



# TEXAS BRANCH CAMPUS

## STUDENT HANDBOOK & CATALOG

2025-2026

VOLUME 1

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### BRANCH CAMPUS

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## HISTORY

DSDT is an institute of higher learning, which has been nationally accredited since 2017. DSDT has a main campus located in southwest Detroit and a branch location in Killeen, Texas. DSDT first opened its doors in 2011 in Farmington Hills, Michigan. In 2016, DSDT opened a new facility 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 and Cybersecurity. In 2022, the Film Production program name changed to Digital Marketing Professional and course content was modified in an effort to make the program more relevant to industry trends and employer needs. DSDT added an Allied Health Medical Assistant Program in 2023, which changed the overall programmatic scope of the institution. In 2023, DSDT added a branch location in Killeen, Texas. In 2024, DSDT successfully became an institute of higher learning in an effort to start offering degree granting programs and is now known today as DSDT College, Inc. dba DSDT. Since becoming a college, DSDT will now begin offering an associate of applied science in information technology in early 2025.

## 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](http://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, disability, in some cases 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. 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 888-688-4234 or by emailing the Title IX coordinator, Kathryn Kothe, at [katie@dstdt.edu](mailto:katie@dstdt.edu).

### **AMERICANS WITH DISABILITY ACT**

DSDT with the Americans with Disabilities Act (ADA), which protects citizens of the United States who possess physical or mental disabilities. The school complies with Section 504 of the Vocational Rehabilitation Act Amendments of 1973, which states that no otherwise qualified handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If it is determined that an individual is a qualified person with a disability, then the school will develop a 504 Accommodation Plan to ensure equal access to the instructional programs.

### **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



**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 is an experienced IT professional currently in the role of IT Audit Manager leading initiatives to develop, implement, and evaluate technology within a higher education internal audit environment. She oversees and conducts IT and IT-related audits aligned with industry standards and frameworks. With a strong focus on IT General Controls, risk assessment, and system-driven process evaluation, she helps drive audit efficiency and data-informed insights. She contributes thought leadership through internal presentations, cross-functional collaboration, and professional writing. Aspiring to lead audit teams in the evaluation of emerging technologies, her next focus is expanding into cybersecurity and AI control testing to strengthen organizational resilience and assurance capabilities.

## 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.



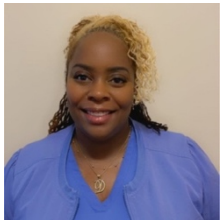
**Eleya Montroy**

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**

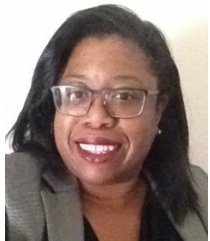
Erinn Copeland is a professional with experience in education and various healthcare positions. Erinn currently serves as a member of the Texas Society for Medical Services Specialists and works as a recreation and enrichment program manager at Methodist Healthcare Ministries. Erinn has a vast network 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 Teacher 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.



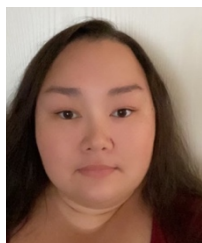
### Danielle Gordon

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 Pickelsimer

Amanda Pickelsimer 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

### 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.

### 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.

### Rachel Pizzimenti



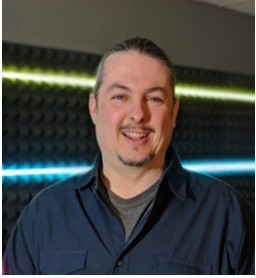
Rachel is a hardworking business woman who wears many hats both professionally and in her personal life. She helps run Partner Personnel, a local staffing agency that supplies jobs within the Metro Detroit area. She graduated from Northern Michigan University with Bachelors in Business Management and 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.

### LaQuita Alford



LaQuita Alford was born and raised in Detroit, Michigan and is currently a Cybersecurity Analyst at StockX. She's an HBCU graduate from South Carolina State University with a political science degree. Over the course of her 10-year career, She has decided to do a career change and explore her technical abilities. In 2017 she enrolled in DSDT and received her CompTia A+ certification in 2019. She continued to expand her technical skills and enrolled in Grand Circus to learn Front-End Development and graduated in July of 2020. She was involved with Sister's Code to teach basic Front-End Coding skills to women of all backgrounds. During this journey, she has developed a skill set directly relevant to Information Security. Her favorite hobby is playing her bassoon during her leisure. Her favorite quotes to live by is "Stay afraid, but do it anyway. What's important is the action. You don't have to wait to be confident." -Carrie Fisher

## 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



**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.



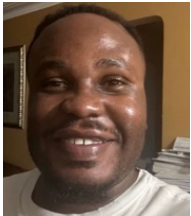
**Shannon Ramelot**

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.



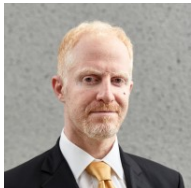
**Hector Guerra**

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.

## 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 Cline, a leading conversational AI company based in Ann Arbor, heading their research team. At Cline, 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 Cline 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.



**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.



**Dr. Smruti Panigrahi**

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

## AI PROMPT SPECIALIST OCCUPATIONAL COMMITTEE MEMBERS



**Wajieh Salman**

Wajieh Salman is an Artificial Intelligence and Machine Learning Product Manager at Ford Motor Company. Wajieh has an extensive background in various machine learning software and innovative data science analytic techniques. 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.



## ASSOCIATE DEGREE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY OCCUPATIONAL COMMITTEE MEMBERS



**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.



**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.



**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.

## Administration & Faculty

### Executive Leadership

Jamie Harris ..... CEO  
Karlos Harris ..... COO

### Administration – Killeen Branch Location

Jesse Harris ..... Branch Campus School Director  
Yolanda Prescott..... Business Development/ Admissions Representative  
Chantal Erie..... Branch Campus Registrar  
Cody Barnhart ..... Regional Director, Director of Inventory and Supply Management  
Mackenzie Fulton..... Designated Liaison

### Administration – Main Location

Mackenzie Fulton..... Compliance Officer, COE Liaison, Human Resources Manager  
Kathryn Aqwa ..... Director of Financial Aid, Director of Administration  
Cierra Rozier ..... Director of Admissions  
Racquel Williams ..... Chief Financial Officer  
Hunter Gadwell ..... Director of Student Services  
Michael Martin..... Career Services Manager  
Marco Lograsso..... Multimedia Specialist

### Faculty

Nghia Lam..... Full Stack Developer & Machine Learning Instructor  
Mallory Forn ..... Medical Assistant Instructor  
Erik Ladendorf ..... Digital Marketing Professional Instructor  
Mavinga Warner..... Information Technology Instructor  
Luis Ruiz ..... Information Technology Instructor  
Eric Weiss..... Capstone Instructor  
Joseph King ..... Information Technology Instructor  
Steven Andrews..... Information Technology Instructor  
Christopher Turnbull ..... Machine Learning Instructor





## TUITION AND FEES

### Medical Assistant

Total Program Cost: \$21,995.00

1. Tuition: \$21,688.88
2. Mandatory Fees: \$306.12
  - Instructional Platforms: \$211.12
    - Populi 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: \$17,783.88
2. Mandatory Fees: \$211.12
  - Instructional Platforms: \$211.12
    - Populi 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: \$17,783.88
2. Mandatory Fees: \$211.12
  - Instructional Platforms: \$211.12
    - Populi 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: \$17,783.88
2. Mandatory Fees: \$211.12
  - Instructional Platforms: \$211.12
    - Populi 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: \$4,848.03
2. Mandatory Fees: \$151.97
  - Instructional Platforms: \$151.97
  - Populi 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: \$14,829.83
2. Mandatory Fees: \$179.17
  - Instructional Platforms: \$170.17
    - Populi 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: \$16,320.73
2. Mandatory Fees: \$179.27
  - Instructional Platforms: \$179.27
    - Populi 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: \$4,848.03
2. Mandatory Fees: \$151.97
  - Instructional Platforms: \$151.97
    - Populi 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.

### Associate Degree of Applied Science in Information Technology

Total Program Cost: \$20,640

1. Tuition: \$20,640
2. Mandatory Fees:
  - Application Fees: \$25 upon enrollment
  - Registration Fees: \$275.00 per semester
  - Student Services Fees: \$90.00 per semester
  - Technology Fees: \$235.88 per semester

### Payment Information

Students are required to pay the full program cost of \$20,640.00, which includes both tuition and mandatory fees. Payment plans and financial aid options are available. For more information, please contact the Financial Aid office.



## Cost of Attendance

### 2024-2025 Cost of Attendance

Clock Hour Programs	Digital Marketing- Detroit, Michigan		Machine Learning Specialist- Detroit, Michigan		Business Information Technology Specialist- Detroit, Michigan		Medical Assistant- Detroit, Michigan	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
tuition and fees- books, course materials, supplies, and equipment	17995	17995	17995	17995	17995	17995	17995	21995
food and housing	9000	12810	9000	12810	9000	12810	11400	16226
Transportation	6832.5	8955	6832.5	8955	6832.5	8955	8654.5	11343
Personal/ Misc	3030	10267	3030	10267	3030	10267	3838	13005.5
<b>Total Cost of Attendance</b>	<b>36857.5</b>	<b>50027</b>	<b>36857.5</b>	<b>50027</b>	<b>36857.5</b>	<b>50027</b>	<b>41887.5</b>	<b>62569.5</b>

### 2024-2025 Cost of Attendance

Clock Hour Programs	Digital Marketing- Killeen, Texas		Machine Learning Specialist- Killeen, Texas		Business Information Technology Specialist- Killeen, Texas		Medical Assistant- Killeen, Texas	
	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent	w/parent	not w/parent
tuition and fees- books, course materials, supplies, and equipment	17995	17995	17995	17995	17995	17995	21995	21995
food and housing	9000	11865	9000	11865	9000	11865	11400	15029
Transportation	7575	9127.5	7575	9127.5	7575	9127.5	9595	11561.5
Personal/ Misc	3030	8437.5	3030	8437.5	3030	8437.5	3838	10687.5
<b>Total Cost of Attendance</b>	<b>37600</b>	<b>47425</b>	<b>37600</b>	<b>47425</b>	<b>37600</b>	<b>47425</b>	<b>46828</b>	<b>59273</b>

### 2024-2025 Cost of Attendance

Credit Hour Program	Associate of Applied Science in Information Technology (1)	
	w/parent	not w/parent
tuition and fees- books, course materials, supplies, and equipment (2)	10320	10320
food and housing (3)	11640	16568
Transportation (5)	8837	11582
Personal/ Misc (4)	3919	13279
Registration Fee	825	825
Application Fee	25	25
Technology Fees	707.64	707.64
Student Services Fees	270	270
<b>Total Fall/ Winter/Summer (1 year) Cost of Attendance (6)</b>	<b>36543.64</b>	<b>53576.64</b>

1 Associate of Applied Science in Information Technology is 100% online

2 Tuition estimate is for full time enrollment. Tuition is charged per credit hour at 322.5/ credit hour

3 Living expenses includes both an amount for housing and food, calculated at three meals per day.

4 Personal Miscellaneous Expenses includes amounts for clothing, personal hygiene, healthcare, and personal communications.

5 Transportation reflects travel to and from school, home and/or work.

6 42 weeks per academic year (3 semesters) 84 weeks in total (6 total semesters)

## 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 2025-2027 Technology Professional 2 - 2025 – 2027 Calendar

2025/26 Start and End Dates	2026/27 Start and End Dates
Jan 6- Jan 31 2025	Jan 5- Jan 30 2026
Feb 3- Feb 28 2025	Feb 2- Feb 27 2026
Mar 3- Mar 28 2025	Mar 2- Mar 27 2026
Mar 31- Apr 25 2025	Mar 30- Apr 24 2026
Apr 28- May 23 2025	Apr 27- May 22 2026
May 27- Jun 20 2025	May 26- Jun 18 2026
Jun 23- Jul 18 2025	Jun 22- Jul 17 2026
July 21- Aug 15 2025	July 20- Aug 14 2026
Aug 18- Sep 12 2025	Aug 17- Sep 11 2026
Sep 15- Oct 10 2025	Sep 14- Oct 9 2026
Oct 13- Nov 7 2025	Oct 13- Nov 6 2026
Nov 10- Dec 5 2025	Nov 9- Dec 4 2026
Dec 8- Jan 2 2026	Dec 7- Dec 31 2026

### AI Prompt Specialist - 2025– 2027 Calendar

2025/26 Start and End Dates	2026/27 Start and End Dates
Jan 6- Jan 31 2025	Jan 5- Jan 30 2026
Feb 3- Feb 28 2025	Feb 2- Feb 27 2026
Mar 3- Mar 28 2025	Mar 2- Mar 27 2026
Mar 31- Apr 25 2025	Mar 30- Apr 24 2026
Apr 28- May 23 2025	Apr 27- May 22 2026
May 27- Jun 20 2025	May 26- Jun 18 2026
Jun 23- Jul 18 2025	Jun 22- Jul 17 2026
July 21- Aug 15 2025	July 20- Aug 14 2026
Aug 18- Sep 12 2025	Aug 17- Sep 11 2026
Sep 15- Oct 10 2025	Sep 14- Oct 9 2026
Oct 13- Nov 7 2025	Oct 13- Nov 6 2026
Nov 10- Dec 5 2025	Nov 9- Dec 4 2026
Dec 8- Jan 2 2026	Dec 7- Dec 31 2026

### Technology Professional 6 – 2025 - 2027 Calendar



<b>2025/26 Start and End Dates</b>	<b>2026/27 Start and End Dates</b>
Jan 6- Mar 28 2025	Jan 5- Mar 27 2026
Feb 3- Apr 25 2025	Feb 2- Apr 24 2026
Mar 3- May 23 2025	Mar 2- May 22 2026
Mar 31- Jun 20 2025	Mar 30- Jun 18 2026
Apr 28- Jul 18 2025	Apr 27- Jul 17 2026
May 27- Aug 15 2025	May 26- Aug 14 2026
Jun 23- Sep 12 2025	Jun 22- Sep 11 2026
July 21- Oct 10 2025	July 20- Oct 9 2026
Aug 18- Nov 7 2025	Aug 17- Nov 6 2026
Sep 15- Dec 5 2025	Sep 14- Dec 4 2026
Oct 13- Jan 2 2026	Oct 13- Dec 31 2026
Nov 10- Jan 30 2026	Nov 9- Jan 29 2027
Dec 8- Feb 27 2026	Dec 7- Feb 26 2027

#### Digital Marketing Professional - 2025 – 2027 Calendar

<b>2025/26 Start and End Dates</b>	<b>2026/27 Start and End Dates</b>
Jan 6- Jul 18 2025	Jan 5- Jul 17 2026
Feb 3- Aug 15 2025	Feb 2- Aug 14 2026
Mar 3- Sep 12 2025	Mar 2- Sep 11 2026
Mar 31- Oct 10 2025	Mar 30- Oct 9 2026
Apr 28- Nov 7 2025	Apr 27- Nov 6 2026
May 27- Dec 5 2025	May 26- Dec 4 2026
Jun 23- Jan 2 2026	Jun 22- Dec 31 2026
July 21- Jan 30 2026	July 20- Jan 29 2027
Aug 18- Feb 27 2026	Aug 17- Feb 26 2027
Sep 15- March 27 2026	Sep 14- March 26 2027
Oct 13- April 24 2026	Oct 13- April 23 2027
Nov 10- May 22 2026	Nov 9- May 21 2027
Dec 8- Jun 19 2026	Dec 7- Jun 18 2027





**Business Information Technology Specialist – 2025 – 2027 Calendar**  
**2025/26 Start and End Dates                      2026/27 Start and End Dates**

<b>Jan 6- Jul 18 2025</b>	<b>Jan 5- Jul 17 2026</b>
<b>Feb 3- Aug 15 2025</b>	<b>Feb 2- Aug 14 2026</b>
<b>Mar 3- Sep 12 2025</b>	<b>Mar 2- Sep 11 2026</b>
<b>Mar 31- Oct 10 2025</b>	<b>Mar 30- Oct 9 2026</b>
<b>Apr 28- Nov 7 2025</b>	<b>Apr 27- Nov 6 2026</b>
<b>May 27- Dec 5 2025</b>	<b>May 26- Dec 4 2026</b>
<b>Jun 23- Jan 2 2026</b>	<b>Jun 22- Dec 31 2026</b>
<b>July 21- Jan 30 2026</b>	<b>July 20- Jan 29 2027</b>
<b>Aug 18- Feb 27 2026</b>	<b>Aug 17- Feb 26 2027</b>
<b>Sep 15- March 27 2026</b>	<b>Sep 14- March 26 2027</b>
<b>Oct 13- April 24 2026</b>	<b>Oct 13- April 23 2027</b>
<b>Nov 10- May 22 2026</b>	<b>Nov 9- May 21 2027</b>
<b>Dec 8- Jun 19 2026</b>	<b>Dec 7- Jun 18 2027</b>

**Machine Learning Specialist – 2025– 2027 Calendar**  
**2025/26 Start and End Dates                      2026/27 Start and End Dates**

<b>Jan 6- Jul 18 2025</b>	<b>Jan 5- Jul 17 2026</b>
<b>Feb 3- Aug 15 2025</b>	<b>Feb 2- Aug 14 2026</b>
<b>Mar 3- Sep 12 2025</b>	<b>Mar 2- Sep 11 2026</b>
<b>Mar 31- Oct 10 2025</b>	<b>Mar 30- Oct 9 2026</b>
<b>Apr 28- Nov 7 2025</b>	<b>Apr 27- Nov 6 2026</b>
<b>May 27- Dec 5 2025</b>	<b>May 26- Dec 4 2026</b>
<b>Jun 23- Jan 2 2026</b>	<b>Jun 22- Dec 31 2026</b>
<b>July 21- Jan 30 2026</b>	<b>July 20- Jan 29 2027</b>
<b>Aug 18- Feb 27 2026</b>	<b>Aug 17- Feb 26 2027</b>
<b>Sep 15- March 27 2026</b>	<b>Sep 14- March 26 2027</b>
<b>Oct 13- April 24 2026</b>	<b>Oct 13- April 23 2027</b>
<b>Nov 10- May 22 2026</b>	<b>Nov 9- May 21 2027</b>
<b>Dec 8- Jun 19 2026</b>	<b>Dec 7- Jun 18 2027</b>



### Full Stack Developer – 2025 – 2027 Calendar

2025/26 Start and End Dates	2026/27 Start and End Dates
Jan 6- Apr 25 2025	Jan 5- Apr 24 2026
Feb 3- May 23 2025	Feb 2- May 22 2026
Mar 3- Jun 20 2025	Mar 2- Jun 18 2026
Mar 31- Jul 18 2025	Mar 30- Jul 17 2026
Apr 28- Aug 15 2025	Apr 27- Aug 14 2026
May 27- Sep 12 2025	May 26- Sep 11 2026
Jun 23- Oct 10 2025	Jun 22- Oct 9 2026
July 21- Nov 7 2025	July 20- Nov 6 2026
Aug 18- Dec 5 2025	Aug 17- Dec 4 2026
Sep 15- Jan 2 2026	Sep 14- Dec 31 2026
Oct 13- Jan 30 2026	Oct 13- Jan 29 2027
Nov 10- Feb 27 2026	Nov 9- Feb 26 2027
Dec 8- Mar 27 2026	Dec 7- Mar 26 2027

### Medical Assistant–2025– 2027 Calendar

2025/26 Start and End Dates	2026/27 Start and End Dates
Jan 6- Sep 12 2025	Jan 5- Sep 11 2026
Feb 3- Oct 10 2025	Feb 2- Oct 9 2026
Mar 3- Nov 7 2025	Mar 2- Nov 6 2026
Mar 31- Dec 5 2025	Mar 30- Dec 4 2026
Apr 28- Jan 2 2026	Apr 27- Dec 31 2026
May 27- Jan 30 2026	May 26- Jan 29 2027
Jun 23- Feb 27 2026	Jun 22- Feb 26 2027
July 2- Mar 27 2026	July 20- Mar 26 2027
Aug 18- Apr 24 2026	Aug 17- Apr 23 2027
Sep 15- May 22 2026	Sep 14- May 21 2027
Oct 13- Jun 19 2026	Oct 13- Jun 18 2027
Nov 10- Jul 17 2026	Nov 9- Jul 16 2027
Dec 8- Aug 14 2026	Dec 7- Aug 13 2027

## ASSOCIATE DEGREE SCHEDULE

### Winter 2025

December 30th, 2024 - January 3rd 2025	Registration open for WI25 Semester
January 6th, 2025	Semester Courses Begin
January 20th, 2025	Martin Luther King Jr. Day   College Closed
March 1st - March 9th, 2025	Spring Break   College Closed
May 2nd, 2025	Last day of Winter Semester

### Summer 2025

April 14th, 2025 - May 7th, 2025	Registration open for SU25 Semester
May 12th, 2025	Semester Courses Begin
July 4th, 2025	Independence Day   College Closed
July 18 <sup>th</sup> , 2025	Last Day of Summer Semester 2025 (10 Weeks)
July 19th -August 17th, 2025	Semester Break

### Fall 2025

August 4th, 2025 - August 16th, 2025	Registration open for FA25 Semester
August 18th, 2025	Semester Courses Begin
November 22 <sup>nd</sup> – November 30 <sup>th</sup> , 2025	Thanksgiving Break   College Closed
December 13th, 2025	Last day of Fall Semester (16 Weeks)
December 14 <sup>th</sup> , 2025 – January 4 <sup>th</sup> 2026	Winter Break

### Winter 2026

December 1st – December 30 <sup>th</sup> 2025	Registration open for WI26
January 5 <sup>th</sup> 2026	Winter Semester begins
January 19 <sup>th</sup> 2026	Martin Luther King Day – School Closed
February 28 <sup>th</sup> – March 8 <sup>th</sup> 2026	Spring Break
May 1 <sup>st</sup> 2026	Last day of Winter Semester 2026 (16 Weeks)
May 2 <sup>nd</sup> 2026- May 17 <sup>th</sup> , 2026	Semester Break

### Summer 2026

April 13 <sup>th</sup> 2026 – May 16 <sup>th</sup> , 2026	Registration open for SU26
May 18 <sup>th</sup> , 2026	Summer Semester begins
July 4th, 2026	Independence Day   College Closed
July 24th, 2026	Last day of Summer Semester 2026
July 25th, 2026- August 16 <sup>th</sup> , 2026	



## Fall 2026

Jul 1 <sup>st</sup> 2026, - August 14 <sup>th</sup> , 2026	Registration open for FA26
August 17 <sup>th</sup> , 2026	Fall Semester begins
November 21 <sup>st</sup> , - November 29 <sup>th</sup> , 2026	Thanksgiving Break
December 11 <sup>th</sup> , 2026	Last day of Fall Semester 2026
December 12 <sup>th</sup> 2026 -January 3 <sup>rd</sup> , 2027	Winter Break

## Winter 2027

November 1 <sup>st</sup> 2026 - January 2 <sup>nd</sup> , 2027	Registration open for WI27
January 4 <sup>th</sup> , 2027	Winter Semester begins
January 18 <sup>th</sup> , 2027	Martin Luther King Jr. Day/ College Closed
February 27 <sup>th</sup> , 2027 – March 6 <sup>th</sup> , 2027	Spring Break
April 30 <sup>th</sup> , 2027	Last day of Winter Semester 2027

## SCHEDULED VACATION PERIODS

There are no scheduled vacation periods for clock hour programs.

Please see the semester calendar dates for information regarding scheduled vacation periods for the associate degree program.

## 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.

For associate degrees only:

Students will receive an associate degree after the successful completion of 64 semester credit hours, including 16 semester credit hours of general education courses and 48 semester credit hours of technical courses.

Each course within the associate degree program is scheduled based on the number credit hours required for course completion during the semester.

## 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.
5. 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 non-college degree programs only. There is a \$25 application fee for all associate degree programs.

## APPLICATION PROCESS

**Complete a Pre-Enrollment Application Form:** Complete and submit the application form to the secure online portal system, Populi, 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).



## **Transfer Policies Campus, Program, and External Institutions**

### **Transfer Between DSDT Campuses and/or Programs**

A student requesting to transfer between campuses and/or programs is required to withdraw and subsequently re-admit in the new program and/or campus. Changing campuses and/or programs must be planned proactively to confirm course availability and can only occur if approved by the Director of Admissions and the Director of Student Services at the main campus.

It is important to note that anytime a student changes campuses or programs, financial arrangements must be recalculated, and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student changing campuses and/or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

### **Maximum Transferable Credits**

- Students may transfer a maximum of 50% of the total required instruction for their program.
- This includes transfer credits from prior institutions, certifications, work experience, and military training.
- This policy applies to all credit and clock hour programs at DSDT.

### **Transfer Of Credit and Clock Hours from An Outside Institution**

Students accepted for enrollment into DSDT will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education only, as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned from institutions accredited by agencies recognized by the U.S Department of Education or a state or federal approving agency and course descriptions from the outside institution(s).
2. For all programs, the student must have earned at least a grade of “C” (70%, 2.0) for each course accepted for transfer credits and/or hours. Credits earned within the past 10 years are preferred for relevance.
3. The transfer of credit process must be completed prior to the student starting their program of study at DSDT College.
4. The course must have had curriculum and units of measurement similar to those in DSDT’s student handbook for the corresponding course.
5. The student may transfer up to 50% of the program’s credits/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the main campus School Director.
6. Transfer of credits is determined and approved on a case-by-case basis by the Director of Admissions at the main campus.

For students meeting these criteria, credits will be reflected in the student’s academic record as a transfer credit “TC” but will not count towards a student’s cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

### **Other Forms of Transfer Credit Assessed For Credit/Clock Hours**

#### **Certifications & Licenses:**

- Must be industry-recognized and directly relevant to the program.
- Requires official documentation for verification.

#### **Work Experience:**

- Must align with program learning outcomes.
- Requires employer verification and detailed documentation.

#### **Military Training:**

- Evaluated based on Joint Services Transcript (JST) or equivalent documentation.



### Portfolio Assessment:

- Students may submit a portfolio demonstrating prior learning for faculty review.

### Transfer Of Credits/Hours to Other Institutions

Programs at DSDT are designed to prepare graduates for the best possible career opportunities in each student's field of choice, without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution.

Therefore, DSDT does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at DSDT to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from DSDT.

### 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.

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

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period.

DSDT define an academic period as:

Credit Hour Programs:	Clock Hour Programs:
1 credit hour= 45 clock hours of lecture and 30 clock hours of laboratory work	Defined as the academic evaluation periods below.

## ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student's cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Cumulative grade point averages are reviewed at evaluation points using the cumulative GPA and Attendance rate.

## 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:

<b>A</b>	100%-90%	4.0	Exceeds Standards
<b>B</b>	89%-80%	3.0	Meets Standards
<b>C</b>	79%-70%	2.0	Minimum Standards
<b>D</b>	69%-60%	1.0	Unacceptable Standards
<b>F</b>	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

### ATTENDANCE POLICY FOR CLOCK HOUR PROGRAMS

Students are required to attend a minimum of 67% (66.5% or higher is rounded to 67%) of the hours scheduled based on their attendance schedule in order to be considered making Satisfactory Academic Progress (SAP). Attendance evaluations are conducted at the end of each evaluation period listed above to determine if the minimum requirements have been met. Attendance percentage is determined by dividing the total hours accrued (actual hours attended) by the total number hours scheduled at the end of the evaluation period (cumulative attendance from the beginning of the



program to the date the checkpoint is reached). At the end of each evaluation period, the institution will determine if the student has maintained the cumulative minimum requirement of 67% since the beginning of the course, which will indicate that given the same attendance rate, the student will graduate within the maximum time frame allowed. DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent (reference the Make-up Time Policy). Regardless of the average level of attendance, a student who has more than 10 school days (14 calendar days) of consecutive absences without communication to the Director of Administration and/or respective School Director will be dismissed on the 11<sup>th</sup> consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration and/or respective School Director.

**Example Attendance for a clock hour program:** A student is scheduled to attend 22 hrs. per week ( $67\% \times 22 = 15$  clock hours)

### Clock Hour Program Evaluation Points

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

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

**For all certification programs satisfactory programs are evaluated as followed:**

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

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





## SAP Table for Credit Hour Program

<b>64 Credit Hour Information Technology Associate Degree Program</b>				
Total Credits Attempted	SAP Advising if CGPA is Below	SAP Not Met if CGPA is Below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-12	2.0	N/A	67%	N/A
13-24	2.0	1.5	67%	50%
25-36	2.0	2.0	67%	60%
37-48	2.0	2.0	67%	67%
49-64	2.0	2.0	67%	67%

### Maximum Timeframe- Pace of Completion

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program to complete the requirements for graduation.

All students on federal financial aid must be admitted into an eligible program of study. A student is eligible to attempt a maximum of 150% of the allowable credit hours required to complete his/her program of study. Example: If an Associate of Science degree requires 60 credit hours to complete the program, a student is allowed 150% or 90 attempted credit hours in which to complete that program. This includes any credits in which the student was or was not paid federal student aid. Developmental and transfer credits are also included in the calculation.

If a student has completed less than the maximum number of allowable credit hours in the program of study, he/she may receive aid for one more term even if the total hours exceed the limit.

Attempted credit hours includes all hours the student has enrolled in — including all credits which receive a grade above a “D-“, F and WF grades, repeated classes, withdrawals, pass/fail classes, audited classes, CLEP credit, advanced placement credit, transfer credits, and classes from which the student has tested out.

### Credit Hour Program

The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
24	36
36	54
48	72
64	90



## Clock Hour Programs

Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 67%) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

Program	Maximum Time Allowed
	Weeks
Digital Marketing Professional Diploma (600 clock hours)	41
Business Information Technology Specialist (600 clock hours)	41
Medical Assistant (760 clock hours)	57
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 parking lot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

## **Certification of Completion**

Upon satisfactory completion of the required course hours/credits and course requirements a Certification of Completion will be issued to the student. The institution may withhold official academic transcripts and certificates if the student has not met all financial obligations. A transcript fee of \$10 will apply and can be requested via Populi or student EMS



system. Please pay by credit card or send a money order (personal checks are NOT accepted) and complete the Transcript Request Form.

## **CHANGING DEGREES, SECOND DEGREES, REPEATING COURSEWORK, INCOMPLETES AND WITHDRAWALS**

\*DSDT does not offer degree programs at this time\*

In the case where a student pursues a second-degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement. Any repeat coursework, or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP. Any student pursuing an additional degree program is subject to both the 150 percent time frame and the 2.00 cumulative GPA requirements.

DSDT does not offer noncredit remedial courses. Therefore, noncredit remedial coursework is independent work and does not contribute toward the 150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

## **CHANGE OF INCOMPLETE GRADE**

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

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

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

\*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 clock hour programs do not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

## **TRANSFER CREDITS**

DSDT is committed to recognizing and awarding transfer credits to students who have previously earned credits from accredited institutions or through recognized certifications. The transfer credit policy is designed to ensure that students receive appropriate credit for their prior learning and experiences, thereby facilitating a more efficient and cost-effective



educational journey. In accordance with accreditation standards, students at DSDT College Inc. may transfer a maximum of 50% of the total credits required for their Associate Degree program. This ensures that the majority of the education is provided by DSDT, maintaining the integrity and coherence of the program. All transfer credit evaluations are conducted with the goal of maintaining academic integrity and upholding the high standards of DSDT's educational programs. Please see the full transfer credit policy for more information.

### **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 11<sup>th</sup> consecutive school day as an unofficial withdrawal.

### **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 you 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 @ 888-688-4234 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.

## RETURN OF TITLE IV FEDERAL STUDENT AID

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

A student recipient of Federal Title IV funds who withdraws from DSDT may be subject to a Return of Title IV Calculation to determine the percentage of funds required to be returned to the federal government. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans and Direct Plus Loans.

The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you complete 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period of enrollment, you earn all the assistance that you were scheduled to receive for that period. You will not be subject to returns of your *Title IV* aid if you meet one of the following exemptions:

- You complete all of the requirements for graduation;
- You successfully complete a class or multiple classes that comprise at least 49 percent of the days in the term (in a program offered in modules); or
- You successfully complete a class or multiple classes that comprise at least half-time enrollment (in a program offered in modules).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. For the determination of and calculation of aid earned, and unearned, only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from their clock hour program. The scheduled clock hours used for a student are those established by the school prior to the student’s beginning class date for the payment period or period of enrollment. The hours are established in accordance with any requirements of the state or the institution’s accrediting agency. These hours are consistent with the published materials describing the institution’s programs. If you received (or your school received on your behalf) less assistance than the amount that you earned, you may be eligible to receive those additional funds in the form of a post-withdraw disbursement. If you receive more assistance than you earned, the excess funds must be returned by the school and/or you.

The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

A statement of intent to resume attendance later can be submitted by the student in the same payment period or period of enrollment (written confirmation) close to the date that the student ceases attendance at any point prior to completing the payment period or period of enrollment and before the school is required to return *Title IV* funds, offer any post-withdrawal disbursement of loan funds, or take any other action under the R2T4 requirements

Date student will resume attendance is **no later than 60 calendar days after the student ceased attendance**

The amount to be returned to the federal government will be written in a notification to a borrower when a school pays a refund or return of Direct Loan funds to the Department on behalf of the student at the time the Direct loan funds are returned or refunded to the Department and will be calculated based on if you officially withdraw or unofficially withdraw as follows:

### Official Withdrawal

Occurs when a student contacts Student Services and/or respective School Director the student begins the school’s withdrawal process, or the student otherwise provides official notification to the school of intent to withdraw. The withdrawal date is the date the student begins the school’s withdrawal process, or the date that the student otherwise provides notification (If both circumstances occur, use the **earlier** withdrawal date). The date of determination is the



student's withdrawal date or the date of notification, whichever is **later**. Student Services and/or respective School Director must then begin the withdrawal process.

### Unofficial Withdrawal

Occurs when a student leaves the school without notice and/or when he/she is not meeting satisfactory academic progress. A student's withdrawal date is their last date of physical attendance or if it is a non-attendance taking the date that the school determines is related to the circumstance beyond the student's control, or the midpoint of the payment period or period of enrollment, as applicable. Their date of determination is 14 days after they cease attendance or the date that the school becomes aware that the student has ceased attendance. Aid received prior to the determination date is aid that could have been disbursed. **Determining withdrawal date** for student who withdraws without providing notification is 30 days after the end of the earlier of the:

- Payment or enrollment period
- Academic year in which student withdrew
- Educational program from which student withdrew

### Leave of Absence Related Withdrawal

If student does not return from an approved leave of absence, or the student takes an unapproved leave of absence, the date that the student began the leave of absence or their last date of attendance for attendance taking programs, is the student withdrawal date. The date of determination is earlier of the dates of the end of the leave of absence or the date the student notifies the school they will not be returning to that school (In the case of an unapproved absence, the date that the student began the leave of absence).

### Withdrawal After Rescission of Official Notification

Occurs when the student withdraws after rescinding a previous official notification of withdrawal. The student's withdrawal date is the student's original withdrawal date from the previous official notification. The date of determination is the date the school becomes aware that the student did not, or will not, complete the payment period or period of enrollment or last date of attendance for attendance taking programs.

### Earned Title IV Funds

Earned Title IV funds are funds used to cover educational costs according to the scheduled clock hours and instructional weeks the student was at before withdrawing. The amount of funds earned is directly proportional to the number of clock hours scheduled to have been completed during the payment period as of the student's withdrawal date. DSDT is a clock-hour program, and the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete by the number of hours in the payment period.

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

### Unearned Title IV Funds

Unearned Title IV funds are the amount of grant and loan assistance awarded under Title IV that have not been earned by the student and must be returned to their respective programs. The percentage used to determine the return of federal student aid funds is equal to the number of scheduled hours at the date DSDT determines the withdraw divided by the number of scheduled hours in the payment period. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your student account at DSDT and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you can keep. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not yet completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. The return of unearned Title IV funds must be as soon as possible but no later than 45 days after date school determined student withdrew.



## Post-Withdrawal Disbursement

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. DSDT will automatically use all or a portion of your post-withdraw disbursement of grant funds for tuition and fees. However, DSDT will ask for permission to use your post-withdraw disbursement of grant funds for all other institutional charges. If the post-withdrawal disbursement includes any federal loan funds, DSDT must get the student's permission before it can disburse the loan. Students may choose to decline some or all the loan funds so that she/he does not incur additional debt. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf ) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds

A notice will be sent out to the student and the student must submit a response instructing school to make post-withdrawal disbursement. The signed original document must be returned to DSDT within 14 days.

For any amount of a post-withdrawal grant disbursement not credited to the student's account to cover allowable charges, the school must make the disbursement as soon as possible from the date school determined student withdrew (1) loans as soon as possible but no later than 180 days (2) grants as soon as possible but no later than 45 days (no confirmation from the student is required for grants).

Notifications to student or parent of outcome of late request for a post-withdrawal disbursement to student (request received by school after the specified period and school chooses not to make disbursement)- as soon as possible

If you, your parent, or DSDT receives on your behalf excess Title IV program funds that must be returned, DSDT must return a portion of the excess funds equal to the lesser of: Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. DSDT must return this amount of your Title IV program funds. If DSDT is not required to return all of the excess funds, you may be required to return the remaining amount. Funds that are returned to the federal government are used to reduce your outstanding balances of your Title IV program funds.

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

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan (PLUS)
- Federal PELL Grant

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you may be required to return the remaining amount. For any loan funds that you must return, you (or your parent for a Direct PLUS Loan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

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





Post-withdrawal disbursement to student's account for: Outstanding current (allowable) charges (tuition and fees, contracted food and housing, etc.) Other allowable charges with student authorization (e.g. library fines, books, supplies, etc.) is required to be returned as soon as possible but no later than 180 days after the date school determined student withdrew, in accordance with requirements for disbursing Title IV funds, [34 CFR 668.164](#).

Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds (Direct Loan, or Direct PLUS Loan) to the student's account is required to be within 30 days of the school's determination that the student withdrew.

Written notification of student's eligibility for a direct post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges is required to be within 30 days of the school's determination that the student withdrew.

## Overpayment

Any amount of unearned grant funds that you must return is called an overpayment. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists within 14 days from the date the R2T4 is performed. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must pay the overpayment in full or make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy DSDT has. Therefore, you may still owe funds to the school to cover unpaid institutional charges. DSDT may also charge you for any Title IV program funds that the school was required to return. A notification to the student of grant overpayment must be sent within 30 days of the date the school determined the student withdrew.

DSDT must refer to the Department/Default Resolution Group a student who:

- does not satisfy the requirements of an agreement with the school;
- fails to contact the school during the 45-day period;
- fails, during the 45-day period, to pay their overpayment in full or enter into a repayment arrangement; or
- fails to complete repayment in the two years allowed.

DSDT is never required to enter into a repayment agreement with a student; rather, DSDT will refer an overpayment to the Department at any time after the student has had the opportunity to pay off the overpayment in full to the school or indicate their intent to negotiate repayment arrangements with the Department's Default Resolution Group. However, if DSDT reports a student overpayment (for which a student has not negotiated repayment arrangements) to NSLDS before the 45-day period has elapsed, the student will appear to be ineligible for Title IV aid. Since students retain their eligibility for 45 days, DSDT will provide students with every opportunity to repay their debt or negotiate repayment arrangements before reporting it to NSLDS and referring it to the Default Resolution Group. A student can contact the Default Resolution Group by calling 1-800-621-3115, sending an email through [Send Email | Debt Resolution \(ed.gov\)](#), or by writing to the Default Resolution Group at the following address:

**Default Resolution Group**  
**U.S. Department of Education**  
**Default Resolution Group**  
**P.O. Box 5609**  
**Greenville, Texas 75403**

## INSTITUTIONAL REFUND POLICY AND SIGNATURE FROM

### Refund And Cancellation Policies

DSDT adheres to the following policy in determining refunds of tuition and fees paid in advance or sums due to the institution when a student withdraws or is terminated from the institution prior to the completion of the program. All refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. DSDT's policies comply with refund and cancellation policy requirements of applicable state, federal, and accrediting agencies.

### 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. If tuition and fees are collected in advance of the start date of a program and DSDT cancels the program, 100% of the tuition and fees (including fees identified as non-refundable) collected are refundable. Such refunds, when due, will be made within forty-five (45) days of the planned start date.

This policy does not apply to students re-entering to complete the same program version, at the original campus of enrollment, within 180 days of their original last date of attendance. In the aforementioned scenario, the institutional refund policy would be applicable.

### 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 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.



## Refund Policy – Notice of Cancellation

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 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 at the last date of attendance.
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.

## Students Enrolled in Credit Hour Programs Greater Than Twelve (12) Months In Length

Students enrolled in a credit hour program longer than twelve (12) months who withdraw during the first twelve (12) months of their program are not obligated to pay tuition for future periods beyond that first twelve (12) months. Students who withdraw during any subsequent period following the first twelve (12) months will have their tuition refund calculated by applying the same credit hour chart shown below.

## Students Enrolled in Credit Hour Program

Students enrolled in a credit hour program less than twelve (12) months who withdraw prior to the end of their program are not obligated to pay tuition for future terms or payment periods beyond the term or payment period that they withdrew in. Students who withdraw or are terminated after the first day of class and who are enrolled in a credit hour program will have their tuition refund calculated as follows:

Time of Withdrawal or Termination during Period of Obligation	Refundable Amount	Amount Owed by Student
Week 1 – 2	90% of Tuition	10% of Tuition
Week 3	50% of Tuition	50% of Tuition
Week 4 – 6	25% of Tuition	75% of Tuition
Week 7 – 12	No refund	100% of Tuition

\* The first week of the period of obligation is defined as seven consecutive calendar days starting on the date the term of instruction begins; all subsequent weeks follow thereafter.



### Students Enrolled in Clock Hour Programs

Students who withdraw or are terminated after the first day of class and who are enrolled in a clock hour program twelve (12) months or less in length will have their tuition refund calculated as follows:

<b>% of Scheduled Hours in Period of Obligation Prior To Last Date of Attendance</b>	<b>% of Tuition for Payment Period Retained By School</b>
.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%

Tuition charges owed by the student will be calculated on a pro rata basis, based on the percentage of program hours scheduled up to and including the student's last date of attendance. This calculation is not based on the hours attended nor hours earned. For example, if a student was scheduled for 30% of the hours in the period of obligation prior to the last date of attendance, the school will retain 70% of the tuition charged for that period. Students scheduled for 50% or more hours in the period of obligation will be charged the full tuition for that period.



## 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](http://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.

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**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.

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

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

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

## 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

OFFICE USE ONLY\_\_\_\_\_APPEAL\_\_\_\_\_APPEAL DENIED

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

## 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@dsdt.edu](mailto:helpdesk@dsdt.edu). Students and staff are given instruction on the use of DSDT provided technology during orientation prior to beginning at DSDT. DSDT technology platforms include Canvas LMS, Populi, 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 Populi, Canvas LMS, and Campus Ivy. 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 Populi for a minimum of five years. Each staff member and instructor is given a unique username on Populi, 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.



## 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.

Today's Date:

Incident Report (Indicate which campus)

DSDT Main Campus  
1759 W. 20<sup>th</sup> 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

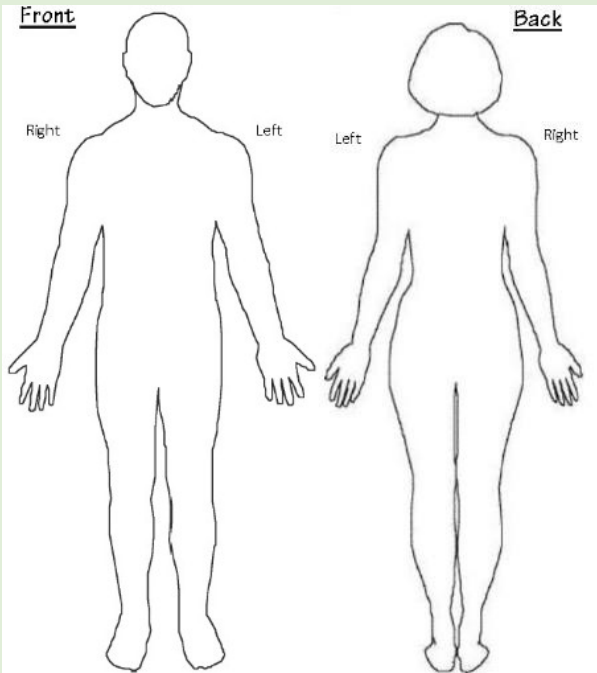
Date of injury/near miss:

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone #:
<b>Part of body affected:</b> 	<b>Nature of the injury you're reporting:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Abrasion, scrapes</li> <li><input type="checkbox"/> Amputation</li> <li><input type="checkbox"/> Broken bone</li> <li><input type="checkbox"/> Bruise</li> <li><input type="checkbox"/> Burn (heat)</li> <li><input type="checkbox"/> Burn (chemical)</li> <li><input type="checkbox"/> Concussion (to the head)</li> <li><input type="checkbox"/> Crushing Injury</li> <li><input type="checkbox"/> Cut, laceration, puncture</li> <li><input type="checkbox"/> Illness</li> <li><input type="checkbox"/> Sprain, strain</li> <li><input type="checkbox"/> Other:</li> </ul>
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



## 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 11<sup>th</sup> 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 bring a 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.*



## DEGREE PROGRAMS

### ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

#### PROGRAM DESCRIPTION:

The Associate of Applied Science in Information Technology program at DSDT is designed to equip students with the foundational skills and knowledge required for successful careers in the ever-evolving field of information technology. This comprehensive program blends theoretical learning with practical application, ensuring that graduates are well-prepared to tackle the challenges and opportunities presented by modern technology landscapes.

#### 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

The Associate of Applied Science in Information Technology introduces students to information technology concepts and principles in programming, data analytics, cybersecurity, and networking. Students learn the essential foundation of technical skills and modern languages necessary for additional skill building as they enter the IT field.

#### 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 degree program based on current industry/academic expectations. The Associate of Applied Science in Information Technology Degree Program will provide students with a roadmap to gainful employment upon successful completion of 64 semester credit hours.

#### 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, Canvas LMS, Microsoft Azure, Populi, Cengage

#### ATTENDANCE

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	DL	SPC-131	Digital Literacy and Society	None	60 / 0 / 0	4.0 Credits
DL	DL	PSY-131	Intro to Psychology	None	60 / 0 / 0	4.0 Credits
DL	DL	MATH-100	College Mathematics	None	60 / 0 / 0	4.0 Credits
DL	DL	ENG-131	Introduction to College Writing	None	60 / 0 / 0	4.0 Credits
DL	DL	CIS-130	Project Management in Information Technology	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-100	Principles of Information Systems	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-101	Networking Infrastructure	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-121	Python I	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-125	Python II	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-102	Information Security	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-103	Cybersecurity	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-106	Ethical Hacking	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-104	Linux Operating System Principles	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-105	Cloud System Infrastructure	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-107	Comprehensive Web Development	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-140	AI Fundamentals	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-141	Introduction to Data Science and AI	None	45 / 30 / 0	4.0 Credits
DL	DL	CIS-142	Machine Learning and AI Essentials	None	45 / 30 / 0	4.0 Credits
Totals					780 / 360 / 0	64.0 Credits
Total Credit Hours: 64 Estimated Completion Time: 2 years or 6 semesters DL = Distance Learning; TL = Traditional Learning						





## COURSE DESCRIPTIONS

### **SPC-131 Digital Literacy and Society**

**4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0**

**Prerequisite: None**

The "Digital Literacy and Society" course is structured to provide students with a comprehensive understanding of the pervasive impact of digital technology on modern society. Beginning with an introduction to computer concepts, the course journeys through the multifaceted roles technology plays in our daily lives, emphasizing its significance in personal, professional, and civic domains. Students will explore the web's integral role, including e-commerce and online research, gain familiarity with computer hardware, operating systems, and file management to enhance productivity. The curriculum delves into the application and development of software and apps, underscoring the critical importance of security and safety in digital spaces. Modules on digital media, web development, and networking offer hands-on experiences in creating, managing, and connecting in the digital realm. The course also addresses contemporary topics such as cloud computing, e-commerce, artificial intelligence, and the vital role of databases in informed decision-making. Finally, students will engage with digital ethics, learning to navigate the digital world responsibly. Through lectures, interactive workshops, online research, and practical applications, students will develop a robust digital literacy foundation, preparing them for responsible participation and innovation in a technology-driven world.

### **PSY-131 Intro to Psychology**

**4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0**

**Prerequisite: None**

This introductory psychology course explores the fascinating journey into the human mind, its functions, and its profound impact on behavior. Through a comprehensive curriculum that spans fourteen chapters, students will delve into the scientific study of psychology, examining both foundational concepts and applied aspects of the field. Starting with an exploration of psychology as a science, the course provides a solid foundation for understanding the methods and principles underlying psychological research.

### **MATH-100 College Mathematics**

**4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0**

**Prerequisite: None**

This dynamic "College Mathematics: Algebra and Beyond" course is expertly crafted to guide post-secondary students through an exploration of algebraic concepts and their applications. Throughout the semester, learners will delve into the intricacies of real numbers, exponents, equations, and inequalities, culminating in an examination of sequences, series, and probability. This course emphasizes the development of analytical skills, critical thinking, and problem-solving abilities that are essential for academic and professional success in various fields.

### **ENG-131 Introduction to College Writing**

**4 Credit Hours: Theory 60 / Laboratory 0/ Externship 0**

**Prerequisite: None**

The College Writing course is structured around The Essentials of Writing: Ten Core Concepts, designed to develop students' writing skills for academic, workplace, and personal contexts. This course emphasizes writing as a process of discovery, learning, and engagement with the world. Through exploring the ten core concepts for effective writing, students will enhance their ability to craft compelling, coherent, and contextually appropriate texts. The course includes practical applications of these concepts in various writing situations, from analytical writing to argument construction, and culminates in mastering research and citation practices, particularly MLA style.



### **CIS-130 Project Management in Information Technology**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

This course is designed to equip students with the knowledge and skills necessary to manage information technology projects effectively. Covering foundational concepts to advanced practices, the curriculum integrates principles from the Project Management Institute (PMI) with specific challenges and opportunities found in IT project management. Through lectures, case studies, discussions, and hands-on activities, students will learn to navigate the complexities of managing IT projects, from inception through completion.

### **CIS-100 Principles of Information Systems**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

This Principles of Information Systems course is meticulously designed to equip learners with the fundamental skills and knowledge required for a successful career in IT support and operations. Over four weeks, students will engage in an intensive exploration of computer hardware, operating systems, networking, mobile devices, security, and troubleshooting techniques. The curriculum is divided into 21 modules, each focusing on critical aspects of IT support, from assembling and disassembling computers to securing and troubleshooting networks and devices.

### **CIS-101 Networking Infrastructure**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Networking Infrastructure course is designed to provide students with a thorough understanding of networking concepts and practices. Over the course of four weeks, participants will learn the fundamentals of network design, implementation, management, and security. The curriculum is structured to address the skills necessary for a networking professional, ensuring that students gain practical knowledge through virtual labs and hands-on exercises. The program concludes with a final exam to equip students for the official CompTIA Network+ certification exam.

### **CIS-121 Python I**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Python Programming 1 Course at DSDT is designed for individuals interested in starting their journey in software development. This course offers a deep dive into Python programming fundamentals, covering topics from basic syntax and data structures to more complex concepts such as functions, modules, and file operations. Through a blend of lectures, simulation labs, and real-world scenarios, students will develop proficiency in writing Python code for various applications.

### **CIS-125 Python II**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

Python Programming II at DSDT advances the skills acquired in Python 1, focusing on intermediate to advanced programming techniques. Students will explore object-oriented programming, web development with Python frameworks, and an introduction to data manipulation and analysis. The course combines theoretical knowledge with practical application, preparing students for professional programming tasks and projects.

### **CIS-102 Information Security**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Information Security course is an expertly structured program aimed at equipping students with a thorough understanding of organizational security. Covering fundamental concepts through advanced security protocols, the curriculum is segmented into five pivotal parts, encompassing the essentials of security fundamentals, endpoint security, cryptography, network security, and enterprise security.

### **CIS-103 Cybersecurity**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

This Cyber Security course prepares students to become proficient cybersecurity analysts, focusing on applying behavioral analytics to networks and devices to prevent, detect, and combat cybersecurity threats through continuous security monitoring. The course is divided into five comprehensive parts covering a broad spectrum of cybersecurity concepts from identifying vulnerabilities to incident response and compliance.

### **CIS-106 Ethical Hacking**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Ethical Hacking Course at DSDT is tailored for IT professionals seeking to become proficient in penetration testing and vulnerability assessment. This course is ideal for those with some background in cybersecurity who aim to specialize in ethical hacking.

### **CIS-104 Linux Operating System Principles**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Linux Operating System Principles 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.

### **CIS-105 Cloud System Infrastructure**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The Cloud System Infrastructure Course at DSDT is designed to provide students with the essential knowledge and skills required to excel in cloud computing environments. This course is suitable for IT professionals who are looking to specialize in cloud technologies and services.

### **CIS-107 Comprehensive Web Development**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

This comprehensive course is designed to provide students with the knowledge and skills required to become proficient web developers. Throughout the 17-week course, students will learn how to design, develop, and deploy dynamic and responsive web applications using a variety of modern web technologies and frameworks.



### **CIS-140 AI Fundamentals**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

**Elective**

Embark on the first step of a transformative journey into the realm of artificial intelligence with "AI Fundamentals," a course meticulously crafted for post-secondary students at the dawn of their AI exploration. Over the span of four weeks, students will immerse themselves in the multifaceted world of AI, starting from the ground up by understanding what AI is, its myriad applications, and the types of problems it can solve. This course serves as the cornerstone of a larger AI Certification Program, setting the stage for a deep and comprehensive understanding of the field. Students will learn to identify viable AI projects, articulate clear goals, and establish success metrics, ensuring a solid foundation for any AI endeavor they undertake.

### **CIS-141 Introduction to Data Science and AI**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

**Elective**

Dive into the foundational elements of AI with "Introduction to Data Science and AI" a comprehensive course tailored for post-secondary students at the outset of their tech careers. Over a focused four-week period, students will embark on a journey through the essential processes that form the backbone of artificial intelligence. The course kicks off with an exploration of data collection methods, equipping students with the knowledge to discern when to harness existing datasets and when to pioneer new ones. As the course progresses, learners will delve into the meticulous assessment of data quality, grappling with real-world challenges such as missing information and corrupt data. With hands-on activities and interactive workshops, students will not only learn the theory but also apply it, developing the critical skills necessary to ensure data integrity and reliability.

### **CIS-142 Machine Learning and AI Essentials**

**4 Credit Hours: Theory 45 / Laboratory 30/ Externship 0**

**Prerequisite: None**

**Elective**

The "Machine Learning & AI Essentials" course is designed to introduce post-secondary students to the foundational concepts, algorithms, and tools used in machine learning (ML) and artificial intelligence (AI). This course covers the spectrum from understanding data and its importance in AI, through various machine learning models, to deploying AI solutions in real-world applications. Through a blend of theoretical knowledge and hands-on practice, students will learn to design, implement, and assess ML models to solve diverse problems.



# 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, Populi

### 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
Day	Night				
DL/TL	DL/TL	CTA-101	CompTIA A+	None	50 / 30 / 0
DL/TL	DL/TL	CTN-102	CompTIA Net+	CTA-101	50 / 30 / 0
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101, CTN-102	50 / 30 / 0
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101, CTN-102, SYO-701	50 / 30 / 0
DL/TL	DL/TL	SK0-005	CompTIA Linux+	CTA-101, CTN-102, SYO-701, CS0-002	50 / 30 / 0
DL/TL	DL/TL	CV0-003	CompTIA Cloud+	CTA-101, CTN-102, SYO-701, CS0-002, SK0-005	50 / 30 / 0
DL/TL	DL/TL	PT0-002	CompTIA Pentest+	CTA-101, CTN-102, SYO-701, CS0-002, SK0-005, PT0-002	50 / 30 / 0
DL/TL	DL/TL	HAS-201	IT Fundamentals/ Health and Safety with Job Skill Readiness	None	40 / 0 / 0
Totals					390 / 210 / 0
Total Clock Hours: 600					
Estimated Completion Time: 28 weeks or 7 months					
DL = Distance Learning; TL = Traditional Learning					

### COURSE DESCRIPTIONS

#### CTA-101 CompTIA A+

**80 Total Hours: Theory 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 Populi

### 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
Day	Night				
DL/TL	DL/TL	GRD-101	Graphic Design	None	50 / 30 / 0
DL/TL	DL/TL	WEB-101	Web Design	None	50 / 30 / 0
DL/TL	DL/TL	DCC-101	Content Creation I	None	50 / 30 / 0
DL/TL	DL/TL	DCC-102	Content Creation II	DCC-101	50 / 30 / 0
DL/TL	DL/TL	MKT-101	Social Media Advertising I	None	50 / 30 / 0
DL/TL	DL/TL	MKT-102	Social Media Advertising II	MKT-101	50 / 30 / 0
DL/TL	DL/TL	CPY-101	Copywriting	None	50 / 30 / 0
DL/TL	DL/TL	HAS-101	Health and Safety/ Job Readiness	None	40 / 0 / 0
Totals					390 / 210 / 0
Total Clock Hours: 600 Estimated Completion Time: 28 weeks or 7 months DL = Distance Learning; TL = Traditional Learning					

## **COURSE DESCRIPTIONS**

### **GRD-101 Graphic Design**

**80 Total Hours: Theory 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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: 36 weeks or 9 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 data science, empowering them to address real-world challenges and excel in their professional endeavors.

### JOB TITLES

Prompt Engineer, AI Prompt Engineer, Entry Level Data Associate, Junior Data Analyst, Junior Data Engineer, and Junior Data Scientist, 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 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

Python, TensorFlow, Flask, Google Colab, Databricks, Jupyter Notebooks, Visual Studio Code, Github, Scikit-Learn. Matplotlib, Seaborn, Optuna, Pandas, Keras, Numpy, SQL, Kaggle, Excel, Google Sheets, Microsoft, Cengage, Canvas LMS and Populi

## 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
Day	Night				
DL/TL	DL/TL	MLS-100	AI Programming I	None	50 / 30 / 0
DL/TL	DL/TL	MLS -101	AI Programming II	MLS- 100	50 / 30 / 0
DL/TL	DL/TL	MLS -102	Machine Learning Fundamentals I	MLS- 100, MLS-101	50 / 30 / 0
DL/TL	DL/TL	MLS -103	Data Science	MLS- 100, MLS-101, MLS-102	50 / 30 / 0
DL/TL	DL/TL	MLS -104	Machine Learning Fundamentals I	MLS-100, MLS-101, MLS-102, MLS-103	50 / 30 / 0
DL/TL	DL/TL	MLS -105	Advanced Machine Learning	MLS-100, MLS-101, MLS-102, MLS-103, MLS-104	50 / 30 / 0
DL/TL	DL/TL	MLS - 106	Practical AI	MLS-100, MLS-101, MLS-102, MLS-103, MLS-104, MLS-105	50 / 30 / 0
DL/TL	DL/TL	HAS-103	Health & Safety / Job Readiness Training	None	40 / 0 / 0
Totals					390 / 210 / 0
Total Clock Hours: 600					
Estimated Completion Time: 28 weeks or 7 months					
DL = Distance Learning; TL = Traditional Learning					





## COURSE DESCRIPTIONS

### **MLS-100 AI Programming I**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: None**

The AI Programming I course is designed to provide students with an introductory understanding of Machine Learning, as well as how to write in computer programming language for writing scripts that are supplemental to artificial intelligence. Over the course of four weeks, participants will learn the fundamentals of how we create AI models, with a particular focus on how to write Python scripts to automate various tasks with 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-101 AI Programming II**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: MLS-100**

The AI Programming II course is designed to continue student understanding of computer programming for writing scripts that are supplemental to artificial intelligence. Over the course of four weeks, participants will gain a deeper understanding of how to write more complex Python scripts to automate various tasks with 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-102 Machine Learning Fundamentals I**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: MLS-100, MLS-101**

The Machine Learning Fundamentals I course is designed to introduce students to the utilization of Machine Learning rather than just traditional programming. Over the course of four weeks, participants will gain a deeper understanding of how to effectively plan a script to create and train a machine learning model when traditional scripting is insufficient. 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 Science**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: MLS-100, MLS-101, MLS-102**

The Data Science course is designed to introduce students to the importance of and implementation of data engineering techniques. Over the course of four weeks, participants will gain a deeper understanding of how to effectively collect, evaluate, and transform data for use in training a ML model. 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-104 Machine Learning Fundamentals II**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: MLS-100, MLS-101, MLS-102, MLS-103**

The Machine Learning Fundamentals II course is designed to introduce students to the implementation of Machine Learning. Over the course of four weeks, participants will gain a deeper understanding of how to effectively write a script to create and train a machine learning model when traditional scripting is insufficient. 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-105 Advanced Machine Learning**

**80 Total Hours: Theory 50 / Laboratory 30/ Externship 0**

**Prerequisite: MLS-100, MLS-101, MLS-102, MLS-103, MLS-104**

The Advanced Machine Learning course is designed to introduce students to the utilization and implementation of Artificial Neural Networks for Deep Learning. Over the course of four weeks, participants will gain a deeper understanding of how to effectively write a script to create and train a deep learning model when traditional scripting is insufficient and traditional algorithms are inefficient. 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-106 Practical AI**

**80 Total Hours: Theory 50 / Laboratory 0/ Externship 0**

**Prerequisite: MLS-100, MLS-101, MLS-102, MLS-103, MLS-104, MLS-105**

The Practical AI course is designed to round out student understanding of how AI models are implemented in production. Over the course of four weeks, participants will gain a hands-on understanding of how to design a functional database, how an ETL (data) pipeline works in practice, how data should be pre-processed in practice before finally being used to train the model, security considerations for AI, and how deploy a ML model to the web. 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.



## 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 Populi

## 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
Day	Night				
DL/TL	DL/TL	APS-100	Advanced Techniques in AI Prompt Design	None	50/30/0
Totals					50/30/0
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 50 / Laboratory 30/ 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 start 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, Populi, 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
Day	Night				
DL/TL	DL/TL	PYT-101	Python I	None	50/30/0
DL/TL	DL/TL	PYT-102	Python II	Python I	50/30/0
DL/TL	DL/TL	JAS-101	JavaScript I	None	50/30/0
DL/TL	DL/TL	JAS-102	JavaScript II	JavaScript I	50/30/0
Totals					200/120/0
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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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, Populi

## 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
Day	Night				
DL/TL	DL/TL	CTA-101	CompTIA A+	None	50 / 30 / 0
Totals					50 / 30 / 0
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 50 / Laboratory 30/ 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 ASSESSMENT AND GRADING- \*Please reference Academic Policies and Procedures full Policy\*

### SOFTWARE

CompTIA, Practice-Labs, Canvas LMS, Microsoft Azure, Populi

### 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
Day	Night				
DL/TL	DL/TL	CTN-102	CompTIA Net+	None	50 / 30 / 0
DL/TL	DL/TL	SYO-701	CompTIA Sec+	CTA-101 or CTN-102	50 / 30 / 0
DL/TL	DL/TL	CS0-002	CompTIA CYSA+	CTA-101 or CTN-102, SY0-601	50 / 30 / 0
Totals					150 / 90 / 0
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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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 50 / Laboratory 30/ 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.



## 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 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 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: 888-688-4234

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:**

\_\_\_\_\_



## 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



## 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





## 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



## 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.

## 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.



### **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.



**ACKNOWLEDGMENT**

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.

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**Jamie Harris, CEO and School Director**

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