Program: _____ Approximate Hours Earned: _____

The following pages contain statements about the education your instructor is delivering. Please rate the frequency of how your instructor engages in each of the below statements from Poor to Excellent. This information will be used to make constant improvements to the student experience at DSDT. There are no right or wrong answers in this survey. We appreciate your feedback.

INSTRUCTOR COMPETENCY

Flexibility & Adaptability
Classroom projects apply to real world experiences	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Guidance & Cooperative
Provides the opportunity to discuss class work **Poor** **Satisfactory** **Excellent** **N/A**

Evaluation Process & Decision Making
Explains how student will be evaluated **Poor** **Satisfactory** **Excellent** **N/A**

Punctuality & Professionalism
Displays a professional image in actions and behavior **Poor** **Satisfactory** **Excellent** **N/A**

Competence of Curriculum Taught
Demonstrates knowledge of subject of study **Poor** **Satisfactory** **Excellent** **N/A**

Quality
Classroom/lab is a safe and clean environment **Poor** **Satisfactory** **Excellent** **N/A**

Productivity
Class time is well planned by the instructor **Poor** **Satisfactory** **Excellent** **N/A**
All assignments are clear and easy to understand **Poor** **Satisfactory** **Excellent** **N/A**
Plan of progress in place for student **Poor** **Satisfactory** **Excellent** **N/A**
Projects and assignments are readily available **Poor** **Satisfactory** **Excellent** **N/A**

Initiative
Encourages thinking and problem solving **Poor** **Satisfactory** **Excellent** **N/A**
Technology is incorporated in class learning **Poor** **Satisfactory** **Excellent** **N/A**

Diversity
All students are treated fairly **Poor** **Satisfactory** **Excellent** **N/A**

Inclusion
Teaching methods adapt to student learning styles **Poor** **Satisfactory** **Excellent** **N/A**

Communications
Verbal and written skills are demonstrated **Poor** **Satisfactory** **Excellent** **N/A**
Demonstrates a cooperative spirit **Poor** **Satisfactory** **Excellent** **N/A**

Institutional Commitment
Sense of pride in student completion and placement **Poor** **Satisfactory** **Excellent** **N/A**
while challenging students to do their best
The instructor exhibits a professional attitude **Poor** **Satisfactory** **Excellent** **N/A**
Thank you for taking the time to complete this survey.
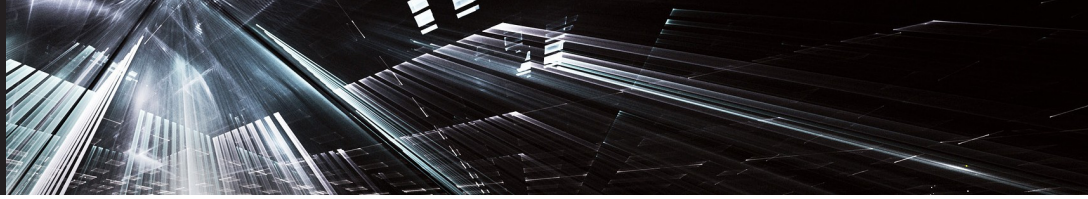
EXIT INTERVIEW AND PLACEMENT SURVEY

STUDENT NAME: _____ **DATE:** _____

PROGRAM: _____ **EMAIL:** _____

Please rate DSDT's following school programs and services:

- Classroom and Equipment   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Projects and Homework   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Instructor   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- School Administrator   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Financing Services   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Counseling Services   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Job Placement   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Counseling Services   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Student Activities (Fairs, Guest Speakers, Special Events, etc.)   **Poor**   **Satisfactory**   **Excellent**   **N/A**
- Condition of School (Maintenance, cleanliness, parking)   **Poor**   **Satisfactory**   **Excellent**   **N/A**

Was the Health and Safety Plan Given to You and Available in the Student Handbook?   **Yes No**

Why are you leaving? (Completed program, financial reasons, etc.)

Please provide feedback and/or areas of improvement (if any) on course instruction and curriculum delivery modes:

What suggestions do you offer to improve the program/school?

Do you have any additional comments or suggestions for improvement of Student Services (counseling, financing, activities, etc.)?

DID YOU RECEIVE FINANCIAL AID?   **Yes**   **No**
If yes, indicate the type _____

PLACEMENT INFORMATION: Do you have a   **Yes**   **No**
job? If no, indicate why _____
Employer Name _____ Full Time / Part Time (Circle One)
Address_____ Immediate
Supervisor_____
Job Title_____ Supervisor's Email _____
Phone # of Employer:_____ Hourly Wage _____
How did you find out about the job? _____
What is your current address? _____

_____   _____

Student Signature   **Date**

TRAIN
EMPOWER
EMPLOY

DSDT
A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

WWW.DSDT.EDU