

Texas Branch Campus Student Handbook & Catalog

DSDT

Main Campus

1759 W 20th Street
Detroit, MI 48216
(313) 263-4200

Branch Campus

4301 E Stan Schlueter Loop Bldg #1
Killeen, Texas 76542
(313) 263-4200

Catalog 2024-2025 Volume I

**Published June 1, 2023
Effective July 29, 2024**



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HISTORY

DSDT is a licensed post-secondary school 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.

AVAILABLE SPACE, FACILITIES AND EQUIPMENT

DSDT leases a 10,459 sq. foot 2 story building, with 5 restrooms, elevators, a breakroom, office spaces, and classrooms. The facility was turnkey when DSDT took over, as it was previous operated by a trucking institution. Classes began in early 2024. The building is accessible to persons with disabilities and includes a student media resource center, which houses all physical equipment and resources. All computer equipment is equipped with learning resources and software applicable to the program of study and is up to industry standards.

ACCREDITATION AND APPROVALS

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, www.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.



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

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.



NON- DISCRIMINATION POLICY

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.



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.



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 Detroit 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**



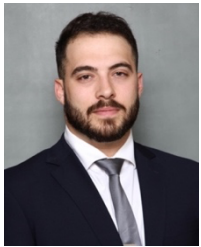
Anasa Holden

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.



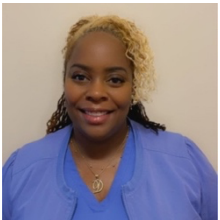
Eleya Montroy

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.

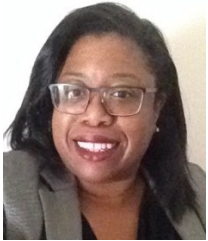


DIGITAL MARKETING PROFESSIONAL OCCUPATIONAL COMMITTEE MEMBERS



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.



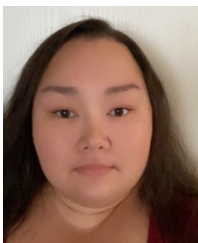
Danielle Gordon

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

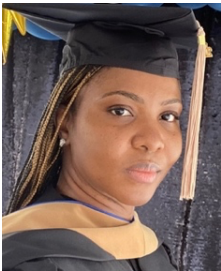
Melinda Ann O'Neill is an Advanced Technology Specialist with CDW. CDW is a leading multi-brand technology solutions provider to business, government, education, and healthcare customers in the United States, Canada, the United Kingdom, and other international locations. CDW is a Fortune 500 company, 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.

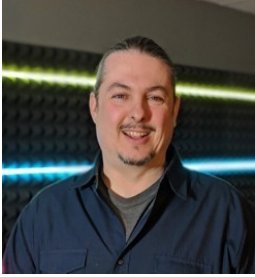


Skip Sorrels

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



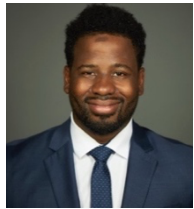
Julie Spiller

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.



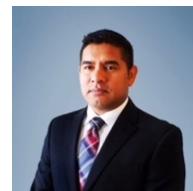
Rachel Pizzimenti

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, Corvea, 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.



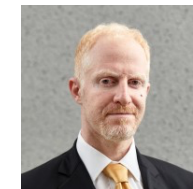
Hector Guerra

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 as 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.



Dean Crutchfield

Dean's is the Chief Information Security Officer at Toast, a Fintech company based in Boston Massachusetts. Dean's passion for helping develop and mentor others aligns with his core value of giving back to the community and engaging to help others thrive in their careers. Dean is a senior executive and proven leader with over three decades of experience inside innovative technology companies. During his time in the technology industry, Dean has held Chief Information Officer and Chief Information Security Officer roles in companies that develop cloud based, software as a service (SaaS) and hardware products. Dean has been an executive leader in companies that develop mobile devices, personal computers and enterprise data center software and hardware. These companies include Dell Technologies, Zebra Technologies and SaaS provider CDK Global. At Toast, Dean is responsible for global governance, risk, technical compliance and cybersecurity. Dean serves on several technology committees at Toast including the Artificial Intelligence, Mobile Hardware and Technology Architecture Councils. Dean is a advisory board member of the Payment Card Industry Council, and a cybersecurity advisor to Insight Partners, a Private Equity and Venture Capital firm based in London and New York City.



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. Wajieh 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.

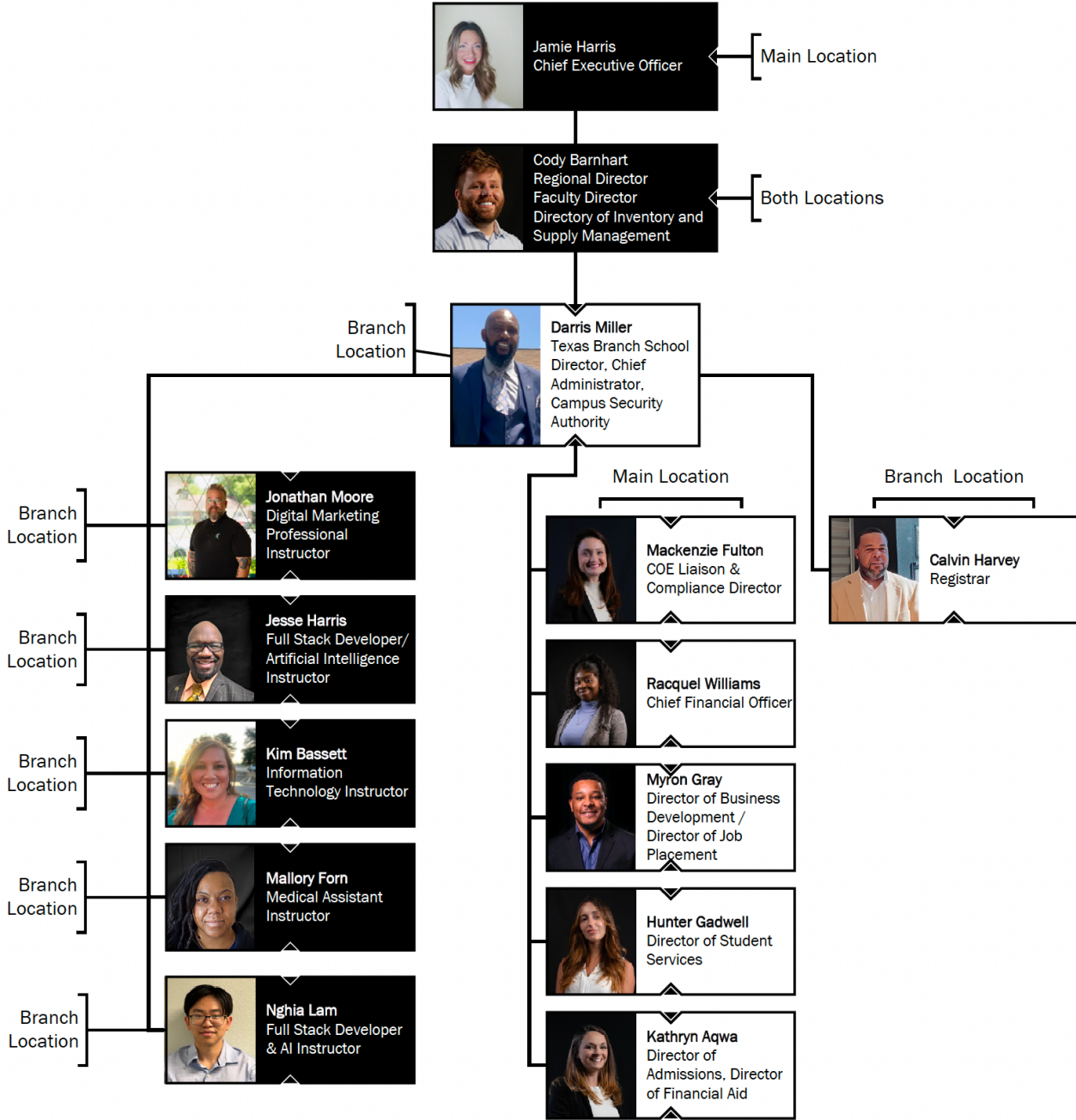


Yogeesh Kunigal Gangaiah

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
Organization Chart





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
 - 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.

AI Prompt Specialist

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.

HOLIDAYS TO BE OBSERVED

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

Christmas Day



ENROLLMENT PERIODS

**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



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

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

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



SCHEDULED VACATION PERIODS

No scheduled vacation periods

NORMAL HOURS OF OPERATION

All staff and administration will be available from the hours of 9:00 AM to 5:00 PM Monday through Friday, except the days in which the school will be closed. All faculty will be available during regularly scheduled class time (either day or night sessions).

CLASS SCHEDULES

Certificate of completion programs: 80 - 760 clock hours

Ranges from: 4-38 weeks in length

All students enrolled in the following programs are required to attend a minimum of 22 hrs per week: Business Information Technology Specialist, Full Stack Developer, Digital Marketing Specialist, Medical Assistant, and Machine Learning Specialist.

All students enrolled in the following programs are required to attend a minimum of 20 hrs per week: Technology Professional 2, Technology Professional 6, and AI Prompt Specialist.

Day students will attend class Monday through Wednesday from 9:00 am to 4:00pm or Thursday through Saturday 9:00 am to 4:00pm.

Night students will attend class Monday through Thursday from 4:30pm to 9:30pm.

For day students, two ten-minute breaks will be taken each day, and lunch will be from 12:00 PM to 1:00 PM. For evening students, there will be no mealtime, and two fifteen-minute breaks will be taken daily.

OFFICE HOURS

Office hours are 9:00 AM to 5:00 PM Monday through Friday, except the days in which the school will be closed.

EXTERNSHIPS

While performing externship duties students will represent themselves and DSDT.

Therefore, it is imperative that all students follow the rules about externships:

1. The school will provide the students with one externship site. If the site is lost for any reason, the student will be required to find another site that is acceptable to the institution.
2. The externship must start within two weeks of the students' last day of class.
3. **Day School:** The externship should normally be completed in 6 weeks and must be completed within 3 months from the last day of class attendance.
Night School: The externship should normally be completed in 8 weeks and must be completed within 3 months from the last day of class attendance.
If these parameters are not met, the student will be dropped from school.
4. The student must exemplify dependability and punctuality by becoming a "model employee" during the tenure of his/her externship. This means the student must be on time every day and do whatever is asked. The student must always maintain a professional, courteous demeanor. All issues with the site or (before) absenteeism must be reported to extern personnel at the school as soon as possible.

Students must plan to be available for the externship schedule/location. Externships are unpaid and may not exceed 40 hours per week.



COURSE TIME HOURS

A course time hour is at least 50 minutes of instruction during a 60 minute period.

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 currently. 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 currently. 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 whether needed from the student or from the Director of Admissions 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. A telephone interview may be considered if the applicant's geographical location and ability to travel to the interview site is a hardship.

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 and the Director of Student Services 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)
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).

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

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.

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%

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.

Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. The policy must allow a student receiving a grade of incomplete to reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:



- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

GRADING AND MARKING SYSTEM

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.

ATTENDANCE POLICY

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.

MAKE UP WORK

No more than 5% of the total course time hours for a course may be made up. Make-up work shall:



- (1) be supervised by an instructor approved for the class being made up;
- (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- (3) be completed within two weeks of the end of the grading period during which the absence occurred;
- (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and
- (5) be signed and dated by the student to acknowledge the make-up session.

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 is responsible for making a recommendation on the appeal and electronically



submitting the appeal to the Director of Administration and sending it to the 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 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 parkinglot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

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.

*Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.



****Withdrawal:** Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a grade of "W" cannot complete the course of study, and will be issued a refund in accordance with the refund policy below.

REPEATED COURSES

Financial Aid 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.

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 RULES AND CODE OF CONDUCT

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.

GRADUATION REQUIREMENTS

- 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 certificate of completion.

SCHOOL PLACEMENT ASSISTANCE POLICY

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.

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 or The Texas Workforce Commission (TWC). 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 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 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

Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
512-936-3100
<http://csc.twc.texas.gov>



STUDENT GRIEVANCE FROM

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

Signature of Approved Staff Member

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 a 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@dstd.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 responding to 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:

- Observe all safety rules located in DSDT's critical plan for fire evacuation, incident plans/procedures, and emergency preparedness protocols.
- Always keep work areas clean & orderly and immediately report all accidents to the Campus Security Authority at the main location.
- Operate instructional material/equipment only after proper training has been administered and under the supervision of an instructor.
- 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:

- Receive timely and appropriate medical care for injuries sustained during, or arising out of, your employment.
- Receive timely & understandable information concerning your treatment including available alternatives & their effectiveness.
- 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:

- 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 Street
 Detroit, 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 given to 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:

- 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:

Date:

Job title:

Names of team investigating:

Reviewed by:

Date:

Job title:

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



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



CERTIFICATE OF COMPLETION 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-Req	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-Req	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 Medical 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 ASSESSMENT 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 administering 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 Bloodborne 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 practice 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 Learning 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.



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-Req	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 PROFESSIONAL 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.



CPL DATA

**MAIN CAMPUS LOCATION
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)



CPL DATA

**TEXAS BRANCH CAMPUS LOCATION
REPORTED AS OF JUNE 30TH, 2023**

**Combined Data Reported
2023 Reported Data**

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

**Per Program Reported
2023 Reported Data**

**Digital Marketing
Professional**

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

Technology Professional 2

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

Technology Professional 6

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

Business Information Technology Specialist

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

Full Stack Developer

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

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: DSDT College, Inc. dba DSDT

Address: 4301 E Stan Schlueter Loop Bldg #1

City: Killeen

State: Texas

Zip: 76542

Telephone: 313-263-4200

E-mail Address: admissions@dsdt.edu

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 () 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:**

\$ _____

**WIOWA
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



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%



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.



Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
- (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.



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:

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Date

DSDT SCHOOL OFFICIAL

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.



ACKNOWLEDGEMENTS

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials: ()

Printed Name of Student:

Signature of Student:

Date:

I have provided a copy of this enrollment agreement and current school catalog to student above.

Printed Name of Authorized School Official:

Signature of Authorized School Official:

Date:

True and Correct Statement

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.

Jamie Harris, CEO and School Director

DSDT is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.