



CODING BOOTCAMP

TechKnowledge² Academy Catalog



TechKnowledge² Academy

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Boca Raton, FL 33432

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Promoting Innovation through TechKnowledge...

TechKnowledge² Academy

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Mission Statement

Our mission is to empower students to be responsible, resilient, and personally successful in the rapidly changing world of Technology by creating an innovative and professional environment fostered by the use of project-based learning and relevant curriculum, one in which technology standards, and skill development are embedded.

Vision

The purpose of TechKnowledge² Academy is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. TechKnowledge² focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, practical application and professional development. TechKnowledge² recreates a similar atmosphere to that which the student will encounter in his/her career.

Licensure

TechKnowledge² Academy is licensed by the Commission for Independent Education, Florida Department of Education.

License #5828

Additional information regarding this institution may be obtained by contacting the Commission at:

Florida Department of Education

325 W. Gaines Street, Suite 1414

Tallahassee, Florida 32399-0400

(1-888-224-6684 (Toll Free))

TechKnowledge² Academy is not accredited**Ownership and Statement of Legal Control**

Tech Knowledge Academy, LLC d.b.a TechKnowledge² Academy (*hereinafter referred to as "TechKnowledge²"*) is owned by

Neal R. Heller, Esq. CEO

& Donnavan Kirk President

Mailing Address:

1515 N. Federal Highway, Suite 108/109

Boca Raton, FL 33432

Campus Location and Facility Description

The TechKnowledge² Campus consists of a reception area, office facilities, multiple classrooms and a collaborative space known as the Hub. All space is completely air conditioned. Our qualified instructors deliver education in the theory classroom through lectures, audio-video presentations, and demonstrations. The Hub is a collaborative space where students can practice new skills, work on group projects, and receive extra help from instructors. The Hub provides students and faculty with reference materials including computers, internet access, DVD's, books and periodicals to supplement textbooks and lectures. All equipment used at the school is compatible with industry standards and effectively meets the objectives of the program. There is ample free parking.

Boca Raton Campus

1515 North Federal Highway, Suite 108/109, Boca Raton, FL 33432

The Boca Raton Campus is approximately 3,900-square-foot strategically located just minutes from I-95 on Federal Highway one block north of Glades Road, Atrium Financial Center has the convenience of a downtown address combined with easy access.

Handicap Facilities

TechKnowledge² complies with all provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person will be excluded from enrolling in the school.

Equal Opportunity Policy/Anti-Harassment Policy Statement

- TechKnowledge², in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.
- The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. TechKnowledge² actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary discipline behavior which violates this policy.

Application Procedure

- Applicants are required to visit the school in person to meet with an admissions representative.
- The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

Applicants must:

- Be capable of learning in a fast-paced, boot camp style academic environment

Requirements for Admission

The prospective student must show evidence of the following criteria:

- High school graduation, completion of a General equivalency diploma, a college transcript or have earned a diploma at a foreign high school that is equivalent to a U.S issued diploma. High School diplomas in languages other than English must be translated to English.
- A Parent or guardian signature is required for applicants under the age of 18 or still in high school.
- Applicants must supply their own computer (Mac or Linux laptop is recommended)

Enrollment

- The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes.
- Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

Credit for Previous Training

TechKnowledge² currently does not grant credit for previous training due to the length and pace of the boot camp style programs we offer.

Transfer of Credit

TechKnowledge² cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at TechKnowledge² is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

Tuition

Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan. Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid to the school. Contracts are not sold to third parties, however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the Campus Director prior to enrollment in order to assess payment plan.

*The tuition and fee schedule for all programs at Techknowledge² Academy is provided in an addendum to this catalog.

Payment Options:

- Students may pay by cash, check, money order or credit card for educational costs.
- Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to TechKnowledge² must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate.
- Students on a payment plan must make payments as scheduled, payments are due on a Monday prior to entering class as outlined in the payment plan. A 10% late fee shall be assessed to past due balances if a student is late in making a payment per his/her payment plan. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.

Students are also required to furnish their own personal school supplies such as:

- Pencils, pens, erasers, notebooks and calculators
- **iOS Development Course-** Mac laptop/iOS Phone
- **Android Development Course-** PC laptop/Android Phone
- **Web Development Course-** PC laptop

Web Development Program Outline
(350 Clock Hours)

Program Description: The 350 clock hour Web Development program includes 200 clock hours of classroom training (Academic Instruction), and 150 lab hours (practical application) under the supervision of a qualified instructor. The Web Development program prepares students for employment by integrating components of computer science fundamentals, hands-on experience and professional development skills. From conception to deployment, students will gain knowledge of internet theory, web page policies, web design authoring tools to design, edit and publish along with components of user interfaces, vector tools, special effects, UX, search engines, navigation, morphing, e-commerce tools, and emerging web technologies. Upon successful completion of the program, a diploma will be awarded.

Objective: Understand how to set up your development environment, work efficiently as a developer, and make your projects a success. Learn programming fundamentals, along with the basics of computing, networks, and data structures. Define what a user should be able to do with your app, appropriately model your data, develop simple wireframes, and learn to track a collaborative development process using version control. Before you start working with cutting-edge libraries and frameworks, gain an understanding of how to write high-quality JavaScript code. Learn to build static and dynamic websites while gaining the knowledge and the confidence to succeed as a web development professional.

PROGRAM BREAKDOWN BY COURSE			
Course Number	Program Title: Web Development	Theory Hours	Lab Hours
WD101	Syntax, Semantics, and Pragmatics	20	15
WD201	Programming Immersion	20	15
WD301	Frameworks	20	15
WD401	Front-End Development	20	15
WD501	Back-End Development	20	15
WD601	Advanced Web Application	20	15
WD701	Project Management and Career Preparation	20	15
WD801	Discover, Define, Design, Develop, and Deploy	20	15
WD901	Web Application Development	20	15
WD1001	Amazon Web Services	20	15
Subtotal:		200	150
Total Clock Hours:		350	

SAP Requirement: 75% is required for all coursework.

Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100%	Excellent
B	3.0	80% - 89%	Above Average
C	2.0	75% - 79%	Average
D	1.0	0% - 74%	Unsatisfactory (Not Passing)

Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Web Development Course Descriptions

WD101- Syntax, Semantics, and Pragmatics (35 Hours)

- Principles of linguistics in computer languages and the considerations that shape the language
- Build JavaScript syntax and learn how to use values, variables, and files
- Data types, functions, loops, control flow, and objects

WD201- Programming Immersion (35 Hours)

- Build Java syntax and key programming concepts
- Java programming concepts—including variables, loops, control flow, and object-oriented programming

WD301- Frameworks (35 Hours)

- Software frameworks including support programs, compilers, code libraries, tool sets, and application programming interfaces (APIs)

WD401- Front-End Development (35 Hours)

- Apply tags to HTML documents to effectively section content
- Predict image paths and apply relative paths
- CSS “cascade” including: importance, specificity and inheritance
- Web color principles: RGB, RGBA, hexadecimal color and HSL
- Experiment with CSS properties and values
- Apply conditionals to change the programs control flow

WD501- Back-End Development (35 Hours)

- User authentication and authorization between multiple systems, servers, and environments
- Database administration
- Data migration, transformation, and scripting
- Setup and administration of backups
- Outputting data in different formats
- Understanding differences between multiple delivery platforms such as mobile vs desktop, and optimizing output to match the specific platform
- Automated testing platforms and unittests

WD601- Advanced Web Applications (35 Hours)

- UX (User Experience) Concepts: Interaction models, user task flows, communicate scenarios, end-to-end experiences and interaction models
- UI (User Interface) Concepts: User interaction modeling, integrate functionalities and workflows, define and design graphics and layout

WD701- Project Management and Career Preparation (35 Hours)

- Studying strategic business drivers; discovering and validating business and technical requirements and parameters;
- Developing and writing proposals
- Formulating objectives; planning project life-cycle deliverables and resource availability and application; preparing installation and modification specifications; leading the exploration, evaluation, and design
- Implementation review concepts; examining, researching, and resolving issues
- Project status reports by collecting, analyzing, and summarizing data and trends
- Job knowledge: tracking technology and project management advances; professional publications; maintaining personal networks; participating in professional organizations
- Exploring opportunities to add value to job accomplishments
- Career portfolio concepts and resume development

WD801- Discover, Define, Design, Develop, and Deploy (35 Hours)

- Development methodology framework that is used to structure, plan, and execute a website
- Capstone project: Discovery

WD901- Web Application Development (35 Hours)

- Capstone project: Define and Design
- Capstone project: Develop and Deploy

WD1001- Amazon Web Services (35 Hours)

- Intro to Amazon Web Services
- Amazon Web Services Elastic Bean Stalk
- Amazon Web Services s3
- Amazon Web Services RDS
- Features of Amazon Web Services

iOS Development Program Outline
(350 Clock Hours)

Program Description: The 350 clock hour iOS Development program includes 200 clock hours of classroom training (Academic Instruction), and 150 lab hours (practical application) under the supervision of a qualified instructor. In the iOS App Development course students will learn to design, edit and launch iOS apps using Swift, Xcode and Apple developer tools. Students will learn object-oriented programming, interface design, data storage, UI ScrollViews and audio design. This 350 clock hour program emphasizes the newest technologies and best practices for iPhone and iPad App development while preparing the students to launch their career and build a portfolio.

Objective: As mobile devices become more prevalent, organizations increasingly need to develop both in-house and public applications to improve the services they provide and to maintain a competitive edge. In this course, you will gain the foundation training for programming iPhone and iPad applications using Swift and the iOS SDK.

PROGRAM BREAKDOWN BY COURSE			
Course Number	Program Title: iOS Development	Theory Hours	Lab Hours
iOS101	Apple iOS Developer Fundamentals	40	30
iOS201	Interface and Layout Design	40	30
iOS301	Data Storage and Databases	40	30
iOS401	iOS Touch, Tap and Gestures	40	30
iOS501	Advanced Views and Extensions	40	30
	Subtotal:	200	150
	Total Clock Hours:	350	

SAP Requirement: 75% is required for all coursework.

Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory (Not Passing)

Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

iOS Development Course Descriptions

iOS101- Apple iOS Developer Fundamentals (70 Hours)

- Practicing the fundamentals of Swift syntax
- Understanding object-oriented programming with Swift
- Running and modifying an iOS app
- Intro to Code

iOS201- Interface and Layout Design (70 Hours)

- Storyboard/Auto Layout, the tools used to build user interfaces
- Developing and creating UI
- Auto layout constraints control: Unbuttons and UILabels
- How to use debugger

iOS301- Data Storage and Databases (70 Hours)

- Using CoreData
- Storing User Defaults in iOS
- Data migration, transformation, and scripting
- Setup and administration of backups
- Outputting data in different formats
- JSON Data
- Database Administration

iOS401- iOS Touch, Tap and Gestures (70 Hours)

- Responding to swipes and taps
- Adding gesture recognizers to views
- Playing videos with AV Player
- Apply conditionals to change the programs control flow

iOS501- Advanced Views and Extensions (70 Hours)

- API
- UI and non-UI variants
- Manipulate or view content originating in a host app
- Users Experience App Extensions

Android Development Program Outline
(350 Clock Hours)

Program Description: The 350 clock hour Android Development program includes 200 clock hours of classroom training (Academic Instruction), and 150 lab hours (practical application) under the supervision of a qualified instructor. This class will cover the major Android topics such as Views, Activities, Intents, Broadcast Receivers, Content Providers, Location-based services, Sensors and App Deployment. This 350 clock hour program emphasizes the newest technologies and best practices for App development while preparing the students to launch their career and build a portfolio.

Objective: As mobile devices become more prevalent, organizations increasingly need to develop both in-house and public applications to improve the services they provide and to maintain a competitive edge. In this course, you will gain the foundation training for programming Android Applications using Java.

PROGRAM BREAKDOWN BY COURSE			
Course Number	Program Title: Android Development	Theory Hours	Lab Hours
AND101	Android Developer Fundamentals	40	30
AND201	Views, Layouts and Event Handling	40	30
AND301	Data Storage and Access	40	30
AND401	Intents, Threads, Services and Transitions	40	30
AND501	Advanced Views and Extensions	40	30
	Subtotal:	200	150
	Total Clock Hours:	350	

SAP Requirement: 75% is required for all coursework.

Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory (Not Passing)

Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Android Development Course Descriptions

AND101 Android Developer Fundamentals (70 Hours)

- Debugging and Profiling Android Applications
- Java Syntax
- The Application Life Cycle
- Working with Application Resources

AND201- Views, Layouts and Event Handling (70 Hours)

- Learn the XML markup language used to lay out Android applications.
- Learn about Views and ViewGroups, the basic building blocks of any Android App's User Interface. Learn how to use them to display images and text.
- UI Events, Event Listeners

AND301- Data Storage and Access (70 Hours)

- Database administration
- Data migration, transformation, and scripting
- Setup and administration of backups
- Outputting data in different formats

AND401- Intents, Threads, Services and Transitions (70Hours)

- Exploring Intent Composition
- Intents and Data URIs
- Generic Actions & Using Extra Information/Understanding Intent Categories

- Rules for Resolving Intents to Their Components
- Introducing Pending Intents
- Using Android Services
- Understanding AIDL Services
- Android Components and Threading
- Thread Pools, Content Providers, External Service Components

AND501- Advanced Views and Extensions (70 Hours)

- Programming 3D Graphics with OpenGL
- Using the Telephony APIs
- Exploring Maps and Location-based Services
- Media Frameworks

◆Satisfactory Academic Progress Policy◆

Attendance Progress

Attendance: Students must attend at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 150% of scheduled attendance.

Web Development (350 hours/ 3 months):

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 525 hours of scheduled attendance.

iOS Development (350 hours/ 3 months):

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 525 hours of scheduled attendance.

Android Development (350 hours/ 3 months):

MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 525 hours of scheduled attendance.

Satisfactory Academic Progress

Students must maintain minimum grade required in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

Minimum Grade Required:

- Web Development: 75%
- iOS Development: 75%
- Android Development: 75%

Academic Grading System-(Applies to All Programs)

Students are given both practical application and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% - 100% Excellent
B	3.0	80% - 89% Above Average
C	2.0	75% - 79% Average
D	1.0	0% - 74% Unsatisfactory (Not Passing)

Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.

Determination of Progress

Progress evaluations will be conducted with the student shortly after students reach the following actual hourly increments. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request. Evaluations, at a minimum, will occur at the following hourly increments:

- Web Development (350): 125, 350
- iOS Development (350): 125, 350
- Android Development (350): 125, 350

Satisfactory:

Students with a minimum required grade average in theory and practical performance, and minimum 67 percent attendance percentage at each hourly increment of scheduled attendance, will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Unsatisfactory:

Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on Academic warning and a corrective action plan until the next scheduled evaluation. At the end of the Academic warning period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. If the student has failed to achieve minimum requirements, the student is subject to termination from the school.

Re-Entry

A student who has been terminated or withdrawn may reapply to TechKnowledgy² in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%.

Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to TechKnowledgy², any student not earning a 2.0 and completing 67% of the clock hours attempted each month thereafter will be academically dismissed from the institution.

Withdrawal

Students have the option to officially withdraw from the school at any time by giving written notification to the school office. Unofficial withdrawal can take place at such time as the student fails to attend classes and has made no contact with the school administration. A grade of "W" will be assigned upon withdrawal determination. Upon withdrawal, official or unofficial, the school's refund policy will apply and arrangements must be made to pay any balance due to the school. Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the date of determination.

Incomplete Grades

If a student is given an "I" or "incomplete" for any course in a grading period, the student is given seven calendar days to comply with instructor requirements for receiving a grade. If by the seventh day the student has not complied with instructor requirements. The student shall be given a grade of 0. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade and the GPA will be re-calculated. If a student complies and receives a failing grade, the grade shall be changed and the GPA shall be re-calculated. The period of time taken to complete assignments within the seven day policy shall count towards the maximum time frame for program completion.

Repeating Courses

A student must repeat a course if they receive a grade of "D". This course must be taken at the next available offering date. A student may repeat the same course only once. The new grade will replace the original grade upon successful completion of the course. If a student does not receive a passing grade they will not be able to move forward with the program and will therefore be terminated. Repeat courses count against the maximum allowable time frame for completion of the program.

Class Size

In order for students to receive individualized attention, class size will not exceed 30 students per instructor in the classroom. TechKnowledgy² constantly monitors class size to ensure that program objectives can be met by each student attending TechKnowledgy². When required, TechKnowledgy² will monitor and maintain appropriate programmatic instructor/student ratios.

Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

Leave of Absence Policy

Students who need to take a leave of absence from the school must submit, in writing, a signed request for leave, administration will then review the request for approval. Students on a leave of absence are not considered to be withdrawn from school. Student's leaves of absence per 12-month period can not to exceed 180 days in total. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for a student who does not notify the school that he/she is not returning will be the date of determination. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the date of determination.

Attendance

All students are expected to attend classes on a regular basis. Daily attendance is required, and is tracked by the Instructor. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them. If satisfactory arrangements are not made, incomplete or unsatisfactory grades may be assigned, any change to attendance or grades must first be approved by the campus director. Students who are unable to attend class should notify the school promptly.

Tardiness

Students are expected to arrive to class on-time and prepared to learn. Students arriving after their scheduled start time are considered to be tardy. If the student is tardy, the student is responsible to make arrangements to complete any make up work and time missed.

Dress Code

- Business casual is suggested

All students are treated equally and are required to practice good hygiene as a daily routine.

Definition of Clock Hour

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction and a 10 minute break. Class and break schedules are on the course descriptions provided by each instructor.

Graduation Requirements

- Completion of hours as stated in the catalog and/or addendum
- Overall minimum grade point average of (GPA) of 2.0 ("C") or higher
- Resolve all financial obligations to the institution

Cancellation and Refund Policy:

- Cancellation must be made in person or by Certified Mail, for official withdrawals. The cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 registration fee.
- Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the scheduled number of hours to the total program hours.
- Cancellation after completing 40% of the program will result in no refund.
- Students will be obligated for all charges (tuition/fees) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.
- Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
- Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund.
- Refunds will be made within 30 days of the date of determination or receipt of Cancellation Notice.
- The student's rights under this agreement may not be assigned to any other person.
- If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
- If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. Any monies due to the student at the time of withdrawal, official or unofficial, will be refunded to the student within 30 days of the date of determination.

Administrative Policies

School policies have been formulated in the best interests of the student and the School.

Out of necessity, TechKnowledge² reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The School further reserves the right to require a student to withdraw at any time under appropriate procedures. Any admission on the basis of false statements or documents is void when the fraud is discovered and the student may be terminated on such grounds.

The School also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

♦ Student Services ♦

Orientation

The orientation program, held prior to the first day of class, is designed to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the School, rules and regulations, study techniques, and academic standards.

Career Services

- Resume development and support from industry professionals
- Train for technical interviews and salary negotiations
- Visit local companies and interact with employers

Although TechKnowledgy² provides employment placement assistance, it cannot promise or guarantee employment. All students must complete an exit interview before their graduation date.

Academic Advising

The school provides students with academic advising. Students may meet with the Campus Director to discuss his/her educational options. In addition, the School maintains contacts with various community organizations and agencies to help meet students' personal needs.

Housing

TechKnowledgy² does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, student must be in good academic and financial standing.

Guest Lecturers

TechKnowledgy² believes that speakers from the business and professional world, which graduates will be entering, can enhance a student's education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

Resource Center

Additional resource materials including professional reference books are available for student use. These materials are located in the resource center.

Fire Precautions

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion (do not use elevators).
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.

Course Numbering System

The course numbering system uses a 5 or 6 digit alpha numeric identifier. The prefixes represent the subject area. The suffixes represented the sequence of content. The prefixes are as follows: WD-Web Development; iOS-iOS Apple Operating System; AND-Android Operating System

♦ Student Conduct Policy ♦

TechKnowledgey² is pleased to provide a professional, effective and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success it is necessary to adhere to the student code of conduct on a daily basis.

The following rules and regulations will assist in making your experience at TechKnowledgey² a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty and the institution itself:

1. Business casual is suggested
2. Theft of any kind shall result in immediate termination from TechKnowledgey².
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff or clients shall result in immediate termination from TechKnowledgey².
5. Derogatory or negative statements towards the school, its faculty or staff communicated verbally, in writing (including via text, email, blog, social networks, etc.) shall result in immediate termination from TechKnowledgey².
6. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping and video recording of any kind is prohibited unless approved by the Campus Director.
8. Food or Drinks are only allowed in designated areas.
9. Smoking is prohibited in school facility.
10. Failure to attend school in accordance with the TechKnowledgey²' attendance policy will result in a written warning, followed by Academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.
11. Lateness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
12. All tests, quizzes and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
13. Any student caught attempting to bypass security, change settings or a password on school computers is subject to immediate dismissal from school.
14. If a student is asked to leave the classroom by a faculty member or TechKnowledgey² staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from TechKnowledgey².
15. All monies owed must be paid prior to graduation. A student will not receive a diploma/certificate until the balance is paid in full.
16. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at TechKnowledgey². Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

Students' Rights and Responsibilities

All TechKnowledgey² students have the right:

- To see a copy of the documents describing the institution's licensing.
- To information about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- To information relating to job placement rates.
- To information concerning the cost of attending.
- To information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To information concerning special facilities and services that are available to the handicapped.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.

It is the responsibility of each TechKnowledgey² student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the School's refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.

- To purchase or otherwise furnish required equipment and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.

Student Disciplinary Procedures

If a student violates TechKnowledge² Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Campus Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates Tech Knowledge² Standards of Conduct outside the classroom but on campus, the Campus Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

Academic and Administrative Dismissal

A student may be dismissed from TechKnowledge² for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards.
- Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
- Continued inappropriate personal appearance.
- Continued unsatisfactory attendance.
- Non-payment for services rendered by TechKnowledge².
- Failure to comply with policies listed in the current catalog.
- Conduct prejudicial to the class, program, or school.

Internal Complaints and Grievance Procedure

TechKnowledge² is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the school president, a staff member, and an independent third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.

Examination of Student Records, Transcripts and Diplomas

TechKnowledge² maintains permanent records of students' grades and attendance. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling. Records are supervised by the Campus Director and may be reviewed by request. Students are entitled to one copy of their final transcript. Additional copies of transcripts may be obtained at a charge of \$5.00 per copy. A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before transcripts are released.

ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin every 11-16 weeks.

2017

January							April							July							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	2	3	4	5	6	7	8	2	3	4	5	6	7	8	1	2	3	4	5	6	7
8	9	10	11	12	13	14	9	10	11	12	13	14	15	9	10	11	12	13	14	15	8	9	10	11	12	13	14
15	16	17	18	19	20	21	16	17	18	19	20	21	22	16	17	18	19	20	21	22	15	16	17	18	19	20	21
22	23	24	25	26	27	28	23	24	25	26	27	28	29	23	24	25	26	27	28	29	22	23	24	25	26	27	28
29	30	31					30							30	31						29	30	31				

February							May							August							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	7	8	9	10	11	12	13	6	7	8	9	10	11	12	5	6	7	8	9	10	11
12	13	14	15	16	17	18	14	15	16	17	18	19	20	13	14	15	16	17	18	19	12	13	14	15	16	17	18
19	20	21	22	23	24	25	21	22	23	24	25	26	27	20	21	22	23	24	25	26	19	20	21	22	23	24	25
26	27	28					28	29	30	31				27	28	29	30	31			26	27	28	29	30		

March							June							September							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	4	5	6	7	8	9	10	3	4	5	6	7	8	9	3	4	5	6	7	8	9
12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16	10	11	12	13	14	15	16
19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23	17	18	19	20	21	22	23
26	27	28	29	30	31		25	26	27	28	29	30		24	25	26	27	28	29	30	24	25	26	27	28	29	30
																					31						

Last day to register for Class is the Friday before the start date. All dates are subject to change. Start Dates will vary depending on Day or Evening schedule.

HOURS OF OPERATION

Office Hours

- Monday-Friday 8:30 A.M. - 7:00 P.M.
- Saturday 9:00 A.M. - 4:00 P.M.

Academic Classes and Library "The Hub" Schedule

- Day Mon-Fri. 9:00 A.M.-5:00 P.M.
- Evening Mon-Thurs. 6:00 P.M. – 10:00 P.M. Saturday 10:00 A.M. – 4:00 P.M

The Hub provides students and faculty with reference materials including computers, internet access, DVDs, books and periodicals to supplement textbooks and lectures.

HOLIDAYS

The school observes the following Holidays and will be closed on those dates:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The school President may declare additional Holidays, which will be announced at the appropriate time with proper notice.



CODING BOOTCAMP