



DSDT

A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

LICENSED POST-SECONDARY SCHOOL

PROGRAM CATALOG & STUDENT HANDBOOK

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CAMPUS

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DSDT GENERAL INFORMATION

APPROVAL DISCLOSURE STATEMENT

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

CAMPUS AND

ADMINISTRATION ADDRESS

1759 W. 20th Street, Detroit, MI. 48216

HISTORY AND ADMINISTRATION

DSDT is a technical training center located in southwest Detroit. The facility's original name is Astute Artistry, LLC, which opened its doors in 2011 in Farmington Hills, Michigan. The school is a licensed Post-Secondary school through the State of Michigan. Astute Artistry, LLC Specialized in Film Production and Creative Visual Effects. Additional curriculum was added throughout the years to enhance the traditional Film Production curriculum by adding more Digital Media, Digital Graphics and Technology. In 2019 two additional programs were added in Information Technology. As a result, a name change to DSDT was imperative for re-marketing and re-branding purposes. DSDT opened a new facility at 1759 W 20th Street in Detroit near the Ambassador Bridge in the former Detroit Police Departments 3rd precinct. DSDT executives felt a calling to be in the city of Detroit to assist residents of Detroit and the surrounding suburbs more efficiently.

Program offerings will take place on campus and class times, schedule and location may vary per student demand.

DIPLOMA

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

CERTIFICATES OF COMPLETION

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

DIPLOMA PROGRAM

Film Production Tuition and Fees:

\$17,995.00

Books and individual materials:

\$22,695.00

CERTIFICATES OF COMPLETION

Technology Professional 6 Tuition and Fees:

\$15,000.00

Technology Professional 2 Tuition and Fees:

\$5,000.00

LEGAL NOTICES AND CERTIFICATION

State of Michigan Post-Secondary School Division

ADMISSION REQUIREMENTS

Meet with Admissions Representative
Orientation

High School Diploma or Equivalent License
or Picture ID

Enrollment Agreement

Applicants must attend an on-campus or online orientation

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS

Military Veterans will receive earliest priority date based on their official course registration date and class availability. Film Production class times and enrollment dates vary. Upon open enrollment, all Military Veterans will have first prior and must attend orientation and register on that day.

CORE VALUES AND BELIEFS

MISSION STATEMENT

DSDT is a Licensed, Post-Secondary School with training in Diploma and Certificate of Completion programs in the Film Production and Information Technology sectors. 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 in the Metro-Detroit area. 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.

ACCREDITATION

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

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



INSTITUTIONAL ADVISORY PROGRAM COMMITTEE MEMBERS



Keisha Currie

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



Kirk Noland

A Detroit native with a diverse background from professional Stand-up Comedian to Film Producer. Kirk also has a teaching background in the Detroit Public School and creative arts team. Kirk is knowledgeable in Media, Film and Production Content Creation and how to employ students upon graduation. Kirk offers a wide variety of skill and knowledge in Film Production and working with the affiliate market for job-placement opportunities in Detroit and the surrounding area suburbs of Detroit. Kirk does everything in Content creation and Digital Media Arts and is a talented, Master of Production offering key insight to the recent trends such as; hiring and fields of interest, and everything Social, Digital and Film Media Production.



Tamiko Ogburn

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

FILM PRODUCTION 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."



Cortney Smalley

Cortney is a seasoned and experienced public speaker, educator, and multi-media specialist. He graduated from the University of Michigan- Ann Arbor with a Bachelor of Arts degree in Film, Television, and Media. Cortney specializes in television production, broadcasting, documentary film, and news writing. In his professional career he interned at Capitol Hill in Washington DC for a talk radio news program, served as a reporter for a local government station, and was a news editor for an ABC news affiliate. Cortney is passionate about connecting individuals to pursue careers in media. He was born and raised in the city of Detroit.



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.

TECHNOLOGY PROFESSIONAL 6 OCCUPATIONAL COMMITTEE MEMBERS



Melinda Ann O'Neill

Melinda Ann O'Neill is an Advanced Technology Specialist with CDW. CDW is a leading multi-brand technology solutions provider to business, government, education, and healthcare customers in the United States, Canada, the United Kingdom, and other international locations. CDW is a Fortune 500 company, ranking 189 in 2019 and has Annual Net Sales of more than \$16.2 Billion to date. Melinda Ann is a leader in her role and hosts a wide network of IT influencers and decision-makers which has allowed her to flourish in the industry. Her key areas of responsibility include assessment, planning, design, configuration, installation, product lifecycle [support] and managed and hosted services. She has specialties in security, unified communications, networking, virtualization and optimization, managed services and system lifecycle management. Melinda Ann is an active member of many organizations 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.



Tom Schults

Tom Schults has an extensive background spanning various functions of IT, Cybersecurity, Medical, Dental, and 3D printing with an obsession to detail, process, functionality, and efficiency; Tom is able to bring a unique holistic perspective to education. His true strength lies in the relationships that he has created and maintained over the years. Tom is always looking for the next best technology that can bring a new breath of functionality and autonomous features that allow me to help increase overall revenue to my organization. He

was an educator and ran engineering simulations for Biolase Inc, Zimmer Dental, and Patterson Dental throughout the Metro Detroit Area. Able to effectively communicate with clients, peers, and vendors with a positive and friendly aura, no matter the conversation. Tom always works well in a leadership position or team role, keeping a humble persona and looking to peers for advice and input on possible solutions to complex problems. Never limiting my interactions to just one department and surrounding myself with the brightest of minds.



Aaron Sudo

Aaron is a Senior Analyst Committed to peak performance, optimal process, and organizational efficiency. Aaron Sudo is a Senior IT Analyst with experience in progressively responsible positions, backed by proven record of productivity, quality output and integrity. Analytical and detail oriented. Especially skilled at strategic planning and solutions consulting. Leveraging solid background in operational process improvements working in cross functional departments in both business and IT. He is an early adopter of alternative currency and teaches investors how to secure Bitcoin. Sudo is an Energetic team leader, able to work collaboratively and independently to solve problems and to create motivation in a team environment to achieve personal and

organizational objectives. He possesses stellar communication talents with proven ability to convey complex concepts in understandable terms. Sudo also has superior efficiency skills streamlining business processes and digitalization/automation of business operations & technology. Aarons passion for education and training the future workforce stems from his deep knowledge of business intelligence and technology. He wishes to usher in a new big data workforce and focus on automation and continued development of Artificial Intelligence.

TECHNOLOGY PROFESSIONAL 2 OCCUPATIONAL COMMITTEE MEMBERS



Cathy Hutchinson

Cathy Hutchinson is an accomplished and multi-faceted Operations, Information Technology and Supply Chain expert with over 20 years' experience in strategic thought leadership, continuous improvement process design, and project management. Ms. Hutchinson maintains a comprehensive understanding of supply chain management, procurement, system integration and the various process inputs vital to operational success. Her amalgamation of talent, commitment, and experience has facilitated many profitable contributions in several functional areas from IT project management and robust systems' deployment to spearheading the strategic transformation of a multi-faceted philanthropic organization whose mission is to inspire and grow girls and women in technology. Cathy has achieved much success in engineering and implementing processes, maximizing service metrics and producing optimized operations. Ms. Hutchinson's value is broad experience spanning all core business functions with a primary focus on sustainability in Operations and IT. Cathy's most notable success is directly attributable to her ability to unify organizations, develop highly scalable programs, initiate action and exceed goals within an environment of community service.



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.



Rita Ankatha

Rita Ankatha has been working on the leading edge of IT for seven years as an IT Project Manager. She has 7+ years of experience as Mobile program/project manager and as a business analyst. During her work, she has Delivered multimillion-dollar software projects on time and on budget. She is very experienced working with venture capitalists and in the start-up incubation space and a master of extreme agile methodology. Rita is also highly experienced in mobile application development, generated mock design, created UI/UX designs, and managed test-driven development (TDD), conducted behavior-driven development (BDD) workshops. Rita cares about the future of IT Education and creating the future workforce.

ADMISSIONS POLICY AND PROCEDURES

ADMISSION REQUIREMENTS

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

ADMISSION PROCEDURE

- *Speak with an Admissions Representative*
- *Tour the Facility*

APPLICATION FEE

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

APPLICATION PROCESS

- **Complete a Pre-Enrollment Application Form:** Complete and submit the application form to the secure online portal system, Campus Café, prior to registration. All forms 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).

ENROLLMENT INFORMATION

DSDT is on a continuous enrollment schedule, depending upon space availability. Please refer to the tuition and course schedule or contact DSDT for exact start dates, holidays and school closures. DSDT allows the following holidays off: New Year's Day, Dr. Martin Luther King Jr., Memorial and Independence, Labor Day, Thanksgiving weekend and December 24th and 25th.

PAYMENT SCHEDULE

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

ALCOHOL AND DRUG POLICY

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

STUDENTS CONVICTED OF POSSESSION OR SALE OF DRUGS

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

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

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

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

A Drug Rehabilitation program is as follows:

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

Consumption and Possession of Marijuana

All students, employees, and visitors are on notice that the Michigan Medical Marijuana Act (MMMA) and the Michigan Regulation and Taxation of Marijuana Act (MRTMA) conflicts with federal criminal laws governing controlled substances, as well as federal laws requiring institutions receiving federal funds, by grant or contract, to maintain drug-free campuses and workplaces. DSDT participates in federal grant programs which would be

in jeopardy if those federal laws did not take precedence over state law. Thus, the use, possession, or cultivation of marijuana in any form and for any purpose on DSDT's property or premises violates the DSDT Drug and Alcohol Policy. DSDT will not allow the use, possession, or cultivation of marijuana or marijuana paraphernalia on its property or DSDT-controlled premises, even if a student, employee, or visitor has been properly certified as a medical marijuana user. Students, employees, and visitors will be asked to remove or dispose of their marijuana from DSDT's property and premises immediately. Furthermore, the MMMA and MRTMA states that employers are not required to accommodate employees who use medical marijuana; therefore, employers have the right to refuse employment to anyone who fails a drug test. Additionally, the State of Michigan prohibits a person from undertaking any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice, as in many areas of the medical field. As a result, drug testing may be required at any time by a prospective employer consistent with the laws of the State of Michigan and the requirements of potential employers.

***Students convicted of a drug statute offense while receiving Title IV Federal Financial Aid may become ineligible for Title IV Federal Financial Aid. Please speak with your school's Financial Aid Coordinator for more information. ***

ADMISSIONS AND RECRUITING

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

RETURN OF TITLE IV FEDERAL STUDENT AID

This refund policy is in addition to the Institutional Refund Policy

Federal Financial Aid Refunds - Return of Title IV Calculation

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.

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.

The amount to be returned to the federal government will be calculated based on if you officially withdraw or unofficially withdraw as follows:

Official Withdrawal

Occurs when a student contacts the Director of Administration (verbally or in writing) to withdraw. The date the notification is received, is the date of determination. The Director of Administration 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. Their date of determination is 14 days after they cease attendance. Aid received prior to the determination date is aid that could have been disbursed.**

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

Earned Title IV Funds

Earned Title IV funds are funds used to cover educational costs according to the scheduled clock hours 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 are allowed to 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.

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 of the loan funds so that she/he does not incur additional debt. A notice will be sent out to the student and the signed original document must be returned to DSDT within 14 days.

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

Overpayment

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 overpayment must be eliminated prior to offering a credit balance to a student. The funds must be released as soon as possible but no more than 45 days after the date of determination.

For any loan funds that you must return, you or your parent who received a Direct PLUS Loan, will repay the loan funds in accordance with the terms of the Master Promissory Note. 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. Any funds returned after the R2T4 calculation is completed and processed are then used to repay DSDT's funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student. 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 grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

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

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

DSDT must return this amount of your Title IV program funds. If DSDT is not required to return all 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:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal PELL Grant
5. Iraq and Afghanistan Service Grant

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

Student Signature

Date

INSTITUTIONAL REFUND POLICY AND SIGNATURE FORM

Tuition Costs

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

Cancellation Policy

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

Refunds for Classes Canceled by the Institution

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

Refunds for Students Who Withdraw on or Before the First Day of Class

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

Refunds for Students Enrolled Prior to Visiting the Institution

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

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

Refunds for Withdrawal after Class Commences

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

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

REFUND POLICY – NOTICE OF CANCELLATION

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

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

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

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

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

***Note: All refunds are based on scheduled hours.**

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

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

Student Signature

Date

AUTHORIZATION TO RETAIN CREDIT BALANCE FUNDS

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

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

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

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

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

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

I, _____, voluntarily authorize DSDT to retain any credit balance that may occur on my account during the 2020-2021 Financial Aid award year, and I acknowledge that interest will not be earned on the credit balance. I understand that I reserve the right to withdraw this authorization at any time. If I withdraw this authorization at any time, any remaining credit balance will be delivered by DSDT within 14 days.

Student Signature

Date

VETERANS' BENEFITS

Veterans' Benefits are available to eligible students upon acceptance to DSDT. Prospective students should follow the following steps to apply or view their eligibility for their VA education benefits:

- Apply online.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

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

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

INTRODUCTION

Satisfactory Academic Progress (SAP) must be maintained to meet the institution's academic policy.

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

EVALUATION PERIODS

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their respective program.

Film Production Diploma Program	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-80
Core Curriculum Course 2	81-160
Core Curriculum Course 3	161-240
Specialization Course 1	241-320
Specialization Course 2	321-400
Specialization Course 3	401-480
Specialization Course 4	481-560
Incorporated Health & Safety and Job Readiness Training	561-600
Technology Professional 6 (Note: Health & Safety and Job Readiness is incorporated throughout this program)	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-80
Core Curriculum Course 2	81-160
Core Curriculum Course 3	161-240
Technology Professional 2 (Note: Health & Safety and Job Readiness is incorporated throughout this program)	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-40
Core Curriculum Course 1	41-80

Title IV Programs are assessed for, in addition to, SAP at the end of the academic period as follows:

DIPLOMA PROGRAM EXAMPLE ONLY

Film Production Diploma Program	Academic Period (No. of Hours Earned)
Period 1	0-300 clock hours
Period 2	301-600 clock hours

MAXIMUM TIMEFRAME- Quantitative Measurement

All students enrolled at DSDT and/or receiving Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program.

Each program is designed to be completed in a specific period of time depending on specific program requirements.

Students may use their total program clock hours and then multiply that number by 1.5 to determine the clock hour limit that applies to the maximum time frame.

NOTE: (A leave of absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence).

Attendance is based on 67% of actual attendance evaluated based on scheduled hours at the end of each period. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

All degree seeking coursework for which the student is in attendance is included in the SAP evaluation. Matriculated and/or non-matriculated, part time and/or full-time student coursework is included in the evaluation, even in cases in which a student did not receive financial aid.

DIPLOMA PROGRAM EXAMPLE ONLY

Film Production Diploma Program	Hours Earned at Evaluation Point	Multiply By	Maximum Number of Clock Hours Scheduled
Period 1	300	1.5	450
Period 2	600	1.5	900

*All attempted courses, and withdrawals, (except incompletes) at DSDT are counted toward the 150% eligibility.

*When students have reached their duration limit, they will be placed on probation.

ACADEMIC PROGRESS EVALUATIONS

The quantitative 67% attendance and qualitative 70% GPA element used to determine academic progress is a reasonable system of grades as determined by a combination of the academic curriculum and instruction. Students participate in academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are completed, evaluated, and counted toward course completion only when rated as satisfactory.

If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. 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.

Students must maintain a written grade point average of 70% and pass a FINAL theoretical and practical exam prior to graduation. Students must make up failed or missed coursework.

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

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

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

Only courses for which the student receives a passing grade are acceptable for their respective program requirements in calculating the SAP status. Incomplete courses and withdrawals are counted as an incomplete (I). Students are required to verify attendance for terms in which they receive unsatisfactory grades.

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 make-up time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time.

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

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

ACADEMIC PROGRESS

In order for a student to be making SAP by their respective program midpoint, the student must meet 67% in attendance and 70% academic requirements.

Example Attendance: A student is scheduled to attend 22 hrs. per week ($67\% \times 22 = 15$).

DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent (reference the Make-up Time Policy listed above). 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/Designee will be dismissed on the 11th consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration/Designee.

DETERMINATION OF 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.

WARNING POLICY

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning. An academic warning status will be for one academic period and will be determined based on:

1. Failure to meet the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance, and/or
2. Failure to progress at a pace to ensure completion within the maximum timeframe

The student will be advised in writing by a designated school official and:

1. Students may not appeal an Academic Warning
2. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period.
3. DSDT will review the student's academic status and the student will be counseled as necessary to determine if the student can reasonably meet the SAP requirements. This may include a recommendation for termination.
4. Students may not be placed on Academic Warning for consecutive academic periods.
5. 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.

A student may file an appeal to remain in school and regain Federal Title IV eligibility.

Academic Warning Completion is set forth when a student meets all applicable requirements and an advisor has notified the student (verbally or in writing) of the completion.

ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

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 Administration is responsible for making a recommendation on the appeal and electronically scanning the appeal to the Director of Administration and sent 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 school on the designated form 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. The appeal and decision documents will be retained in the student file. Based on this review, DSDT will determine if the student will remain in school and if the student's financial aid eligibility will be reinstated.

ACADEMIC PROBATION

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period.

If the appeal is granted, the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan.

Academic Plan: Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe.

REESTABLISHING ELIGIBILITY

A student determined NOT to be making Satisfactory Progress may reestablish eligibility by maintaining SAP on a self-payment option by:

- Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- Increasing cumulative attendance to 67% or better by the end of a Warning or Probation period.

When/ if a student has done this, they will either regain good standing or be placed back on financial aid probation, depending on his/her grade point average and completion percentage. Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. This option is NOT available to students who have been dismissed from financial aid because of exceeding their hours limit. Prior Periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

DIPLOMAS AND CERTIFICATIONS OF COMPLETIONS

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

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

DSDT DOES NOT OFFER DEGREE PROGRAMS AT THIS TIME

In the case where a student changes degree programs, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement.

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 non-credit coursework repeats 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.

SUMMER TERMS

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

REPEATED COURSES

Financial Aid 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.

TRANSFER CREDITS

DSDT does not accept transfer credits at this time. If you are a Title IV recipient, we do recognize credits obtained from a previous school for similar programs of study and/ or for coursework completed at another institution.

*Note: for Title IV, HEA transfer credit recognition, please refer to our Title IV Policies and Procedures.

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 back 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.

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.

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 Film Production or Information Technology activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

PLACEMENT ASSISTANCE

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

STATE LICENSED POST SECONDARY SCHOOL DISCLAIMER

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

NON- DISCRIMINATION POLICY

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

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 the Film Production Diploma Program with specialization areas or Information Technology Certificate of Completion programs 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 pass the Film Production Diploma Program or Information Technology Certificate of completion Programs.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within their program of study.

Student Signature

Date

Technology Professional 2 - 2020 - 2022 Calendar

2020 Start & End Dates
Jan 13 th - Feb 7 th
Feb 10 th - Mar 6 th
Mar 9 th - Apr 3 rd
Apr 6 th - May 1 st
May 4 th - May 29 th
Jun 1 st - Jun 26 th
Jun 29 th - Jul 24 th
Jul 27 th - Aug 21 st
Aug 24 th - Sept 18 th
Sept 21- Oct 16 th
Oct 19 th - Nov 13 th
Nov 16 th - Dec 11 th
Dec 14 th - Jan 8 th 2021

2021 Start & End Dates
Jan 11 th - Feb 5 th
Feb 8 th - Mar 5 th
Mar 8 th - Apr 2 nd
Apr 5 th - Apr 30 th
May 3 rd - May 28 th
May 31 st – Jun 25 th
Jun 28 th – Jul 23 rd
July 26 th - Aug 20 th
Aug 23 rd – Sep 17 th
Sep 20 th - Oct 15 th
Oct 18 th – Nov 12 th
Nov 15 th – Dec 10 th
Dec 13 th – Jan 7 th 2022

Technology Professional 6 - 2020 - 2022 Calendar

2020 Start & End Dates
Jan 13 th - Apr 3 rd
Feb 10 th - May 1 st
Mar 9 th - May 29 th
Apr 6 th - Jun 26 th
May 4 th - Jul 24 th
Jun 1 st - Aug 21 st
Jun 29 th - Sept 18 th
Jul 27 th - Oct 16 th
Aug 24 th - Nov 13 th
Sept 21 st - Dec 11 th
Oct 19 th - Jan 8 th 2021
Nov 16 th - Feb 5 th 2021
Dec 14 th - Mar 5 th 2021

2021 Start & End Dates
Jan 11 th - Apr 2 nd
Feb 8 th - Apr 30 th
Mar 8 th - May 28 th
Apr 5 th - Jun 25 th
May 3 rd - Jul 23 rd
May 31 st - Aug 20 th
Jun 28 th - Sept 17 th
Jul 26 th - Oct 15 th
Aug 23 rd - Nov 12 th
Sept 20 th - Dec 10 th
Oct 18 th - Jan 7 th 2022
Nov 15 th - Feb 4 th 2022
Dec 13 th - Mar 4 th 2022

Film Production Diploma - 2020 - 2022 Calendar

2020 Start & End Dates
Jan 13 th - Jul 24 th
Feb 10 th - Aug 21 st
Mar 9 th - Sep 18 th
Apr 6 th - Oct 16 th
May 4 th - Nov 13 th
Jun 1 st - Dec 11 th
Jun 29 th - Jan 8 th
Jul 27 th - Feb 5 th 2021
Aug 24 th - Mar 5 th 2021
Sept 21 st - Apr 2 nd 2021
Oct 19 th - Apr 30 th 2021
Nov 16 th - May 28 th 2021
Dec 14 th - Jun 25 th 2021

2021 Start & End Dates
Jan 11 th - Jul 23 rd
Feb 8 th - Aug 20 th
Mar 8 th - Sep 17 th
Apr 5 th - Oct 15 th
May 3 rd - Nov 12 th
May 31 st - Dec 10 th
Jun 28 th - Jan 7 th 2022
Jul 26 th - Feb 4 th 2022
Aug 23 rd - Mar 4 th 2022
Sept 20 th - Apr 1 st 2022
Oct 18 th - Apr 29 th 2022
Nov 15 th - May 27 th 2022
Dec 13 th - Jun 21 st 2022

CAMPUS COURSE OFFERINGS

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

Film Production Diploma Program

600 Total Clock Hours
7.5 total courses

This Course has a variety of course curriculum with the core focus being Film Production and specializations of focus in your choice of the following: Information Technology, Digital Graphics or Digital Media with (40 hrs.) Health and safety, job and career services, emergency preparedness and soft skills.

240 CLOCK HOURS
Film Production Core focus curriculum (3 courses)

COURSE DESCRIPTION:

Prepares individuals in theory and hands on application to manipulate, facilitate and assemble real-time techniques in Film Production and related areas of:

Drone Technology, Videography, Da Vinci Color Grading, Social Media Tools, Aerial Photography, Camera Operation, web coding for on-line portfolios, video graphics, adobe illustrator, layering, final cut pro X, Photoshop, digital signage, lighting, pre and post production, commercial script writing, music audio analytics, Digital Cinema Production.

320 CLOCK HOURS
Specialization choices (4 courses)

COURSE DESCRIPTIONS:

Information Technology

Prepares individuals in computer and software applications furthering their marketability in Film Production and Digital/ Graphics industries. The Information Technology specializations open you up to fill the gap in the digital divide of the growing world of Technology through the learned skills of: Computer and Software Applications, A+, Net+, IT Fundamentals, Microsoft Office Basic, Word, PowerPoint, Azure, Power BI, Power Point, troubleshooting equipment, routing and wiring a full technical shoot and media set up protocol.

Digital Graphics

This specialization will prepare you even further in search for a meaningful career, allowing you to apply your artistic vision and learned skill into a workable format. The digital mediums you learn will help in the areas of Digital, Mobile, Web and On-Line applications that meet the current needs and growing technology trends of the employers and current job demands. The learning experience will include Photoshop, Pre & Postproduction, Layering, Creative Art Design and Communication, Stop Motion, HTML & CSS, Basic Web Design, Brand Strategy, Motion, App Design, VR and AR, Aerial Photography, Camera set, Facebook ads, Social Media Tools and more.

Digital Media

Prepares individuals in the ever-changing world of Digital, with hands-on experience with industry preferred equipment and software in the following: Digital Graphics, animation, 2D & 3D modeling, Audio & Video, Web Design, Landing Pages, Software & Hardware, Digital Video Content and more.

**Technology Professional 6
Certificate of Completion Program**

240 Clock Hours

Three (3) Information Technology Courses (Net+ Sec+ CYSA+): applicable books, DSDT Certificate of Completion, equipment provided by DSDT: Computer with vendor software loaded/ labs.

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

**Technology Professional 2
Certificate of Completion Program**

80 Clock Hours

One (1) Information Technology Course (A+): applicable book, DSDT Certificate of Completion, equipment provided by DSDT: Computer with vendor software loaded/ labs.

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.

TUITION AND FEES

Film Production Diploma Program

Tuition: \$17,995.00

Tuition fees, books and individual materials: \$4,700

Technology Professional 2 Certification of Completion

Tuition and Fees: \$5,000.00

On-line PDF Books and individual materials included

Exam vouchers are not included in cost of tuition and may vary based upon course choice

Technology Professional 6 Certification of Completion

Tuition and Fees: \$15,000.00

On-line PDF Books and individual materials included

Exam vouchers are not included in cost of tuition and may vary based upon course choice

FILM PRODUCTION DIPLOMA
Specialization Course Example Syllabus
DIGITAL MEDIA PRODUCTION SYLLABUS
Comprehensive Curriculum

Curriculum Includes Job-readiness/Soft Skills/Health & Safety

SUMMARY

This course is an exploration of conceptual and technical approaches to Film Production and Motion Graphics. Emphasis will be placed on filming, editing, audio layering, image manipulation, principles of lighting and the interaction between those elements over time.

OBJECTIVE

Students will demonstrate proper use of digital video equipment as well as filming/editing techniques and the diverse production elements associated with each of the following:

- Cameras and filming
- Sound recording and editing
- Lighting and staging
- Storyboarding
- Animating text and graphics
- Timing and keying with stop motion
- Job Readiness/ Portfolio building
- Resume/ Gainful employment options
- Composition with video and still images
- Digital video terminology
- Digital video formats and compression
- The 3 phases of development: Pre-production, Production and Post-production
- VFX study and production principles
- Entry Level career positions
- Real world practical job application

REQUIRED MATERIAL

- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Lecture
- Discussion/critique
- Interactive applications
- 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

Aesthetic Evaluation

Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Conceptual Evaluation

Encompasses how well you understood the assignment followed the parameters given and attention to the details necessary for achieving the best solution. The time you spend exploring and working through an idea is one of the most important part of problem solving and developing creativity.

Technical/Craftsmanship

You will be evaluated on how well you carry your concept, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

Learning Structure

Timeline

600 clock hours

- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome

- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software

- Photoshop and After Effects will be primarily used for this course.

Equipment

- All Cameras and Film Production Equipment is housed on-site, and no additional equipment is needed

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 own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1

“Color Theory and Principles of Design”

Week 1 – Level 1

DAY 1 - Color Theory, primary, secondary and tertiary colors.

DAY 2 - Warm and cool colors, tints, shades and tones.

DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.

DAY 4 - Interactive assignment.

DAY 1 - Balance, rhythm, pattern.

DAY 2 - Line, shape, form.

DAY 3 - Composition and art movements Part 1.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Emphasis, contrast, unity and movement.

DAY 2 - Space, value, color and texture.

DAY 3 - Composition and art movements Part 2.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 1.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 2 – Section 2

“Image Manipulation & 2D Design”

Week 1 – Level 1:

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.

DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.

DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.

DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.

DAY 2 - Image manipulation, introduction to layers and masking.

DAY 3 - Image manipulation, introduction to layer blending modes and background painting.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 2.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 3 – Section 3

“Photography and Lighting”

Week 1 – Level 1

DAY 1 - Digital vs. camera films, the evolution of the camera.

DAY 2 - Camera features and settings.

DAY 3 - Composition and staging.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Exposure, aperture, ISO and shutter speed Part 1.

DAY 2 - Exposure, aperture, ISO and shutter speed Part 2.

DAY 3 - Intro to lighting, LED vs. fluorescent lights.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Capturing subject matter in movement and lighting in motion.

DAY 2 - Portrait in photography.

DAY 3 - Nature, landscape and still life in photography.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 3.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 4 – Section 4

“Stop-Motion animation, Motion Graphics and Intro to Video Editing”

Week 1 – Level 1

DAY 1 - What is stop-motion and how to make a flip book.

DAY 2 - Introduction to the concept of key frame and image sequencing.

DAY 3 - Storyboarding and storytelling.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Using props and lighting in stop-motion (animated water, smoke etc.).

DAY 2 - Animation mediums, Claymation, silhouette and stop-motion.

DAY 3 - Digital animation medium, 2D, 3D and motion graphics.

DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Interactive animation studio time, Part 1 - storyboarding.

DAY 2 - Interactive animation studio time, Part 2 – production shoot.

DAY 3 - Interactive animation studio time, Part 3 – intro to editing.

DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 4.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5

“Video Production and Visual Effects”

Week 1 – **Level 1**

DAY 1 - History of motion pictures.

DAY 2 - Terminology used in the film production industry.

DAY 3 - Camera angles, shots and movements.

DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Operating your camera, settings and camera types.

DAY 2 - Using lighting, outdoor/indoor, light types.

DAY 3 - Filming, experimenting with shots, angles and camera movement.

DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Video editing, importing and laying out video.

DAY 2 - Video editing, creating transitions and title animation.

DAY 3 - Video editing, importing sound and rendering.

DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 5.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 6 – Section 6

“CAPSTONE Project”

Week 1 – **Level 1 – PRE-PRODUCTION**

DAY 2 - Storyboarding.

DAY 3 - **Camera** angles, shots and movements.

DAY 4 - Scouting and staging.

Week 2 – **Level 2 - PRODUCTION**

DAY 1 - Acting rehearsal, animatic.

DAY 2 - Shoot and scene review.

DAY 3 - Shoot and scene review.

DAY 4 - Shoot and scene review.

Week 3 – **Level 3 - PRODUCTION**

DAY 1 - Shoot and scene review.

DAY 2 - Shoot and scene review.

DAY 3 - Shoot and scene review.

DAY 4 - Shoot and scene review final post

Week 4 – **Level 4 – POST-PRODUCTION**

DAY 1 – Layout and composition.

DAY 2 – Color correction and lighting.

DAY 3 – Sound and composites.

DAY 4 - Session evaluation – **Video Previews**

FILM PRODUCTION DIPLOMA
Specialization Course Example Syllabus
DIGITAL GRAPHICS PRODUCTION SYLLABUS
Comprehensive Curriculum
Curriculum Includes Job-Readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

SUMMARY

This course is an exploration of conceptual and technical approaches to Graphic Design and Image Manipulation. Emphasis will be placed on principles of design, principles of lighting and the interaction between those elements over time.

OBJECTIVE

Students will demonstrate proper use of designing skills as well as composition techniques and the diverse production elements associated with each of the following:

- Color Theory
- Principles of design
- Lighting and staging
- Storyboarding
- Animating text and graphics
- Composition with still images
- Job Readiness
- Entry-level career positions
- Job Readiness
- Portfolio building
- Resume/ Gainful employment options
- Real world practical job application
- Storytelling
- Graphic Design terminology
- Digital graphics formats and compression
- The 3 phases of development:
 - Pre-production, Production and Post-production

REQUIRED MATERIAL

- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Lecture
- Discussion/critique
- Interactive applications
- 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

Aesthetic Evaluation

Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Conceptual Evaluation

Volume 12
Student Handbook Catalog
Original Version 02.09.2011
Updated Version 08.10.2020

Encompasses how well you understood the assignment followed the parameters given and attention to the details necessary for achieving the best solution. The time you spend exploring and working through an idea is one of the most important part of problem solving and developing creativity.

Technical/Craftsmanship

You will be evaluated on how well you carry your concept, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

LEARNING STRUCTURE

Timeline

600 clock hours

- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome

- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software

- Photoshop and Adobe Creative Suite “Illustrator, InDesign, Premier and After Effects”, will be primarily used for this course.

Equipment

- All computers, books and equipment are housed on-site, and no additional equipment is needed for this course.
- All Students will have access to all required instructional materials on our secure server access while on and off campus

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 own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1

“Color Theory and Principles of Design”

Week 1 – Level 1

DAY 1 - Color Theory, primary, secondary and tertiary colors.

DAY 2 - Warm and cool colors, tints, shades and tones.

DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Balance, rhythm, pattern.

DAY 2 - Line, shape, form.

DAY 3 - Composition and art movements Part 1.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Emphasis, contrast, unity and movement.

DAY 2 - Space, value, color and texture.

DAY 3 - Composition and art movements Part 2.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 1.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 2 – Section 2

“Image Manipulation and 2D Design”

Week 1 – Level 1:

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.

DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.

DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.

DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.

DAY 2 - Image manipulation, introduction to layers and masking.

DAY 3 - Image manipulation, introduction to layer blending modes and background painting.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 2.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 3 – Section 3

“Compression, formats and exports – Using Illustrator”

Week 1 – Level 1

DAY 1 - Pixels vs. Vector based images.

DAY 2 - User Interface features and settings.

DAY 3 - Composition and staging.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Composition and layers.

DAY 2 - Understanding collage.

DAY 3 - Implementing lighting, use of 2D light sources.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Capturing a message in your composition.

DAY 2 - Portrait in Design.

DAY 3 - Nature, landscape and still life.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 3.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 4 – Section 4

“From concept to design to delivery”

Week 1 – Level 1

DAY 1 - Understanding your client.

DAY 2 - Introduction to the concept of marketing.

DAY 3 - Storyboarding and storytelling.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Using image references.
DAY 2 - Design mediums using photography and image scanning.
DAY 3 - Use of 2D design in motion graphics.
DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Interactive animation studio time, Part 1 - storyboarding.
DAY 2 - Interactive animation studio time, Part 2 – production.
DAY 3 - Interactive animation studio time, Part 3 – final layout.
DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 4.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5

“Advertising and the power of imagery”

Week 1 – Level 1

DAY 1 - History of advertising.
DAY 2 - Terminology used in the design industry.
DAY 3 - Use of graphic design in different industries.
DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Understanding design concepts.
DAY 2 - Using lighting, outdoor/indoor, light types for designer shoot.
DAY 3 - Filming, experimenting with shots, angles and camera movement.
DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - What is motion graphics – research and reviews.

DAY 2 - Thinking outside of the box, making a design powerful.
DAY 3 - Interactive media, using the web as a graphic designer.
DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 5.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 6 – Section 6

“CAPSTONE Project”

Week 1 – Level 1 – Project assessment

DAY 1 - Storytelling.
DAY 2 - Storyboarding.
DAY 3 - Design formats.
DAY 4 - Scope and deadlines.

Week 2 – Level 2 - Design

DAY 1 - Design process.
DAY 2 - Color selection and layout.
DAY 3 - Composition and collage.
DAY 4 - Production design.

Week 3 – Level 3 - Design

DAY 1 - Production design.
DAY 2 - Production design.
DAY 3 - Production design.
DAY 4 - Saving format, review final post.

Week 4 – Level 4 – Promotion and distribution

DAY 1 - Layout and composition.
DAY 2 - Color correction.
DAY 3 - Format and layouts, distribution.
DAY 4 - Session evaluation – **Video Previews**

FILM PRODUCTION DIPLOMA
Specialization Course Example
INFORMATION TECHNOLOGY PRODUCTION SYLLABUS
Comprehensive Curriculum

Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

SUMMARY

This course is an exploration of conceptual and technical approaches to Film Production and IT. Emphasis will be placed on image and film formats, editing, audio layering, image manipulation and file formats/compressions, use of a network, rendering and troubleshooting processes and the interaction between those elements over time.

OBJECTIVE

Students will demonstrate proper use of digital video equipment as well as filming/editing techniques and the diverse production elements associated with each of the following:

- Cameras and filming
- Sound recording and editing formats
- Lighting and staging process
- Rendering process
- Troubleshooting exports
- Job Readiness and Portfolio building
- Resume/ Gainful employment options
- Timing and keying
- Composition with video and still images
- Technical terminology
- Digital video formats and compression
- Exporting videos over a network
- Entry Level career positions
- Real world practical job application

REQUIRED MATERIAL

- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- 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

Aesthetic Evaluation

Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Aesthetic Evaluation

Relates to the use of technical comprehension and degree of skills demonstrated in the execution of setting up your project.

Conceptual Evaluation

Encompasses how well you understood the technical issue followed the parameters given and attention to the details necessary for achieving the best solution. Evaluation on troubleshooting skills for hardware and software.

Technical/Craftsmanship

You will be evaluated on how well you apply your technical skills, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

LEARNING STRUCTURE

Timeline

- 600 clock hours
- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome

- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software

- Udemy, 30 Bird Media, Certify, CompTIA, Lynda.com, Photo Shop, Adobe Creative Suite

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 own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1

“Color Theory and Principles of Design”

Week 1 – Level 1

DAY 1 - Color Theory, primary, secondary and tertiary colors.

DAY 2 - Warm and cool colors, tints, shades and tones.

DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Balance, rhythm, pattern.

DAY 2 - Line, shape, form.

DAY 3 - Composition and art movements Part 1.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Emphasis, contrast, unity and movement.

DAY 2 - Space, value, color and texture.

DAY 3 - Composition and art movements Part 2.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 1.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 2 – Section 2

“Image Manipulation & 2D Design”

Week 1 – **Level 1:**

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.

DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.

DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.

DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).

DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.

DAY 2 - Image manipulation, introduction to layers and masking.

DAY 3 - Image manipulation, introduction to layer blending modes and background painting.

DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 2.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 3 – Section 3

“File formats and compressions”

Week 1 – **Level 1**

DAY 1 - Digital vs. camera films, formats.

DAY 2 - Camera features and settings, how it works.

DAY 3 - Composition and staging processes over a network.

DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Exposure, aperture, ISO and shutter speed Part 1, settings and results.

DAY 2 - Exposure, aperture, ISO and shutter speed Part 2, settings and execution.

DAY 3 - Intro to lighting, LED vs. fluorescent lights, lighting temperature and measurements.

DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Capturing subject matter in movement, technical lighting and settings.

DAY 2 – Setting up your interface for image manipulation.

DAY 3 – File formats for various exports.

DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 3.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 4 – Section 4

“Hardware and software troubleshooting”

Week 1 – **Level 1**

DAY 1 – Understanding the process of rendering.

DAY 2 - Introduction to the concept of keyframe and image sequencing

DAY 3 - Storyboarding and storytelling, setting up a file share service for group projects.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Using props and lighting in stop-motion, safety and camera settings.

DAY 2 – Stage safety and process setting.

DAY 3 - Digital animation medium, 2D, 3D and motion graphics formats.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Interactive animation studio time, Part 1 - setting.

DAY 2 - Interactive animation studio time, Part 2 – safety.

DAY 3 - Interactive animation studio time, Part 3 – execution.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 4.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5

“Understanding processing needs”

Week 1 – Level 1

DAY 1 - History of motion pictures.

DAY 2 – Technical terminology used in the film production industry.

DAY 3 - Camera angles, shots and movements settings.

DAY 4 - Interactive assignment.

Week 2 – Level 2

DAY 1 - Operating your camera, settings and camera types.

DAY 2 - Using lighting, outdoor/indoor, light types, safety, platforms and operation.

DAY 3 - Filming, experimenting with shots, angles and camera movement.

DAY 4 - Interactive assignment.

Week 3 – Level 3

DAY 1 - Video editing, importing and laying out video, how to export across a network and devices.

DAY 2 - Video editing, creating transitions and title animation.

DAY 3 - Video editing, importing sound and rendering, audio formats.

DAY 4 - Interactive assignment.

Week 4 – Level 4

DAY 1 - Course session review, learning assessment, month 5.

DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.

DAY 4 - Session evaluation – **Exam**

Month 6 – Section 6

“CAPSTONE Project”

Week 1 – Level 1 – Setting up a project

DAY 1 – Production pipeline.

DAY 2 – Safety measures.

DAY 3 - Camera angles, shots and movements.

DAY 4 – Anticipating process troubleshoot.

Week 2 – Level 2 – Understanding formats

DAY 1 – Setting up a shared workspace over the network.

DAY 2 – Defining file formats.

DAY 3 – Pipeline for production.

DAY 4 - Optimization.

Week 3 – Level 3 – Rendering and Export

DAY 1 – Setting up exports.

DAY 2 – Maintaining a network.

DAY 3 – Managing exports.

DAY 4 – Troubleshooting render failures.

Week 4 – Level 4 – Data maintenance and backups

DAY 1 – Compiling a project.

DAY 2 – Saving and collecting data.

DAY 3 – Sound and composites exports and formats.

DAY 4 - Session evaluation – **DEMO Previews**

TECHNOLOGY PROFESSIONAL 2 CERTIFICATE OF COMPLETION

Course Example Syllabus COMPREHENSIVE CURRICULUM

Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

Curriculum Description

CompTIA A+ 220-1001 covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues.

CompTIA A+ 220-1002 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Curriculum Objectives

After completing this curriculum, you will be able to:

- Hardware - Identifying, using, and connecting hardware components and devices. Identify the primary risks to computers and the steps to minimize these risks.
- Networking - Explain types of networks and connections including TCP/IP, WIFI and SOHO
- Hardware & Network Troubleshooting - Troubleshoot device and network issues
- Mobile Devices - Install & configure laptops and other mobile devices
- Windows Operating Systems - Install and support Windows OS including command line & client support
- Software Troubleshooting - Troubleshoot PC and mobile device issues including application security support
- Other OS & Technologies - Understand Mac OS, Linux and mobile OS
- Operational Procedures - Follow best practices for safety, environmental impacts, and communication and professionalism
- Security - Identify and protect against security vulnerabilities for devices and their network connections
- Job Readiness and Portfolio building
- Student will be prepared for entry Level career positions in related field
- Knowledge of practical application for real world job application
- Resume and career building session post- graduation for successful gainful employment opportunities

Prerequisites

To successfully engage and complete an A+ training course, student should possess some basic computer literacy and possess a 10th grade reading/comprehension level. Completion of CompTIA IT Fundamentals; Microsoft Digital Literacy (Version 4), Internet Core Competency (IC3) or other basic computer literacy course work/certification(s) strongly preferred.

Instructional Methods

In this curriculum, you will learn to upgrade, diagnose, install, and troubleshoot computers and other networked devices effectively. You will accomplish this through a combination of at-home learning, classroom activities, and practical application (hands on training, where applicable) that add to the concepts taught in the classroom. The content that will be used for lecture and demonstration. The instructor will use a projector to display the applicable coursework/modules for the course. Instructors may also give homework assignments and self-paced learning materials.

This syllabus is being provided as a guide for class instruction and may change scheduling of delivered instruction based on class progress and comprehension.

Week 1

Introduction to Curriculum/Instructor

Meeting Place/Times/Contact Info

Icebreaking—Students/Syllabus

Distribution/Assessment/Email Setup

Safety Precautions in the workplace/ school environment

Introduction to safety measures you should take when working with computer equipment and parts

Exam Objectives: (220-1001) 1.3, 3.1 4.1, 4.5; (220-1002) 5.5

Chapter 1: Troubleshooting

When troubleshooting an issue with a computer or peripheral device, you need to work methodically and safely to identify the cause of the problem and then make repairs.

- Apply a standard troubleshooting theory to identify and resolve issues.
- Follow appropriate safety procedures when working on computers and peripheral devices.

Chapter 2: Motherboards & CPUs

Your computer motherboard holds the electronic circuitry and connectors for the critical components of your computer, including the central processing unit (CPU), which is the component where all instructions for the computer are processed.

- Identify the components of a motherboard and explain their purpose and properties.
- Identify and install various types of CPUs and apply cooling methods.

Exam Objectives: (220-1001) 1.1, 1.2, 1.8; (220-1002) 1.7

Chapter 3: Computer Power Supplies

A computer's power supply reduces the North American standard of 110/120V AC power at a frequency of 60Hz or the European standard of 220-240V AC power at a frequency of 50Hz to the low-voltage DC power required by each of the computer's internal components.

- Identify power supply connector types and voltages
- Select and replace a power supply
- Troubleshoot power issues

Chapter 4: Memory

Physical memory stores data either permanently to allow the computer to boot or temporarily for processing by the CPU.

- The function of read-only memory (ROM) and how to use and manage the system BIOS/UEFI.
- Compare and contrast various random-access memory (RAM) types and their features and install and troubleshoot RAM.

Exam Objectives: (220-1001) 1.5, 1.7, 3.1, 4.1

Chapter 5: Computer Expansion

Computer manufacturers allow you to add additional functionality to your computer through expansion interfaces. The interfaces can be part of the system when you purchase it, or you can add them later using expansion cards.

- Identify various expansion interfaces.
- Install and configure expansion cards.
- Identify various cables and connectors.

Chapter 6: Physical Storage

Physical storage devices maintain the data stored on them even when their power is removed. There are several different types of physical storage devices used in computers.

- Identify hard drive types and install a hard drive in a PC and laptop
- Implement hardware RAID
- Identify optical drive and disc types and install an optical drive in a PC and laptop.
- Identify and use other storage methods.

Week 2

Exam Objectives: (220-1001) 1.10, 1.12, 3.1, 3.2, 3.3, 4.5

Chapter 7: Input-Output Devices

Input devices accept data to transfer to the computer for processing. Output devices present information from the computer to the user.

- Install and configure various input devices, including a keyboard and pointing device.
- Identify various types of output devices, and connect, configure, and troubleshoot speakers.
- Identify various types of dual input-output devices and troubleshoot

Chapter 8: Display Devices

The most common output device is the display.

- Identify the various types of display devices.
- Install and configure display devices.
- Troubleshoot display issues.

Exam Objectives: (220-1001) 1.5; (220-1002) 1.1, 1.4, 1.7, 4.1

Chapter 12: Network Cables and Connectors

Chapter 9: Operating Systems

The Operating System (OS) is the central interface that handles communication between the user and any hardware/software.

- Compare and contrast the features and requirements of various Microsoft operating systems.
- Learn how to install a Windows operating system.
- Identify common features and functionality of the Mac OS and Linux OS.

Chapter 10: Windows Management

Windows provides a wide variety of tools that you can use to manage the OS and the computer on which it is running. Use appropriate Windows features and tools.

- Use Control Panel utilities.
- Apply appropriate Microsoft command-line tools.
- Troubleshoot PC operating system problems.

Exam Objectives: (220-1001) 2.1, 2.2, 2.4, 2.7, 2.8, 2.9, 4.1; (220-1002) 1.6

Chapter 11: Network Basics

Today, if you're using a PC you're probably connected to a network, whether it's to access the Internet or just the office network drive. Even if you're primarily a PC technician, it's important to understand the technologies and functions of the network, especially those which take place on your side of the cable.

- How networks are categorized.
- About common network devices.
- About common Internet connection methods

Today, copper cabling is becoming increasingly crowded out by faster fiber-optic connections and more flexible wireless networks, but twisted-pair Ethernet cables are still the dominant wired LAN standard.

- About twisted-pair cables and connectors
- About coaxial cables and connectors
- About fiber-optic cables and connectors

WEEK 3

Exam Objectives: (220-1001) 2.3, 2.4, 2.5, 2.6, 4.1; (220-1002) 2.4

Chapter 13: Network Protocols

The internet layer of the TCP/IP model is where many of the most critical elements of network addressing and communication take place. In order to have a unique place on the logical network, and to communicate with other systems, each host must have valid IP settings.

- About IP settings.
- About transport protocols
- About application protocols

Chapter 14: Wireless Networking

Wireless networks encode data into electromagnetic carrier waves.

- About wireless networks
- About Wi-Fi standards

Exam Objectives: (220-1001) 4.4; (220-1002) 1.6, 2.2

Chapter 15: Windows Networking

Modern versions of Windows are designed to connect to many sorts of networks. Before you can effectively configure a Windows network, you need to know how different network and sharing types operate.

- Share and secure resources.
- Establish network connections.

WEEK 4

- Share and secure resources.
- Establish network connections.
- Troubleshoot network connection issues.

Chapter 16: Virtualization and Cloud Computing

Devices, hosts, and even entire networks increasingly exist only as software which can transparently share, span across, or move between physical hosts. Virtualization can boost efficiency, improve user experience, and reduce infrastructure costs, but it comes with its own challenges and changes to traditional IT practices.

- About virtualization technologies
- About cloud computing services

Exam Objectives: (220-1001) 4.4; (220-1002) 3.1

Chapter 17: Mobile Device

Mobile devices allow users to remain connected to data and content while away from computer and laptops.

- About the different types of mobile devices, and their associated accessories and operating systems.
- How to connect your mobile device to various network and internet services.
- How to troubleshoot issues with your mobile device.

Chapter 18: Security Basics

Computer security is important for protecting the confidentiality and integrity of your business data. A breach in security has the potential for causing widespread, harmful problems for your business and customers.

- Identify common security threats and vulnerabilities.

Compare and contrast common prevention methods along with basic Windows OS security settings.

Exam Objectives: (220-1001) 2.5, 2.6; (220-1002) 3.4, 3.6, 3.8

Chapter 19: Securing Devices and Data

Workstation security is essential for the sake of the individual users and the overall organization. Workstations are the systems most often exposed to malware infestations, and most easily compromised by user error.

- How to secure workstations and data.
- How to secure mobile devices.
- How to troubleshoot security issues.

Chapter 20: SOHO Network Configuration

It can take a lot of specialized knowledge to manage a large network with a lot of infrastructure devices. At the same time, the multifunction routers at the heart of many small or home office networks have many of the same features. While they can seem intimidating, on a small network most features are easy enough to configure once you know your needs.

- About common SOHO network router features
- How to secure a SOHO network

Exam Objectives: (220-1001) 1.9, 1.14

Chapter 21: Printers and Multifunction Print Devices

Printers and multifunction print devices are the second most common output device after displays.

- Compare and contrast the various printer technologies and their imaging processes.
- Install printers and multifunction print devices and share them among multiple users and devices.
- Perform maintenance on the various types of printers.
- Troubleshoot printer issues

Chapter 22: Custom Computers

Custom built computers give you the ability to select components tailored to your specific needs.

- Select the appropriate components for a custom PC configuration.

Exam Objectives: (220-1002) 5.2

Chapter 23: Operational Procedures

As you work as an A+ support technician, you'll experience a wide variety of situations beyond just working with hardware and operating systems. You'll also need to obtain and perfect the skills necessary to work with people and the procedures to deal with safety and professionalism.

- Apply appropriate controls to mitigate potential environmental impacts.
- Implement appropriate safety procedures.
- Address prohibited content and activities.
- Demonstrate proper communication techniques and professionalism.

Review/Exam Prep

Remainder of scheduled class time will be spent preparing for the CompTIA A+ 220-1001/1002 exam. These class exam preparation sessions are tentative and will be adjusted based on previous week's progress.

Exam Setup & Scheduling

Scheduled class time will be spent setting up students CompTIA A+ 220-1001/1002 web access, and if applicable scheduling of exams.

Soft skills, Exit Interviews

Scheduled class time will be spent conducting exit interviews, filling out exit surveys, engaging in soft skills (job interview techniques, resume writing, proper dress for interview, etc.), and final thoughts.

TECHNOLOGY PROFESSIONAL 6 CERTIFICATE OF COMPLETION

Course Example Syllabus

COMPREHENSIVE CURRICULUM

Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

Curriculum Description

The CompTIA Network+ N10-007 Course is designed to teach you the fundamental principles of installing, configuring, and troubleshooting network technologies and help you to progress a career in network administration.

The CompTIA Security+ SY0-501 Course is designed to teach you the fundamental principles to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.

The CompTIA Cybersecurity Analyst+ (CySA+) CS0-001 course is designed to teach you the basic knowledge needed to analyze, monitor and protect cybersecurity resources in a vendor-neutral format. This includes vulnerability management, network reconnaissance and monitoring, secure policies and procedures, host & network security, identity management systems, and incident response.

Curriculum Objectives

After completing this curriculum, you will be able to:

- Configure and support PC, laptop, mobile (smartphone/tablet), and print devices.
- Know basic network terminology and functions (such as Ethernet, TCP/IP, switches, routers).
- Configure and manage users, groups, and shared resources in a simple SOHO network.
- Understand the use of basic access control measures, such as authentication, security policy, encryption, and firewalls.
- Understand TCP/IP addressing, core protocols and troubleshooting tools.
- Identify risk
- Participate in risk mitigation activities
- Provide infrastructure, application, information and operational security
- Apply security controls to maintain confidentiality, integrity and availability
- Identify appropriate technologies and products
- Troubleshoot security events and incidents
- Operate with an awareness of applicable policies, laws and regulations
- Correctly use fundamental security technology, conduct risk assessments, and identify threats and vulnerable infrastructure
- Recognize common attacks including social engineering, malware, network attacks, and application exploits.
- Plan vulnerability assessments, understand the penetration testing process, and implement vulnerability management programs
- Perform network reconnaissance using passive foot printing, network scans, vulnerability analysis, and packet capture

- Detect and analyze network security threats using output from security appliances, hosts and network devices, and network monitoring tools.
- Understand the role of security frameworks, policies, controls, and procedures in meeting security needs and regulatory compliance requirements.
- Apply network security principles through cryptography, hardening of hosts and networks, and secure application development.
- Recognize threats to identity systems and authentication technologies.
- Respond to security incidents through preparedness, consistent response procedures, and use of appropriate forensics tools.
- Job Readiness and Portfolio building
- Student will be prepared for entry Level career positions in related field
- Knowledge of practical application for real world job application
- Resume and career building session post- graduation for successful gainful employment opportunities

Prerequisites

To successfully engage and complete a Network+, Security+, Cybersecurity+ training course, student should possess some basic computer literacy. Completion of CompTIA IT Fundamentals; CompTIA A+; Microsoft Digital Literacy (Version 4), Internet Core Competency (IC3) or other basic computer literacy course work/certification(s) strongly preferred.

Instructional Methods

In this curriculum, you will learn to upgrade, diagnose, install, secure and troubleshoot computers and other networked devices effectively. You will accomplish this through a combination of at-home learning, classroom activities, and practical application (hands on training, where applicable) that add to the concepts taught in the classroom. The content that will be used for lecture and demonstration. The instructor will use a projector to display the applicable coursework/modules for the course. Instructors may also give homework assignments and self-paced learning materials. This syllabus is being provided as a guide for class instruction and may change scheduling of delivered instruction based on class progress and comprehension.

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

Week 1

Introduction to Curriculum/Instructor

Meeting Place/Times/Contact Info

Icebreaking—Students/Syllabus

Distribution/Assessment/Email Setup

Safety Precautions in the workplace/ school environment

Introduction to safety measures you should take when working with computer equipment and parts

Chapter 1: Introduction and Network+ Fundamentals

Module A: Networking concepts

Module B: Classifying networks

Module C: Network models

Module D: The troubleshooting process

Chapter 2: Physical networks

Module A: Connection technologies

Module B: Network devices

Module C: Copper media

Module D: Optical media

Module E: Ethernet standards

Chapter 3: TCP/IP networks

Module A: IP addressing

Module B: Core protocols

Module C: Network ports and applications

Week 2

Chapter 4: Internetworking

Module A: Switching

Module B: Routing

Chapter 5: Wireless LANs

Module A: Wireless networks

Module B: IEEE 802.11 LANs

Chapter 2: Understanding attacks

Module A: Understanding attackers

Module B: Social engineering

Module C: Malware

Module D: Network attacks

Module E: Application attacks

Chapter 6: Wide area networks

Module A: Internet connections

Module B: WAN infrastructure

Week 3

Chapter 7: Cybersecurity principles

Module A: Goals and threats

Module B: Digital Security

Module C: Transport encryption

Chapter 8: Defending networks

Module A: Network security components

Module B: Network authentication systems

Module C: Hardening networks

Week 4

Chapter 9: Evolving network technologies

Module A: Network convergence

Module B: Virtual and cloud systems

Chapter 10: Network operations

Module A: Monitoring and optimization

Module B: Fault tolerance and disaster recovery

Module C: Incident response

Week 5

Chapter 11: Network Basics

Module A: Network policy design

Module B: Network installation

Module C: Maintenance and upgrades

Chapter 1: Security fundamentals

Module A: Security concepts

Module B: Risk management

Module C: Vulnerability assessment

Week 6

Chapter 3: Cryptography

Module A: Cryptography concepts
Module B: Public key infrastructure

Chapter 4: Network fundamentals

Module A: Network components
Module B: Network addressing
Module C: Network ports and applications

Chapter 5: Securing networks

Module A: Network security components
Module B: Transport encryption
Module C: Hardening networks
Module D: Monitoring and detection

Week 7

Chapter 6: Securing hosts and data

Module A: Securing data
Module B: Securing hosts
Module C: Mobile device security

Chapter 7: Securing network services

Module A: Securing applications
Module B: Virtual and cloud systems

Chapter 8: Authentication

Module A: Authentication factors
Module B: Authentication protocols

Week 8

Chapter 9: Access control

Module A: Access control principles
Module B: Account management

Chapter 10: Organizational security

Module A: Security policies
Module B: User training
Module C: Physical security and safety

Chapter 11: Disaster planning and recovery

Module A: Business continuity
Module B: Fault tolerance and recovery
Module C: Incident response

Week 9

Chapter 1: Cybersecurity fundamentals

Module A: Security concepts
Module B: Risk management
Module C: Threats & Vulnerabilities

Chapter 2: Recognizing Vulnerabilities

Module A: Common Vulnerabilities
Module B: Network Vulnerabilities
Module C: Application exploits

Chapter 3: Vulnerability Management

Module A: Vulnerability Assessment
Module B: Vulnerability Management Programs

Chapter 9: Incident Response

Module A: Incident Response Planning
Module B: Incident Response Procedures
Module C: Forensic Toolkits

Week 10

Chapter 4: Reconnaissance

Module A: Reconnaissance techniques
Module B: Active reconnaissance
Module C: Analyzing scan results

Chapter 5: Monitoring Networks

Module A: Network Security Systems
Module B: Logging and Monitoring
Module C: Network Analysis

Chapter 6: Policy Design

Module A: Security Frameworks
Module B: Security Policies
Module C: Controls & Procedures

Week 11

Chapter 7: Secure Network Design

Module A: Hardening Networks
Module B: Cryptography
Module C: Hardening Hosts & Devices

Week 12

Chapter 8: Identity Management

Module A: Identity Systems

Module B: Authentication Technologies

Review/Exam Prep

Our scheduled class time will be spent preparing for the CompTIA Network+, Security+, and Cybersecurity Analyst exams.

Exam Setup & Scheduling

Scheduled class time will be spent setting up students CompTIA Network+, Security+, and Cybersecurity+ web access, and if applicable scheduling of exams.

Soft skills, Job Readiness, Exit Interviews

Scheduled class time will be spent conducting exit interviews, filling out exit surveys, engaging in soft skills (job interview techniques, resume writing, proper dress for interview, etc.), and final thoughts.

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 Film Production, Technology Professional 2 and Technology Professional 6 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 pay, 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 @ 313-263-4200 or on campus. A student or any member of the public may file a complaint about this institution with the Michigan Department of Education (LARA) Division. DSDT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against DSDT, within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

RECRUITING ACTIVITIES

All employees of DSDT have a firm commitment and have been trained by the lead Admissions Representative for recruiting activities at the campus ensuring all are of ethical conduct. In doing this, DSDT makes it clear to all Admissions Representatives what academic programs and support services must be in place in order 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 Film Production and Technology Professional 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 Film Production and Technology Professional Clock hour programs and can expect a Diploma or Certificate of Completion, depending on a number of clock hours completed. Transfer students and or credits are not allowed at DSDT. Students receive a certificate of completion or a Diploma from DSDT are given job placement outcomes, and so these statistics can be accurately presented to prospective students and parents. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hour tuition and instructional outcomes thoroughly detailed. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hours' tuition and instructional outcomes thoroughly detailed.

STUDENT GRIEVANCE POLICY AND PROCEDURES

PURPOSE OF THE PROCEDURE/INTRODUCTION

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

POLICY

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

PURPOSE

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

SCOPE

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

GUIDELINES AND CHAIN OF COMMAND

Stage 1: Statement of Grievance- If the student feels that the matter has not been resolved through informal discussions with scheduled instructor/ student meetings, the student should put their grievance in writing to the Director of Administration to further resolve the said issue.

Stage 2: The Grievance Meeting whenever unresolved, the student may request an official grievance be heard by DSDT's Chief Operations Officer. The student must make a request within 3 working days of the incident.

Stage 3: The Grievance Meeting- the Director of Administration will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days-notice of this meeting will be provided to the student and they will be informed of their right to be accompanied. Students submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

PROCEDURE

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

APPEAL

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

If conflict is still without resolve, please contact: Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 Telephone: 770-396-3898 / FAX: 770-396-3790 www.council.org.

Or

State of Michigan Department of Licensing and Regulatory Affairs (LARA) P.O. Box 30018 Lansing, MI 48909 Phone Main Line: 517-241-7000 Fax: 517-373-2162 Email: CSCL-Complaints@michigan.gov Website: http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf 24

STUDENT GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

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

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

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

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

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

Student Signature of Complainant

Date

APPEAL FORM

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

_____SAP Determination _____Other:

Attention School Director:

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

Supporting Documentation Attached: _____YES _____NO

Student Signature Parent or Guardian (If applicable)

Date

OFFICE USE ONLY _____APPEAL _____APPEAL DENIED

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

ENROLLMENT AGREEMENT ADDENDUM

Student Name: _____

Address: _____

Phone Number: _____

Original Start Date: _____

Original End Date: _____

Revised End Date Reason for Change: _____

SCHEDULE CHANGE

From: _____

To: Revised Contract End Date: _____

LEAVE OF ABSENCE

LOA Begins: _____

LOA Ends: Revised Contract End Date: _____

Student Signature

Date

Student Signature Parent or Guardian (If applicable)

Date

School Official Accepting Revised Contract

Date

PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

This policy establishes the basis for procedures and related assignment of responsibilities for the planning and management of the physical facility and equipment needs of DSDT. This policy recognizes the need, and specifically provides for:

General Responsibilities

DSDT's School Director and Director of Operations are responsible for directing the overall planning and management of the physical facilities and technical infrastructure of the company. This responsibility entails preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings. DSDT owns the physical space of the campus, so it is important to keep the property maintained on a daily basis. Responsibilities also includes upkeep, expansion, and upgrading of technical infrastructure. DSDT follows fire, electrical, and sanitary codes as found in annual inspections.

Day to Day Management

DSDT's School Director and Director of Operations are responsible for day to day management, improvement, and any potential expansion of facility and technical infrastructure. The Director of Operations will report to the school director.

Adequacy and Improvement of Physical Facility and Technical Infrastructure: Physical Facility

DSDT's Physical Facilities are managed by the student population, while maintaining the required student to instructor ratio. As it is deemed necessary to add additional space for student classroom(s), lab(s), and or common space, the School Director is responsible for the process of developing the additions within the current building we occupy. Technical Infrastructure is added as student population and staff needs change. Also, technical infrastructure is added as budgetary constraints allow.

Maintenance/ Physical Facility

DSDT has a subcontractor that works on campus no fewer than two days per week for building maintenance and repairs, and a general janitorial contracting company that is on campus no fewer than five times per week. This agreement allows for daily cleaning, parking lots, HVAC maintenance, grounds upkeep, and facility upkeep.

Technical Infrastructure

DSDT's School Director is responsible for all technical infrastructure maintenance. The uptime for technical infrastructure is maintained at a high percentage of uptime. The School Director assesses survey feedback forms and allows budgeting for appropriate emergency situations. The School Director does weekly and general upkeep, adding of necessary equipment and is responsible for subcontracting out emergency services deemed emergencies 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. We aim to provide the support necessary for students to be successful when using technical resources. To mitigate potential issues and provide technical support, we provide a Helpdesk email for our students upon enrollment. It can be reached by the following email address: helpdesk@dsdt.edu.

Instructional and Media Supplies

Supplies are maintained by the Director of Inventory and Supply Management. Supply levels are checked periodically and will be purchased accordingly on an "as needed" basis only. The Director of Inventory and Supply Management will notify the School Director, or the Director of Operations and no other staff member will be allowed to order materials. Suggestions may be made at employee meetings based upon feedback of student and employee survey feedback forms. All other basic supplies are ordered on a quarterly basis.

Equipment

All equipment needing repairs are reported to the School Director and the School Director deems if the equipment needs repair or to be replaced. The School Director will meet with the Director of Operations to see if a repair is needed or if the actual purchase of new replacement equipment is best. DSDT ensures network functionality at all times by having Cronus Communication internet service as a redundant ISP in the event Xfinity Business were to have network outage.

Disposal of Obsolete Equipment

Maintaining, replacing, or disposing of outdated equipment is vital to the continuance of quality instruction and training. DSDT's Director of Inventory and Supply Management follows the written plan with the objectives using an online Asset Tiger management system to assure equipment is up to date and relevant and accurately accounted for. In the event we need to dispose of the obsolete equipment, we do so with the input of the instructional staff and students. All disposal follows appropriate business and industry safety standards and we are in line with our State LARA body requirements for our training program equipment regulations.

All Instructional Equipment meets appropriate and required safety Standards

All equipment purchases, repairs/ maintenance, and operational procedures follow appropriate industry safety standards. All staff and students use the manufacture safety guidelines and follow the manuals given by the distributor for set up and daily use. The instructors make sure the students are following proper safety procedures for their learning environment. The safety training is a part of every program and is taught according to our state laws from LARA, we do not need to do anything other than what we currently teach being a technology school.

Safety, Privacy, And Security of Data

All student records are maintained on a secure server system and housing system secured by our third-party servicers, CampusCafe and Boston Educational Network. We also have a secure server system internally that is managed by our Information Technology Instructors. A secure backup server is also installed and can be accessed by all computers for student, employee, and instructional files. One hub secures all backup data and is stored in a secure backup data retrieval drive, managed by our in-house Information Technology Instructors. All CampusCafe data will be stored for a period of no less than 5 years. Each staff member and instructor have separate usernames on CampusCafe and can only access student data necessary for their function and/or class. DSDT's Network is continually backed up by iCloud, and Dropbox a cloud system which provides for secure storage of all data. Security Software is utilized to catch viruses and other threats to systems.

Safety of Staff, Students, And Guests

DSDT strives to maintain safe environments for everyone. The facility includes classrooms, Media Services Center, bathrooms, kitchen, labs, and common areas. We have annual fire and sanitation inspections, daily walkthrough and inspection of environment (maintained by staff and School Director); as well as information regarding severe weather precautions, which can be found in our Consumer Info at a Glance on our website.

Incident reporting for any accident of staff, instructor, student, or guest:

Each incident is reviewed for improvements that can be made to avoid future incidents. DSDT has:

- 1) Fire Extinguishers located in common areas with signage
- 2) First Aid supplies kept in the main hallway of school
- 3) Insurance for accidents and other needs
- 4) A School Director or Director of Operations are present at all times to control daily traffic and supervise as students leave the building to reduce accidents
- 5) Safety, accident, injury and emergency report forms for a systematic controlled process.

Signature

Date

HEALTH & SAFETY PLAN SECTIONS

OVERVIEW

The DSDT administrative, instructional, and support staff is diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan Trade Schools Licensed Proprietary Division policy and procedures are implemented at the Detroit Campus, to fulfill the goal of a safe & healthy environment on a daily basis. 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. The school 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 and familiarize yourself with DSDT's critical plan for fire evacuation, incident plans/procedures, and emergency preparedness protocols
- Keep work areas clean & orderly at all times and immediately report all accidents to the school director or management. 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 their uniform while on campus & must have appropriate DSDT T-shirt (available for purchase), jeans/slacks, and closed-toe shoes.

Employees with questions or concerns relating to safety programs and issues should contact their immediate School Director or the Detroit Police Department/Fire Department local numbers posted on the walls of campus or in your student manual made available 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. School visitors must show proper identification, be screened through the school's visitor management system, have their temperature checked, and prove they are equipped with a mask for COVID-19. This is to ensure the safety of our students, employees, and guests. Employees who observe an unauthorized individual on the district premises should immediately direct him/her to the building office or contact the administrator in charge. 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 School Director who shall turn the weapon over to the proper authorities. Authorized law enforcement officers, including School Resource Officers, may have weapons in their possession while on duty.

Bullying and Harassment

It is the policy of DSDT, that all of its students and school 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 district policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers work related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed previous to 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 the course of, 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 School Director/manager, 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 School Director, who, in turn, will receive urgent care/medical/ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the School Director. **ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.**

Emergency Care

If it is a true emergency, have someone call 911 or take you to the nearest emergency room. Please contact your immediate instructor or School Director to help facilitate. Any additional medical care that is needed will be coordinated through them. After Care Hours Medical Care is available 24 hours a day, seven (7) days a week (including holidays). 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 School Director immediately, or no later than, the next business day to report such visits. Traveling subcontractors who are injured outside of the service area must call the School Director prior to treatment. Unless prior authorization is received for non-emergency care outside of the service area, the subcontractor is required to be held responsible for payment. If a student suffers work related injury/illness, a Student Accident Report (Addendum A) should be completed on the same day of the incident and submitted to the Director's secretary that day. The secretary 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 secretary that day. The secretary will then file in a timely manner or within the 24-hr. period.

ACCIDENT INVESTIGATION SYSTEM

The school director completes a health and injury report as necessary and submits the report to DSDT's office 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 School Director and will be investigated through department procedures.

EMERGENCY RESPONSE PLAN

Every DSDT classroom and lab area has a copy of the campus evacuation and safety/health emergency plan. 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. The school district's Emergency Operations Plan considers lessons learned from prior school incidents to highlight the importance of preparing for any hazard or emergency. The DSDT's Emergency Operations 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 the school district's Emergency Operations Plan requires the school site to conduct regular drills for various scenarios (fire, bomb threat, severe weather, public lockdowns, limited lockdowns, directional evacuations, etc.) in order for staff, students, and visitors to be prepared during critical incidents. The Site Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident. Signals or codes identify the nature of the threat or danger. Each classroom has an emergency evacuation map posted that

instructors discuss with their classes. The school has monthly fire drills and two practice drills for each (Code Red, White, and Yellow) as well as a tornado drill during the school year. 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 Operations Plan, which provides the school sites 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 and the fire alarm system are maintained by Wyandotte Security company and quarterly checked, undergoing maintenance, and tested for efficiency.

EVALUATION & REVISION

DSDT’s health and safety written plan is reviewed annually by DSDT’s school advisory committee board, to ensure compliance with LARA licensing proprietary school licensing division and procedures as well as adequacy, 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 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 school director. Keep work areas clean and orderly at all times and immediately report all accidents to the school director or management on staff. 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 their uniform while on campus and must have appropriate provided (for purchase by student), DSDT T-shirt, jeans/slacks and closed-toe shoes. Employees caring for injuries sustained during the course of or arising out of on campus activities should address your questions or concerns relating to safety programs and issues immediately to the School Director, or Detroit Police Department/Fire Department. Local numbers are posted on walls of campus or your student manual and made available to you prior to enrollment. All visitors are required to enter the facility through the main entrance and check in at the front desk on the sign in sheet, stating their name, phone number, email, and reason for visit. School visitors must show proper identification, be screened through the school’s visitor management system, have their temperature checked, and prove they are equipped with a mask for COVID-19. 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 Accident Report form. Have the student, School Director, and administrator who charted the incident acknowledge and sign off on documentation.

Individual completing this form, please circle the correct one:

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

Signature

Date

Updated version: 5.20.2016; 3.7.2017; 3.20.2018;
2.25.2019; 8.10.2020
Executed Version: 08.10.2020

Today's Date:

Incident Report
1759 W. 20th Street
Detroit, MI
48216

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:

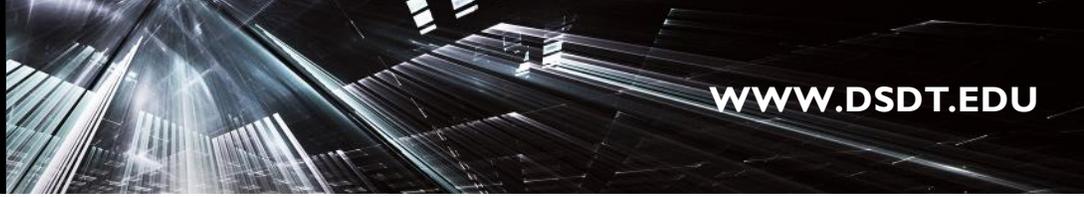
Time of injury/ near miss:

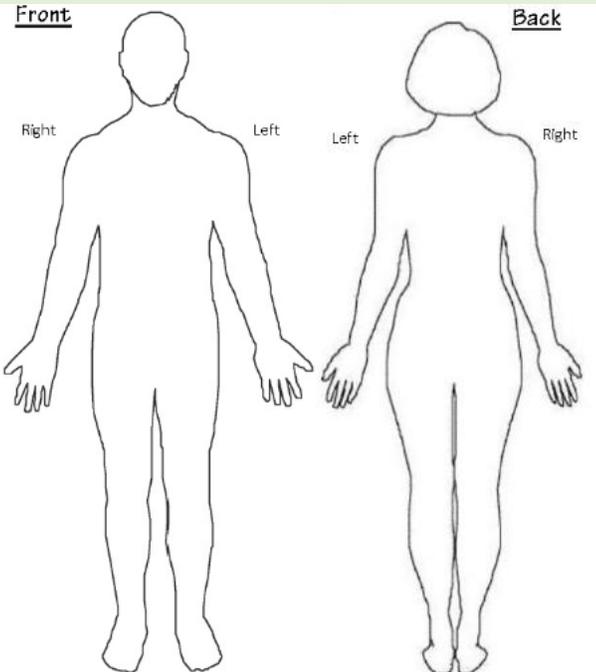
Name of witness (if any):

Where, exactly, did it happen?

What were you doing at the time?

Describe step by step what led up to the injury/near miss. (continue on back if necessary)



<p>What could have been done to prevent this injury/near miss?</p>	
<p>What parts of your body Were injured? If a near miss, how could you have been hurt?</p>	
<p>Did you see a doctor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If yes, whom did you see?</p>	<p>Doctor's phone #:</p>
<p>Part of body affected:</p>  <p>The diagram shows two human silhouettes. The left one is a front view with 'Front' written above it. The right one is a back view with 'Back' written above it. Labels 'Right' and 'Left' are placed on the corresponding sides of both figures.</p>	<p>Nature of the injury you're reporting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Other:
<p>Written witness statement:</p>	
<p>Number of attachments (photographs, hospital verification, drawings, etc.):</p>	

Why did the incident happen? <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment/tools <input type="checkbox"/> No training or insufficient training		<input type="checkbox"/> Other:
What changes do you suggest to prevent this incident/ near miss from happening again? <input type="checkbox"/> Stop this activity <input type="checkbox"/> Redesign school area <input type="checkbox"/> Train/ enforce policy		
Your Signature:		Date:
For administrative use only		
Written by: Job title:		Date:
Names of team investigating:		
Reviewed by: Job title:		Date:
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?		

Version Created: 2.24.2014

Updated version: 5.20.2016; 3.7.2017; 3.20.2018; 2.25.2019; 8.10.2020

Executed Version: 08.10.2020

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter into 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 fire department by calling 911 and give the name DSDT and address: 1759 W. 20th Street, Detroit, MI. 48216.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

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

IN THE EVENT OF A FIRE:

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

USE OF FIRE EXTINGUISHERS

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

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

RECOMMENDED PROCEDURES

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

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

Individual completing this form, please circle the correct one:

Student / Guest / Employee

Signature

Date

VETERAN BENEFIT POLICY

DSDT the school permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. DSDT ensures our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

VETERAN STUDENT ADDENDUM

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

Prior Credit Policy: Per, 38CFR 21.4253(d)(3), previous training and experience will be considered and granted if appropriate for veterans and eligible students. Veterans must submit a copy of their DD-214 Form and/or Joint Service Transcript (JST).

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a specific class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 67% at the evaluation point, VA benefits will be terminated. Students will not be terminated from absences that result from authorized mitigating circumstances, as determined by the School Director. Students who have been terminated from the school for unsatisfactory academic attendance may be re-admitted at the discretion of the School Director.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials, will result in termination of veteran educational benefits, and possible dismissal from DSDT. Re-admittance after conduct dismissal requires reapplication to the school.

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

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

Equal Opportunity Statement: DSDT does not discriminate on the basis of race, color, religious, sex, age, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate or diploma.

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

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

Authorized Official

Title of Official

Date

Student Name (Printed)

Student Signature

Date

STUDENT RULES AND CODE OF CONDUCT

ATTENDANCE POLICY

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

CONDUCT

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

COURSE SCHEDULES

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

COURSE MATERIAL

The student is advised to 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 of these requirements, he/she will obtain a diploma or certificate of completion.

Student Signature

Date

**CPL DATA
REPORTED AS OF JUNE 30TH, 2019**

Combined Data Reported

2019 Reported Data

Completion Rate: 88%
Graduation Rate: 88%
Placement Rate: 84%

Per Program

Film Production

Completion Rate: 76%
Graduation Rate: 76%
Placement Rate: 83%

Technology Professional 2

Completion Rate: 95%
Graduation Rate: 95%
Placement Rate: 85%

Technology Professional 6

Completion Rate: 100%
Graduation Rate: 100%
Placement Rate: 100%

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS OF AGREEMENT

- DSDT shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program successfully and according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to DSDT.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed to DSDT as approved by DSDT. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

STUDENT:

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

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

ACKNOWLEDGEMENT

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

DISCLAIMER

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

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

- **Complete This Application Prior To Enrollment**
- **Provide Proof of Secondary Education Such as A High School Diploma and Or Ged**
- **Provide Proof of a License or State Id with Picture**

Student Signature

Date

STUDENT ENROLLMENT AND APPLICATION AGREEMENT

Student Name: _____ Email Address: _____

Dependent Status: _____ Veteran Status: _____
(Independent, Dependent)

Age: _____ Race: _____ Sex: _____ Marital Status: _____

DOB: _____ Education Level: _____ High School Grad Year _____
(GED, HS Diploma, Some College,
Associates, Bachelors, Masters)

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____

Driver's License #: _____

Social Security #: _____

U.S. Citizen: Yes No

Contract Begins: _____ Contract Ends: _____

CERTIFICATE OF COMPLETION: 80 - 240 CLOCK HOURS
DIPLOMA PROGRAM: 600 CLOCK HOURS

CLASS SCHEDULE RANGES FROM: 4-31 WEEKS IN LENGTH.
ALL STUDENTS ARE REQUIRED TO ATTEND A MINIMUM OF 22 HRS PER WEEK.

SCHOOL SCHEDULE (DAYS & TIMES):

EMERGENCY CONTACT FORM

In case of emergency, please notify:

Contact #1

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Contact #2

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

CONTRACT COST PAYMENT TERMS

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

Registration Fee:

\$ _____

Books/Equipment:

\$ _____

Financial Aid Payment:

\$ _____

MI Works Payment:

\$ _____

Veteran Affairs
Payment:

\$ _____

Monthly Payment:

\$ _____

Less Deposit

\$ _____

Balance Due:

\$ _____

Total Tuition & Fees:

\$ _____

Student Signature & Date

Curriculum Advisor Signature & Date

NEW STUDENT ORIENTATION CHECKLIST

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

- Program Objectives
- Desired Student Characteristics
- Job Opportunities in the Chosen Field
- Program and/or Course Outlines
- Course Lengths and Schedules
- Diploma and or Certificate Requirements
- General School Policies
- Clocking Procedures
- Equipment Policy
- Dress Code
- Standards of Conduct/Rules
- Security and Safety Awareness Policies
- Drug-Free Workplace Policy
- Student Grievance Policy and Procedure
- Leave of Absence
- Disciplinary Policy
- Counseling Resources and Procedures
- Reference Materials/Media Center
- Tuition payment overview/ Third party lender info
- Consumer Information
- Satisfactory Academic Progress
- Safety, First Aid
- Evacuation Procedures
- Location and Use of Fire Extinguishers
- Other Policies as applicable to the School

Student Signature

Date

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name: _____

Program Start Date: _____

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

Please check the following boxes:

- School Catalog
- School's Graduation Rate
- School's Job Placement Rate
- Certification or Diploma Requirements
- Prerequisites for Employment
- Satisfactory Academic Progress Policy

Student Signature

Date

ENROLLMENT AGREEMENT CHECKLIST

- _____ 1. Title: Identified as a contract or enrollment agreement
- _____ 2. Name and address of the institution
- _____ 3. List the name of the student enrollee
- _____ 4. Course/Program Title(s) as identified in catalog
- _____ 5. Length of Courses/Programs with a total number of clock hour competencies and approximate number of weeks or months required
- _____ 6. Costs
 - _____ a. Total tuition for the course
 - _____ b. Books and supplies cost
 - _____ c. Payment terms and methods must be identified
- _____ 7. Scheduled class starting date
- _____ 8. Calculated completion date
- _____ 9. Class Schedule – Actual hours per week
- _____ 11. Institutional Refund Policy
- _____ 12. Graduation requirements
- _____ 13. Employment assistance description/ employment not guaranteed
- _____ 14. Acknowledgment that signers have read and received a copy of contract
- _____ 15. Date and signature of the applicant and parent/sponsor, if applicable
- _____ 16. Acceptance date and signature of institution official
- _____ 17. Governmental body requirements (license, state ID, GED, Diploma)
- _____ 18. Any other conditions, circumstances or qualifications imposed by school
- _____ 19. The contract is in language course/program will be taught

Student Signature

Date

RELEASE OF STUDENT INFORMATION AUTHORIZATION FORM

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

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

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

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

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

Student Signature

Date

MEDIA RELEASE FORM

I, _____, hereby authorize DSDT to use and/or reproduce photos and /or videos without compensation. I understand that this material may be used in various publications, public affair releases, recruitment materials, broadcast public service advertising (PSA's) or for other related endeavors. This material may also appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish materials, use my name, photographs, and/or make reference to me in any manner that the company or project sponsor deems appropriate in order to promote/publicize service opportunities.

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

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

Student Name (Printed)

Student Signature & Date

PROGRESS REPORT

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

Actual Hours: (Actual hours at date of report)

Rate of Attendance:

_____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

Comments:

Instructor Signature

Date

REPORT CARD

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

Actual Hours: (Actual hours at date of report)

Rate of Attendance:

_____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

Comments:

Instructor Signature

Date

PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA

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

93 - 100 Excellent

85 - 92 Very Good

75 - 84 Satisfactory

74 - 0 Needs Improvement; Does not meet qualifications

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

NOTE TO RATER: Check item if performed correctly. Leave blank if unsatisfactory. Divide the number correct into the number possible to determine the score using a 100% scale.

SKILL PERFORMANCE

- _____ 1. Prepared and set up station equipment properly
- _____ 2. Equipment use and set up technique demonstrated
- _____ 3. Performed Practical Application in timely manner
- _____ 4. Used proper equipment for specific task
- _____ 5. Applied theory techniques learned good practice
- _____ 6. Sections neat and clean
- _____ 7. Implementation of learned skills efficiently demonstrated.
- _____ 8. Applied Appropriate application techniques
- _____ 9. Demonstrates competency in practical application
- _____ 10. Maintains proper behavior and professionalism
- _____ **Total** _____ **% Total Score (Total / 1,000)**

Student Signature

Date

Instructor Signature

Date

TECHNICAL INFRASTRUCTURE STUDENT SURVEY & FEEDBACK FORM

STUDENT NAME: _____ DATE: _____

PROGRAM: _____ APPROXIMATE HOURS EARNED: _____

PART 1: Technical Infrastructure

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

- Y N N/A 1. Is the school striving to meet the mission stated in the catalog?
- Y N N/A 2. When teaching the class, does your teacher use effective delivery?
- Y N N/A 3. Does the school use qualified substitute instructors when instructors are absent?
- Y N N/A 4. Have you ever been advised about financial assistance opportunities?
- Y N N/A 5. If yes, was the advice beneficial?
- Y N N/A 6. Did you receive a copy of the School catalog prior to enrollment?
- Y N N/A 7. Do you have a high school diploma or GED?
- Y N N/A 8. Did you sign an enrollment agreement prior to starting school?
- Y N N/A 9. Did you receive a copy of your enrollment agreement?
- Y N N/A 10. Do you know who to see with questions regarding your graduation requirements, financial assistance, employment, or your academic progress?
- Y N N/A 11. Did you go through orientation on or before start day?
- Y N N/A 12. Did orientation explain school policies, program goals, administrative policies affecting students and available student services?
- Y N N/A 13. Have you attended classes on job readiness and job search skills?
- Y N N/A 14. Do you understand the graduation requirements and the difference between a Diploma and licensing program?
- Y N N/A 15. Do you clock in and out each time you arrive and leave the school according to policy?
- Y N N/A 16. Are you aware that you must maintain a minimum attendance rate and grade average to maintain satisfactory academic progress?
- Y N N/A 17. Were you made aware of the school's internal grievance procedure?



- Y N N/A 18. Have you received appropriate texts and/or kit materials for your program of study?
- Y N N/A 19. Was the school's refund policy explained to you upon enrollment?
- Y N N/A 20. Are the equipment and facilities maintained in good working order?
- Y N N/A 21. Does the school make available other items for training that are not included in your kit such as products, equipment, reference materials?
- Y N N/A 22. Are you aware of the educational requirements you must meet in order to graduate?
- Y N N/A 23. Are you evaluated periodically on your practical skills?
- Y N N/A 24. Do you understand the grading criteria that are used by the Instructors when giving you practical grades?
- Y N N/A 25. Do you take written tests after each unit of study?
- Y N N/A 26. Were the school's performance rates or goals regarding graduation, published in the school's catalog that you received prior to enrollment?
- Y N N/A 27. If you had to make the decision again, would you choose this institution?

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

PART 2: Academic Technical Theory and Practical Learning Methods

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

DSDT Teaching Methods Include:

- Discussion
- Questions & Answers
- Demonstration
- Cooperative
- Learning
- Problem Solving
- Interactive Lecture
- Individualized Instruction
- Student Presentation Labs
- Student Activities
- Classroom Presentations
- Field Trips
- Guest Speakers
- Project

<p>Are the academic and practical learning methods used effective relevant to learning styles and current education trends?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
--	--

Please provide any additional recommendations:

PART 3: Facilities, Equipment & Learning Resources

DSDT'S facility includes:

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

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

YES NO

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

YES NO

Please provide any additional recommendations:

GRADUATION, COMPLETION, AND PLACEMENT RATES

AS OF 2019: COMBINED TOTALS: 2019 reported data:

Completion Rate: 88%

Graduation Date: 88%

Placement Rate: 84%

Do you feel these are good outcomes for the institution?

YES NO

Please provide any additional recommendations:

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

Student Signature

Date

STUDENT INSTRUCTOR EVALUATION

Student Name: _____ **Date:** _____

Program: _____ **Approximate Hours Earned:** _____

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

INSTRUCTOR COMPETENCY

Flexibility & Adaptability

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

Guidance & Cooperative

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

Evaluation Process & Decision Making

Explains how student will be evaluated **Poor** **Satisfactory** **Excellent** **N/A**

Punctuality & Professionalism

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

Competence of Curriculum Taught

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

Quality

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

Productivity

Class time is well planned by the instructor **Poor** **Satisfactory** **Excellent** **N/A**

All assignments are clear and easy to understand **Poor** **Satisfactory** **Excellent** **N/A**

Plan of progress in place for student **Poor** **Satisfactory** **Excellent** **N/A**

Projects and assignments are readily available **Poor** **Satisfactory** **Excellent** **N/A**

Initiative

Encourages thinking and problem solving **Poor** **Satisfactory** **Excellent** **N/A**

Technology is incorporated in class learning **Poor** **Satisfactory** **Excellent** **N/A**

Diversity

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

Inclusion

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

Communications

Verbal and written skills are demonstrated **Poor** **Satisfactory** **Excellent** **N/A**

Demonstrates a cooperative spirit **Poor** **Satisfactory** **Excellent** **N/A**

Institutional Commitment

Sense of pride in student completion and placement while challenging students to do their best **Poor** **Satisfactory** **Excellent** **N/A**

The instructor exhibits a professional attitude **Poor** **Satisfactory** **Excellent** **N/A**

Thank you for taking the time to complete this survey.



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EMPLOY

DSDT
A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

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