

International Academy of Design & Technology | Pittsburgh



Engage your passion. Realize your dream.

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for the International Academy of Design & Technology to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. The International Academy of Design & Technology reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, school policies and procedures, faculty and administrative staff, the school calendar and other dates, and other provisions.

The International Academy of Design & Technology also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Students will be notified of catalog changes via the Student Portal.

Photographs

While not all photographs in this publication were taken at the International Academy of Design & Technology, they do accurately present the general type and quality of equipment and facilities found at the International Academy of Design & Technology.

See the most current Catalog Addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Publication Date: March, 2007

© 2007 International Academy of Design & Technology – Pittsburgh

Table of Contents



2 **Message from the President**

3 **About the Academy**

Mission Statement

History

About the Campus

About Pittsburgh

Statement of Ownership

- Executive Officers of CEC

- Members of the CEC Board of Directors

Accreditation and Affiliations

- Accreditation

- Licensing and Approvals

- Memberships and Affiliations

4 **Admissions Information**

Admissions Policy

Background Checks

Re-Entering Students

Assessment for Academic Placement

Academy Policies

6 **Financial Aid Information**

Student Financial Planning

Financial Assistance

How to Apply for Financial Aid

Financial Aid Programs

- Federal Pell Grant

- Federal Supplemental Educational Opportunity Grant (FSEOG)

- State Grant

- Federal Stafford

- Federal Parent -PLUS

- Academic Competitiveness Grant (ACG)

- Federal Work Study (FWS)

- Private Loans

Vocational Rehabilitation Applicants

Refund Policy

Return of Title IV Funds

Withdrawal Date

For State or Federal Agency Sponsored Programs

Fees for Re-Enrolling Students and Students

Repeating Courses

Exit Interview

9 **Academic Information**

Grading System

Application of Grades and Credits

Transfer of Credit to Other Schools

Transfer of Credit to IADT

Proficiency Credit

Life Experience

Standards of Satisfactory Academic Progress

CGPA Requirements

Rate of Progress Toward Completion

Requirements

Maximum Time in Which to Complete

How Transfer Credits/Change of Program Affect

Satisfactory Academic Progress

Warning and Probation

Appeal

Reinstatement

Graduation Requirements

Leave of Absence

- Leave of Absence Conditions

Unit of Credit

Course Numbering

Developmental Courses

Special Instruction Assistance

Attendance Policy

Make-up Policy

Policies for Person Receiving

- VA Educational Assistance Allowance

Residency Requirements

Career Services

12 **Student Services**

Student Activities

Field Trips

Guest Speakers

Housing Assistance

Student Portal

13 **Student Information**

Reasonable Accommodations Policy-

Individuals with Disabilities

Campus Security

Drug-Free Environment

Non-Discrimination

Unlawful Harassment Policy

Student Grievance Policy

Inclement Weather

Visitors and Guests

Personal Property

Conduct Policy

Notification of Rights under FERPA with

respect to Student Records

15 **Academic Programs**

- Business Administration

- Computer Information- Networking Specialist

- Computer Information- Web Design

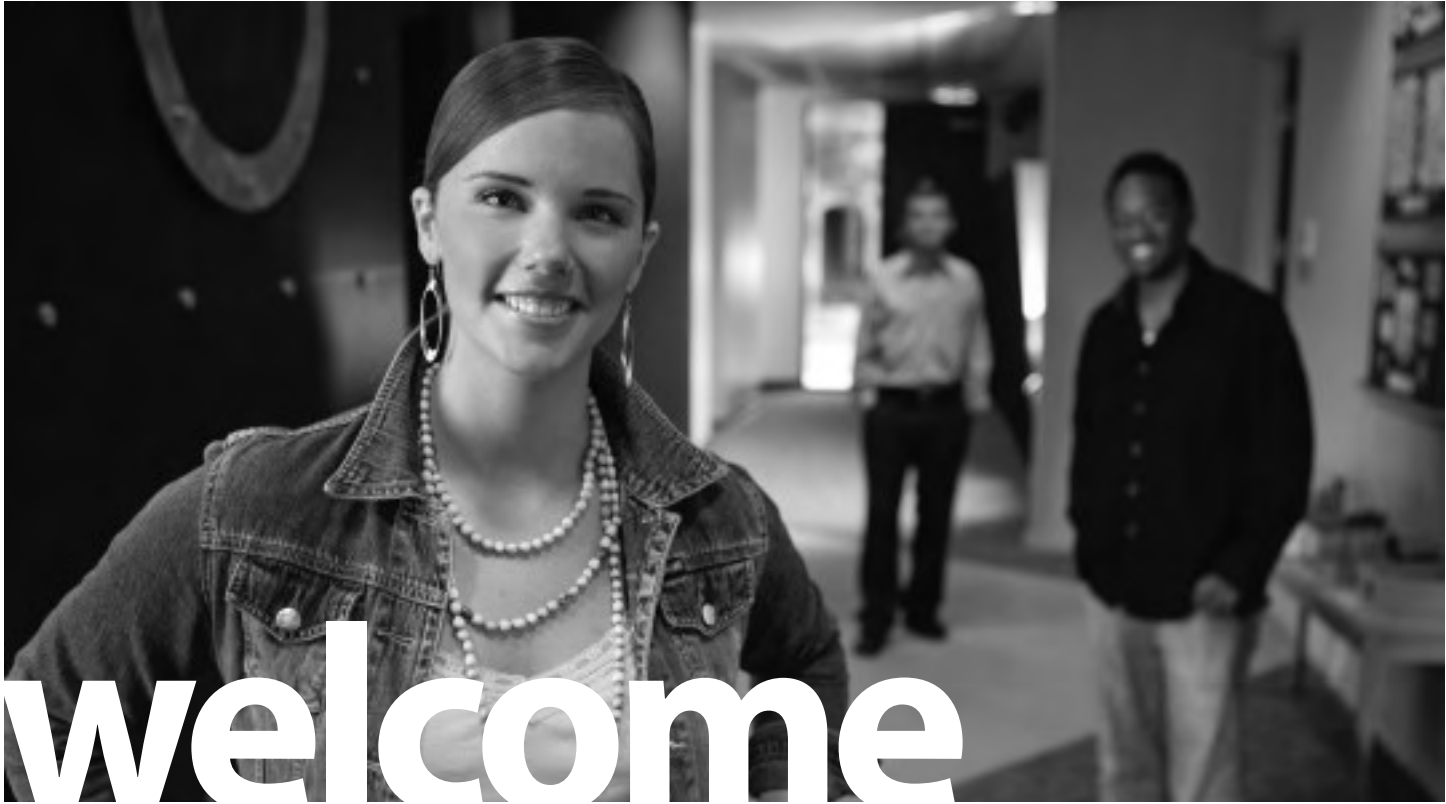
- Database Specialist

- Fashion Merchandising

- Justice Technology

- Visual Communications

22 **Course Descriptions**



welcome

Congratulations on your decision to enter the International Academy of Design & Technology in Pittsburgh, Pennsylvania. You have chosen a path that upon completion will provide you with a marketable degree that can lead to success in your chosen field.

When believing in yourself and your objectives matter most, we are firmly committed to our mission of delivering industry-relevant education and developing graduates who are prepared to meet the needs of employers.

The programs of study at the International Academy of Design & Technology will be challenging and demanding, requiring serious commitment from you. Our faculty and staff recognize this and will provide the resources and support to guide you toward the fulfillment of your goals.

Sincerely,

William H. Rooney

President



ABOUT THE ACADEMY

Mission Statement

The International Academy of Design & Technology - Pittsburgh provides educational programs that prepare students for career opportunities and professional success in select design, business and technology fields. We are committed to making a difference with our students and in our community by delivering industry-relevant education and developing students who are prepared to meet the needs of employers. We strive to ensure student learning and enhanced student skills by utilizing resources from the community to evaluate and improve program offerings.

We believe in servicing internal as well as external customers. Along with our promise to serve our students, we actively promote professional growth of our faculty and staff. Our commitment to students, employees and community guides everything we do, everything we are, and everything we want to be.

History

- 1967 The original school, Computer Tech, was founded as a two-year proprietary institution offering Associate Degree and Diploma programs in computer and related programs.
- 1997 Computer Tech was sold to Career Education Corporation (CEC).
- 1999 Computer Tech moved to its current location, occupying the fourth and fifth floors of the Omni William Penn Hotel in downtown Pittsburgh, Pennsylvania.
- 2001 The school changed its name to the International Academy of Design & Technology (IADT) to align itself with other schools in the CEC family, and to better describe our educational offerings.

About the Campus

It's all here! The International Academy of Design & Technology's campus is in the heart of downtown Pittsburgh and provides our students with the opportunity for a variety of activities. The campus is located within easy reach of shopping, affordable housing and public transportation servicing the city of Pittsburgh and much of Allegheny County. Public parking is also widely available surrounding the International Academy of Design & Technology.

Small, informal classes offer an exciting environment for fun and creativity, while wireless classrooms, drawing labs and design studios combine with the personalized attention of the teaching staff to enhance your educational experience. The training facilities include networked computer labs with telecommunications capabilities, Internet access, classrooms and a variety of other educational aids.

And what is school without a Learning Resource Center, Specialty labs for forensics, fashion and portfolio development, and a student lounge? The Learning Resource Center provides a world of unique books, a variety of professional journals, magazines and newspapers as well as technical resources including Internet and CD-ROM access. The Resource Center is normally open Monday through Thursday from 9:00 a.m. – 8:00 p.m. and 9:00 a.m. – 5:00 p.m. on Friday, and provides access to the online CECybrary.

The student lounge serves as an information center for all students with bulletin boards for posting announcements of upcoming events.

The International Academy of Design & Technology wants your educational experience to be everything you think it should be. Students and staff are encouraged to connect with each other. The open-door policy gives you access to every member of the International Academy of Design & Technology staff, regardless of their title.

The school's educational facility and administrative offices are located at 555 Grant Street, Pittsburgh, PA 15219, a convenient setting located in the Omni William Penn Hotel building. Affordable housing, public transportation and local shopping allow students to live, commute and work near the school. The Pittsburgh campus occupies the 4th and 5th floors of the hotel with a private entrance located on Oliver Avenue. The International Academy of Design & Technology's normal hours of operation are from 8:00 a.m. to 11:00 p.m., Monday through Friday. The administrative and academic offices may be reached by calling (412) 391-4197 or (800) 447-8324.

International Academy of Design & Technology - Pittsburgh is a branch campus of the International Academy of Design & Technology in Nashville, TN.

About Pittsburgh

One of the best things about the International Academy of Design & Technology is its location in Pittsburgh, Pennsylvania. The metropolitan environment makes Pittsburgh a wonderful place to live and go to school.

Students looking to relax and enjoy some free time may choose from a wide range of activities and entertainment. Pittsburgh's cultural district is within a few blocks of the International Academy of Design & Technology, anchored by Heinz Hall and The Benedum Center for the Performing Arts.

These theatres are home to the Pittsburgh Symphony, The Pittsburgh Opera, the Civic Light Opera, the Pittsburgh Ballet Theatre and a wide variety of touring Broadway shows, musicals and major performers.

Sports are a short walk away at the two state-of-the-art stadiums. Catch a Pirates game at PNC Park, or take a trip to Heinz Field when the Steelers are in town. Also close by is The Mellon Arena, home of the Pittsburgh Penguins and site of major rock concerts.

Point State Park, once the site of Fort Pitt, and now famous for its fountain and historic landmarks, is just a few blocks away, and shopping and dining are everywhere.



ABOUT THE ACADEMY

Statement of Ownership

The International Academy of Design & Technology is owned by School of Computer Technology, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

Executive officers of CEC:

Gary E. McCullough,
President and Chief Executive Officer

Patrick K. Pesch,
Executive Vice President and Chief Financial Officer

Members of the CEC Board of Directors:

Robert E. Dowdell, Chairman
Dennis H. Chookaszian
Thomas B. Lally
Steven H. Lesnik
Gary E. McCullough
Keith K. Ogata
Patrick K. Pesch
Patrick W. Gross
Leslie T. Thornton

Accreditation and Affiliations Accreditation

The International Academy of Design & Technology is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, diplomas and associate degrees. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780

The International Academy of Design & Technology is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333, (717) 783-8228.

Accreditation is independently performed. It is not a matter of membership. It is a professional peer appraisal of an educational institution. It is valuable to educational institutions and to employers as an indication of the strength and reliability of instruction that potential employees have received.

Memberships and Affiliations

- Better Business Bureau of Pittsburgh
- African American Chamber of Commerce
- SBA (Small Business Administration) of Pittsburgh
- Association of Information Technology Professionals of Pittsburgh
- Pennsylvania Guidance Counselors Association
- Pennsylvania Association of Private School Administrators
- Pennsylvania Association of Financial Aid Officers
- Pennsylvania Business Education Association
- Pennsylvania Training Assurance Fund
- Midwest Association of Student Financial Aid Administrators

ADMISSIONS INFORMATION Admissions Policy

Pursuant to the mission of the institution, the school desires to admit students to degree programs that possess appropriate credentials and that have demonstrated the capacity or potential indicating a reasonable probability of successfully completing the educational programs offered by the institution.

Admission to the school is based on students' academic history and motivation to succeed in their chosen field of study and practice. The International Academy of Design & Technology seeks students who desire in-depth career preparation and have the ability to achieve academic success.

To that end, the institution will evaluate all students and make admission decisions on an individual basis. Applicants and their families will have an opportunity to tour the Academy and to see its equipment and facilities. There will also be an opportunity to ask questions relating to the International Academy of Design & Technology's curriculum and a student's possible career goals.

In an effort to maintain a safe educational and working environment for students and staff of the International Academy of Design & Technology, prospective students who respond in the affirmative regarding prior criminal history may be subject to further review before final acceptance is extended. If an applicant is not accepted, all fees paid will be refunded.

Students should apply for admission to the International Academy of Design & Technology as soon as possible in order to be accepted for a specific program and start date.



ADMISSIONS INFORMATION

All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities, and to ask questions relating to the International Academy of Design & Technology's programs, curriculum and career objectives.

The following items must be completed at the time of application:

- Application for Admission
- Application fee (non-refundable unless applicant is denied admission or cancels application within three days of the school's receipt of the application and fee)
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Attestation of graduation from high school or GED
- Program Specific Background checks (see below).

The International Academy of Design & Technology reserves the right to reject applicants if the items listed above are not successfully completed.

Background Checks

Agencies and institutions that accept our students for internship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional

education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of the International Academy of Design & Technology.

Application fees are waived under the following circumstances:

- When the student is applying for re-entry from any International Academy of Design & Technology (within 365 days of withdrawal date).
- When the student is a prior graduate of any International Academy of Design & Technology.
- When the student is a prior cancel of any International Academy of Design & Technology (within 365 days from the cancellation date).
- When the student previously applied to and paid the enrollment fee at any International Academy of Design & Technology but did not start and was not refunded his or her application fee.
- When the student presents a valid SAT or ACT Fee Waiver Form.

Policy on Forged/Altered Academic Documents Foreign and Domestic

The International Academy of Design & Technology follows strict policies concerning academic integrity. Students with foreign educational credentials must submit authentic foreign academic documents from all upper-secondary and post-secondary educational institutions.

Students with foreign educational credentials should not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements.

Evidence of valid foreign educational credentials are to be from an International Academy of Design & Technology approved foreign credential evaluation agency.

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the school and will not be returned to the prospective student. These students will not be considered for admissions.

If the situation occurs that a student is already attending classes at the International Academy of Design & Technology and verification of forged credentials arrives, the following applies:

If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the institution.

If the forged document was not used to admit the student, but was used to gain possible transfer credit, the student may be dismissed from school or placed on probation and any transfer credit already awarded from the forged credential will be taken away.

Re-Entering Students

Students who have previously attended the school will be subject to the same admission requirements and procedures as new applicants. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry. Students re-entering within one year of withdrawal will not be charged an additional application fee. Students re-entering after one year of withdrawal will be charged.

Assessment for Academic Placement

The International Academy of Design & Technology assesses incoming students to determine their readiness for college-level coursework. Assessment will include reading comprehension, writing, and/or math. Test results are used to identify students' strengths and weaknesses, to assist in advisement of course selection, and to ensure that students possess or are helped to develop skills for academic success at the International Academy of Design & Technology.



FINANCIAL AID INFORMATION

Academy Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in the International Academy of Design & Technology, students agree to accept and abide by the terms stated in this catalog and all school policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Students will be notified of Policy changes via the Student Portal.



Student Financial Planning

Financial Aid is available for those who qualify. The International Academy of Design & Technology will assist every eligible student to obtain financial aid to help that student attend the school. Consequently, the school participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education. There are also non-government student loan programs available when necessary, if the applicant qualifies. Most financial aid available to students is provided by the Federal government and is called Title IV aid. This includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Stafford Loans and Federal PLUS loans.

The responsibility for meeting the costs of education rests with the student and the student's family. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student and the student's family can reasonably be expected to contribute to this cost of education for the same period.

Financial Assistance

The International Academy of Design & Technology participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. The International Academy of Design & Technology administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied towards tuition and fees. Financial aid is awarded on an academic year basis; therefore, depending on the length of the program, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

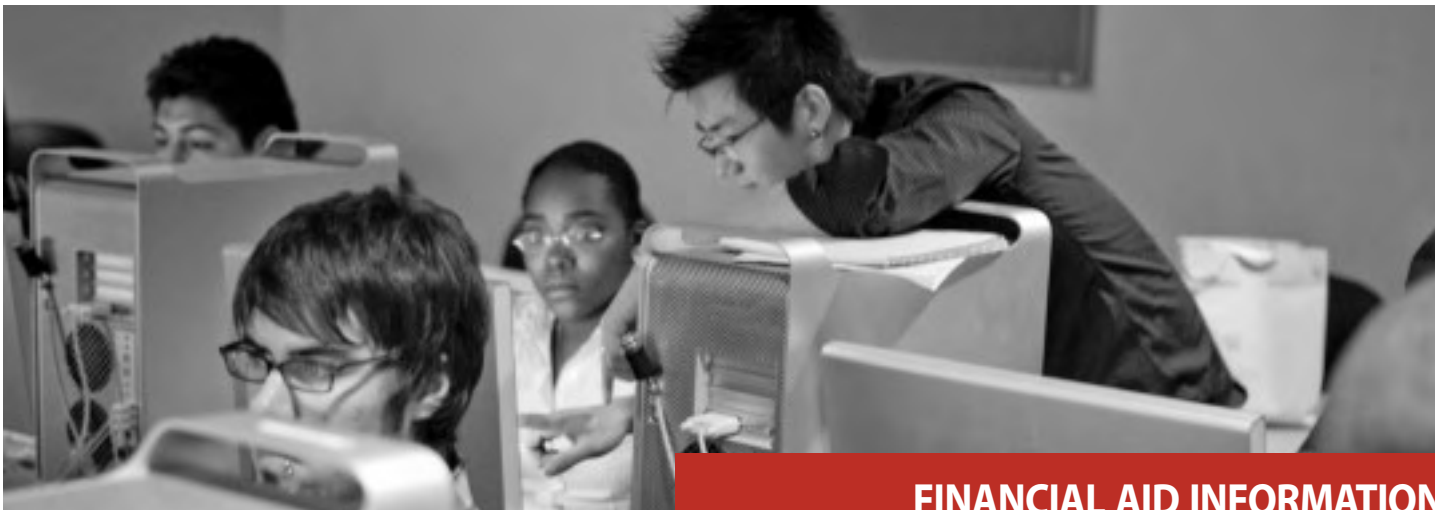
How to Apply for Financial Aid

Students must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at the International Academy of Design & Technology's website www.iadt-pitt.com, at <http://fafsa.ed.gov> or on in person. Applications are processed through the Financial Aid Office and all information is confidential. Students must be accepted at the International Academy of Design & Technology before financial aid applications can be processed.

Financial Aid Programs

The International Academy of Design & Technology reserves the right to review, revise, or suspend your financial aid due to available funding, office error, changes in your application, enrollment, receipt of additional resources, verification corrections, financial aid transcript information, or failure to make reasonable academic progress. Although care was taken to ensure the accuracy and timeliness of information contained in the award letter, due to changing federal legislation, as well as unintended error, the contents are subject to change.

Federal regulations require the Financial Aid Department to reduce your aid package when an over award exists. You are responsible for paying back any monies refunded to you if an over award occurs after you have received your refund.



FINANCIAL AID INFORMATION

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department of Education formula, which uses family size, income and resources to determine need.

The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program.

The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

State Grant

Pennsylvania State Grant program is available to Pennsylvania residents who meet all eligibility requirements and demonstrates substantial financial need as determined by the state and the institution. You must complete the Free Application for Federal Student Aid (FAFSA) and it must be processed by the institution's published deadlines.

Federal Stafford

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from International Academy of Design & Technology, or falls below half-time enrollment status.

Federal Parent -PLUS

The Federal Parent -PLUS loan, is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant (ACG) is available to students who have successfully completed a rigorous High School program (as defined by the Secretary of Education). The ACG provides funds for the first and second academic year of undergraduate study. Students must be enrolled full-time, be U.S. citizens and receiving a Federal Pell Grant. Second year students must also have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending International Academy of Design & Technology. Positions may either be on-campus, off-campus, or community service related. A candidate must demonstrate need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of federal and state eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill. Contact the Financial Aid Office for more information.

Vocational Rehabilitation Applicants

Prospective students wishing to attend the school under vocational rehabilitation benefits (either through the Veterans' Administration or through a state agency), should apply for these benefits through the appropriate agency. When the student receives the form of approval, it should be submitted to the Financial Aid Office for official certification. The Financial Aid Office then bills the appropriate agency for the amount approved.





FINANCIAL AID INFORMATION

Refund Policy

After the last day of the drop and add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the International Academy of Design & Technology. Refunds are made for students who withdraw or are withdrawn from the International Academy of Design & Technology prior to the completion of their program and are based on the tuition billed for the term in which the Student withdraws, according to the schedule set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full. Any books or equipment that have been issued are nonrefundable. When a student withdraws from the institution, he/she must complete a student withdrawal form with the applicable Program Chair. The date from which refunds will be determined is the last date of recorded attendance. The date from which refunds will be determined is the last date of recorded attendance. A refund of tuition charges will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution. Credit balances less than \$5 will not be refunded to the student/lender unless requested by the student.

The International Academy of Design & Technology in Pittsburgh utilizes the refund policy prescribed by the Pennsylvania Department of Education, Private Licensed Schools regulations. Pursuant to this policy a student who enrolls in a term and discontinues or withdraws before the conclusion of the term shall be charged according to the following scale:

Time of Withdrawal:	Amount Student Pays:
During the first seven calendar days of term	25% of total term tuition price plus 100% of registration fee
After the first seven days but within the first 25% of the term	45% of total term tuition price plus 100% of registration fee
After the first 25% but within the first 50% of the term	70% of total term tuition price plus 100% of registration fee
After the first 50% of term is completed	100% of total term tuition price plus 100% of registration fee

After the last day of the drop and add period for the term as stated in the academic calendar, no refunds or adjustments will be made to students dropping individual classes but otherwise enrolled at the International Academy of Design & Technology.

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. FFELP Loans
 - a. Unsubsidized Federal Stafford loans.
 - b. Subsidized Federal Stafford loans.
 - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. ACG
4. Federal SEOG
5. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at the International Academy of Design & Technology is determined as follows.

The date the student began the withdrawal process either by submitting an official withdrawal form to the Director of Education or Registrar's office or by verbally communicating the student's intent to the Director of Education or Registrar, and ceasing to attend classes or other school activities. A student who submits an official completed withdrawal form or verbally communicates his/her intent but who continues to attend classes or other school activities will not be considered to have officially withdrawn from school.



ACADEMIC INFORMATION

If a student does not complete the official withdrawal process, the school will determine the student's withdrawal date based upon applicable federal regulation, school policy and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the school that is greater than that which is owed prior to withdrawal.

For State or Federal Agency Sponsored Programs

Students attending the International Academy of Design & Technology through a State or federally sponsored agency will be subject to the refund and tuition calculation policies of that agency.

Fees For Re-Enrolling Students and Students Repeating Courses

Students who have withdrawn and are re-enrolling in school will be subject to the current published tuition fees. Students who have not withdrawn but are repeating courses will be subject to the rate of tuition on the enrollment agreement plus the cost of any supplies and fees associated with the course.

Exit Interview

All students upon graduation, withdrawal, standard period of non-enrollment, and those who stop attending are required to complete an exit interview. An exit interview reviews the amount of loan debt you accrued while in school, provides payback, and deferral options. The exit interview can be completed on-line at www.mapping-your-future.org or pick up an exit interview packet in the Financial Aid Department. See the Financial Aid Department for more information.

Grading System

Grade reports are released on the student portal at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total credits completed.

Letter Code	Description	Included in Credits Earned	Included in Credits Attempted	Included in CGPA	Quality Points
A	A	Yes	Yes	Yes	4.0
B	B	Yes	Yes	Yes	3.0
C	C	Yes	Yes	Yes	2.0
D	D	Yes	Yes	Yes	1.0
F	F	No	Yes	Yes	0.0
I	Incomplete	No	Yes	No	0.0
P	Pass	Yes	Yes	No	0.0
L	LOA	No	No	No	0.0
TC	Transfer Credit	Yes	Yes	No	0.0
W	Withdraw	No	Yes	No	0.0
WF	Withdrawn-Failure	No	Yes	Yes	0.0
PR	Proficiency/Life Experience Credit	Yes	Yes	No	0.0

Application of Grades and Credits

The chart above describes the impact of each grade on a student's academic progress. For calculating rate of progress (see below), grades of F (failure), W (withdrawn) and WF (withdrawn/failure) are counted as credits attempted, but are not counted as credits successfully completed. A WF grade will be issued to a student who drops a course during the last week of the term.

The student must repeat any required course in which a grade of F, W, or WF is received. Students will only be allowed to repeat courses in which they received a D or below. In the case of a D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk "**" designation indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within two weeks after the end of the term will be converted to an F and will affect the student's CGPA. It is the student's responsibility to adhere to the agreed due dates and to follow through with the instructor. Lack of attendance and/or missing assignments or projects will not automatically result in an incomplete.

TC and PR credits are included in the maximum time in which to complete but are not counted in the CGPA and the rate of progress calculation.

Transfer of Credit to Other Schools

The International Academy of Design & Technology's Education Department provides information on other schools that may accept credits for course work completed at the International Academy of Design & Technology towards their programs.

However, the International Academy of Design & Technology does not imply or guarantee that credits completed at the International Academy of Design & Technology will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution.

Each institution has its own policies governing the acceptance of credit from other institutions such as the International Academy of Design & Technology. Students seeking to transfer credits earned at the International Academy of Design & Technology to another institution should contact the other institution to which they seek admission to inquire as to that institution's policies on credit transfer.

Transfer of Credit to the International Academy of Design & Technology

Students who previously attended an accredited college or university may be granted transfer credit, at the sole discretion of the International Academy of Design & Technology, if the courses taken at the previous school are determined by the International Academy of Design & Technology to be sufficiently equivalent to courses offered at the International Academy of Design & Technology. In addition, the International Academy of Design & Technology must determine that those courses are applicable to their program of study at the International Academy of Design & Technology. Only courses in which the student earned a grade of C or above from an accredited college or university will be considered for transfer. Students seeking to transfer credit are responsible for having official transcripts forwarded to the Registrar's Office for review. A student must petition for transfer credit with the Registrar's Office as soon as possible after acceptance into the school, but at least three weeks prior to the start of classes.

If a student enrolls in a course and attends before the transcript is received, he or she is responsible for the tuition for such courses and will not receive transfer credit. No refunds will be given.

In regard to transferability of credits, the International Academy of Design & Technology will accept transfer credits from accredited institutions that are recognized by the Council for Higher Education Accreditation and by the United States Department of Education.

Some credit may not be transferable due to changes in technology, accuracy and information of core curriculum courses. Extenuating circumstances may be reviewed by a Program Chair. Credit for transfer will be formulated according to the regulations set forth by the Accreditation Criteria of the Accrediting Council for Independent Colleges and Schools (ACICS).

Students transferring from other International Academy of Design & Technology institutions may be eligible for additional transfer credit; however, a C or better is still required for such transfers.

Proficiency Credit

In rare instances, a student may be proficient in a subject, but lack required academic credit. To receive credit the student must satisfy the specified objectives of the course. This could mean taking an exam, completing a comprehensive project or both.

The Director of Education will determine whether the student has mastered the subject well enough to be granted credit. A grade of "PR" is assigned to the permanent record.

Life Experience

Students with extensive experience in a specific subject area may seek credit for life experience in up to two classes. Students must submit their request for Life Experience Credit in writing to their respective Program Chair. To receive credit, students must provide evidence of their experience.

Supporting documentation from employers may be required to verify student experience. Students displaying extraordinary experience or talent within their field may qualify for additional course credit at the discretion of Director of Education.

A grade of "PR" (proficiency) is assigned to the permanent record. Proficiency credit has no impact on a student cumulative grade point average (CGPA). Students must petition for Life Experience credit at least one week prior to the term in which they are seeking to achieve the Life Experience credit.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled at the International Academy of Design & Technology. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

Rate of Progress Toward Completion Requirements

In addition to the CGPA requirements, a student must successfully complete at least 67% of all credits attempted in order to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Associate Degree Programs—Quarter Credits

Credits Attempted	CGPA Requirements	Completion Requirements
1-15.99	1.0	67%
16-45.99	1.5	67%
46 +	2.0	67%

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

Program Name	Degree Offered	Maximum Credits
Business Administration	Associate in Specialized Business	146
Fashion Merchandising	Associate in Specialized Business	146
Computer Information – Networking Specialist	Associate in Specialized Business	145
Visual Communications	Associate in Specialized Technology	146
Computer Information – Web Design/Database Specialist	Associate in Specialized Business	145
Justice Technology	Associate in Specialized Technology	146

How Transfer Credits/Change of Program Affect Satisfactory Academic Progress

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in SAP, nor does it have any effect on the grade point average requirement for SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits that he/she earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at the International Academy of Design & Technology the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

A student requesting a change of program must be meeting SAP before a program change can be made.

Warning and Probation

At the end of each term after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- Students will be placed on Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from Warning and returned to regular status if they meet or exceed the minimum standards, or will be placed on Probation if they continue to fall below the specified values.
- Students on Probation will be evaluated at the end of their second term of monitoring. A student who raises their CGPA and rate of progress at or above the minimums will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from school.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Warning and Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Warning and Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within 10 days of receiving notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Committee is final and may not be appealed.

Reinstatement

A student who did not complete the prior term who was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement and will be eligible to apply for federal financial aid.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and credits within the maximum credits that may be attempted. Students must also be current on all financial obligations and have satisfied all non-academic requirements for graduation in order to receive final transcripts.

Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the limited time period during a program when a student is not in attendance.

Leave of Absence Conditions

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

The following requirements apply:

A student may be granted a Leave of Absence (LOA) if:

- LOA request is submitted in writing with appropriate supporting documentation within 35 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.

Failure to return from an approved leave of absence may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued. Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Unit of Credit

The quarter credit hour is the unit of academic measurement used by the International Academy of Design & Technology. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

Course Numbering

Courses are designated by a combination of letters and numbers. The 100 series numbers are courses normally offered in the first academic year. The 200 series numbers are courses normally offered in the second academic year.

Developmental Courses

The International Academy of Design & Technology offers additional courses in math and English to assist those students who need assistance in developing their skills in these particular areas. The grades for these courses are not included in the student's CGPA nor may they be used to meet graduation requirements.

Special Instruction Assistance

A student who feels he/she is having difficulty with a course is urged to request assistance from his/her instructor or Program Chair. Additionally, an instructor or tutor is available for consultation on weekdays before or after class hours.

Attendance Policy

Attendance is mandatory for every class period.

It is the student's responsibility to notify the instructor in advance, when possible, of any absences that may occur. Students are still responsible for the material covered and should speak with the instructor or a fellow classmate to obtain the missed information.

Any student who misses all of their classes for two consecutive weeks, or 15 calendar days, without notifying the Program Chair of their intent to continue their education, may be dropped from school.

The school will withdraw any student who has not been in attendance for 35 consecutive days. The school reserves the right to extend the 35 day timeframe due to extraordinary circumstances that affects the entire student population.

If a student arrives before attendance is taken in class, he or she may enter the class. If a student is late he or she will receive credit for the portion of time in attendance.

Make-up Policy

Instructors will issue deadlines for all assignments, projects, exams, etc. All deadlines are expected to be achieved. If a student is unable to meet a deadline, he or she should notify the instructor in advance.

Instructors may accept late work only if the student has made prior arrangements. If the student is unable to turn in the assignment on time, and failed to make prior arrangements with the instructor, he/she will only accept the student's assignment if the student provides third party documentation.

Policies for Persons Receiving VA Educational Assistance Allowance

Students receiving assistance from the Veterans' Administration are subject to the policies and procedures established for all students attending the school. For details on specific regulations, please refer any questions to the Financial Aid Office.

Residency Requirements

Students may transfer in a maximum of 50% of the required program credits. Students transferring from any Career Education Corporation-owned school may transfer in a maximum of 75% of the required program credits.

Career Services

The school's contribution to the student does not end with his/her instruction. The faculty and staff want to see that the training received results in a successful career. The school maintains a full-time Career Services Department that is in touch with leaders of business, industry and government agencies throughout the country. This department is designed to assist the student in identifying possible job opportunities and realizing their career objectives.

Prior to graduation, all graduating students will participate in a series of career planning activities, such as job search techniques, preparation of resumes and interviewing skills. All students are expected to participate in these activities and failure to do so may jeopardize their placement.

Career services do not stop at graduation. Graduates may return to the International Academy of Design & Technology for help in advancing within their career paths. The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers.

The school cannot guarantee employment. The school agrees to provide employment assistance to all students in good standing. The student is responsible for providing the Career Services Department with any required information, such as a resume, references, etc. Failure to provide this information may jeopardize placement assistance.

Agencies and institutions that accept our students for internship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of the International Academy of Design & Technology.

STUDENT SERVICES

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that the participation in these activities is an important part of the educational process and student involvement is greatly encouraged.

Field Trips

The International Academy of Design & Technology believes that observing real-life applications enriches training. When appropriate, visits are arranged to industrial and professional locations.

Guest Speakers

When available, guest speakers are invited to speak to students about such topics as career opportunities, industry trends, and current industry applications of educational programs.



STUDENT SERVICES & INFORMATION

Housing Assistance

The school can assist students in finding comfortable living accommodations at reasonable rates. The student looking for housing may choose from several options. The school has listings of conveniently-located dormitories and apartments.

Student Portal

The student portal is a secure website that allows a student access to his or her information including schedules, grades, account balance and activity, school events, school contact information and much more.

The International Academy of Design & Technology is excited to offer this capability so that it's easy for our students to be in touch with us and enhance their school experience. Upon acceptance to the International Academy of Design & Technology students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal.

STUDENT INFORMATION

Reasonable Accommodations Policy – Individuals with Disabilities

The International Academy of Design & Technology does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the International Academy of Design & Technology. To request an auxiliary aid or service please contact the Director of Education at the International Academy of Design & Technology, 555 Grant Street, Pittsburgh, PA 15219.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable the International Academy of Design & Technology to timely provide an auxiliary aid or service, the school requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to the International Academy of Design & Technology's grievance procedures, as stated in this publication.

Campus Security

The International Academy of Design & Technology publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Director of Education's office during regular business hours.

The International Academy of Design & Technology will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

The International Academy of Design & Technology reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment

As a matter of policy, the International Academy of Design & Technology prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Student Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be found in the Student Handbook.

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

The International Academy of Design & Technology is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the President and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Sexual harassment will not be tolerated.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Program Chair or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the President of the school.

The student must appeal to the President in writing within 10 days of receiving the decision of the Director of Education or Program Chair. The President will call a special meeting of the Appeals Committee to review the student's grievance.

If a student's grievance or complaint is not resolved to his/her satisfaction through this process, a student may choose to seek resolution in accordance with the provisions of the Dispute Resolution clause included as part of the student's Enrollment Agreement.

At any time, a student may also file a complaint with the Accrediting Council for Independent Colleges and Schools at 750 First Street NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

At the State level, a student may register a complaint with the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333, (717) 783-8228, concerning any grievance or complaint about the institution.

Inclement Weather

In the case of severe weather conditions making it impractical for students to reach school without considerable difficulty, the school may not hold classes. The student is responsible for determining the school's decision in the event of inclement weather by the following means: The International Academy of Design & Technology Student Portal or listening to school closings on the major local radio and television stations.

Visitors and Guests

Students must notify the Director of Education prior to bringing any visitors or guests onto the school premises. All visitors and guests must sign in at the front desk. No visitor or guest may attend a class without prior permission from the instructor or the Director of Education.

Children are not permitted in the school while the student is in class. The school will not accept liability for the safety of children on school premises.

Personal Property

All personal property is the sole responsibility of the student, and the school does not assume liability for any loss or damage. Calculators, textbooks and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft. Students should report any loss or damage immediately to a school administrator.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments, and for conducting themselves in a manner consistent with the best interests of the school and of the student body.

The International Academy of Design & Technology reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the International Academy of Design & Technology community, or failure to comply with the policies and procedures of the International Academy of Design & Technology. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Notification of Rights under FERPA with respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. Each student enrolled at the International Academy of Design & Technology shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

2. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor,

consultant or collection agent); a trustee serving on a governing board; or a person assisting another school

official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

3. Students may request a review of their education records by submitting a written request to the School President. The review will be allowed during regular school hours under appropriate supervision.

4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Director of Education, with the reason for the requested change stated fully. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the School President will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the President's decision, which will be the final decision of the school. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.

5. Directory information is information on a student that the school may release to third parties without the consent of the student. International Academy of Design & Technology has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Registrar within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

7. A student who believes that the International Academy of Design & Technology has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

ACADEMIC PROGRAMS





COMPUTER INFORMATION NETWORKING SPECIALIST

Associate in Specialized Business Degree

The objective of this program is to prepare graduates for entry-level positions in the hardware and networking fields. Skills emphasized are in the theory and technical competencies of hardware, operating systems, network planning, implementation and maintenance, and end-user support. Securing networks from viruses, intrusion detection/prevention, and data security are studied.

The general education component enhances these technical skills by adding broad-based problem-solving and human relation insights. The normal program length is 18 months of instruction. Upon successful completion of all graduation requirements, graduates are awarded an Associate in Specialized Business Degree in Computer Information—Networking Specialist.

Computer Information—Networking Specialist graduates can expect their initial employment to be in the areas of local/wide area networking, microcomputer or Internet Service provider support staff, telecommunications, microcomputer troubleshooting or helpdesk support. Potential employers would include any business that has need of an entry-level systems administrator, helpdesk support or trainee.

The student must take the Wonderlic test before acceptance with a minimum composite score of 15.

CONCENTRATION COURSES

Course#	Course Title	Contact Hours	Credits
BUS120	Customer Service I	44	3
BUS215	Office Applications III	60	4
CIT100	Introduction to Computer Concepts and Applications	60	4
CIT120	Operating Systems I	60	4
CIT130	Fundamentals of Networking	60	4
CIT136	Introduction to UNIX Operating System	60	4
CIT141	Internetworking I	44	3
CIT170	Systems Technology	44	3
CIT210	Network Administration	60	4
CIT252	Novell Netware Administration	44	3
CIT253	Operating Systems II	44	3
CIT256	UNIX Systems Administration	44	3
CIT266	Communication and Transmission Protocols	60	4
CIT272	Network Security	60	4
CPS134	Database Programming	44	3
CTS200	End User Support	60	4
CTS240	Problem Solving Strategies	60	4
SSC100	College Success	44	3
SSC200	Career Development	60	4
EXT200/CAP290	Externship or Capstone	288	9
TOTAL CONCENTRATION CONTACT HOURS, CREDITS		1,300	77

GENERAL EDUCATION COURSES

Course#	Course Title	Contact Hours	Credits
ENG100	English Composition	40	4
ENG150	Literature and Composition	40	4
MTH110	College Mathematics	40	4
PSY101	Introduction to Psychology	40	4
SOC100	Introduction to Sociology	40	4
TOTAL GENERAL EDUCATION CONTACT HOURS, CREDITS		200	20

Total Contact Hours and Credits Required for Graduation

1,500 **97**



FASHION MERCHANDISING

Associate in Specialized Business Degree

The objective of the Fashion Merchandising program is to prepare graduates for entry-level positions in the fashion merchandising and retail industries. Business, marketing, management, and sales principles used within the fashion industry are taught as a means of developing concepts and refining merchandising skills. A hands-on approach is used to familiarize students with the tools, techniques, and management issues faced in the changing and challenging world of fashion. Our curriculum is designed to develop competent multitasking skills, while integrating conceptual and creative abilities with technical and sound business practices that will prepare students for successful professional careers in the fashion industry.

General education requirements broaden the student's educational courses beyond technical training. The normal program length is 18 months of instruction. Upon successful completion of all graduation requirements, graduates will be awarded an Associate in Specialized Business Degree.

Graduates of this program should possess the knowledge and skills necessary to obtain entry-level positions in one of a variety of careers in the fashion industry such as: Entry-level Management Trainee leading to Store Management, Department Manager, Merchandising Trainee, Associate or Assistant Buyers leading to Buyer, Fashion Promotion Assistant, Manufacturer's Representative, Sales Representative, Visual Merchandiser, Advertising or Marketing Assistant, Entrepreneur, Event Promotion Assistant, Merchandise Allocating Assistant, Personalized Shopping Specialist, Department Lead, Customer Service Representative, Inventory Control Specialist, Retail Scanning Coordinator or Product Marketing Analyst Assistant.

The student must take the Wonderlic test before acceptance with a minimum composite score of 15.

CONCENTRATION COURSES

Course#	Course Title	Contact Hours	Credits
BUS102	Introduction to Business	60	4
BUS112	Business Policies and Strategies	44	3
BUS130	Introduction to Entrepreneurship	60	4
BUS140	Accounting Essentials	60	4
CIT100	Introduction to Computer Concepts and Applications	60	4
FAS101	Introduction to Fashion Merchandising	44	3
FAS110	Fashion Marketing and Consumer Behavior	60	4
FAS120	Textile and Apparel Analysis	44	3
FAS125	Fashion Trend Analysis	44	3
HRM100	Human Resource Management	44	3
MER110	Merchandising Principles and Practices	44	3
MER125	Visual Merchandising I	60	4
MER225	Visual Merchandising II	60	4
MER235	Direct Marketing	44	3
MER245	Retail Buying	60	4
MKT101	Sales	44	3
MKT130	Retailing	44	3
MKT240	Advertising Practices	44	3
SSC100	College Success	44	3
SSC200	Career Development	60	4
EXT220/CAP280	Externship or Capstone	280	9
TOTAL CONCENTRATION CONTACT HOURS, CREDITS		1,304	78

GENERAL EDUCATION COURSES

Course#	Course Title	Contact Hours	Credits
ENG100	English Composition	40	4
ENG150	Literature and Composition	40	4
MTH110	College Mathematics	40	4
PSY101	Introduction to Psychology	40	4
SOC100	Introduction to Sociology	40	4
TOTAL GENERAL EDUCATION CONTACT HOURS, CREDITS		200	20

Total Contact Hours and Credits Required for Graduation

1,504 **98**

JUSTICE TECHNOLOGY



Associate in Specialized Technology Degree

The objective of the Justice Technology program is to prepare graduates for an entry-level position in the general field of law enforcement. The major focus is on building the abilities and skills necessary for modern justice technology with a specific focus on evidence and computer forensics. Students will receive hands-on training to familiarize them with the tools, techniques, and management issues faced in the new age of law enforcement. Students will be involved with a number of computer-based subjects that are in demand in today's justice technology field.

In addition to the general school requirements, candidates for the Justice Technology program must successfully complete the following:

The student must take the Wonderlic test before acceptance with a minimum composite score of 15.

This program will require a criminal history check submitted to the Pennsylvania State Police.

Applicants with a felony conviction will not be accepted.

The normal program length is 18 month of instruction. Upon successful completion of all graduation requirements, graduates will be awarded an Associate in Specialized Technology Degree and will be prepared to integrate computer skills with knowledge and training in justice and may fill entry-level positions in the field of law enforcement, such as:

- Armed Private Security Officer
- Airport Security
- CIA (support positions)
- Evidence Technician
- Federal, State, Local Corrections Officer
- Fraud & Insurance Investigators
- Intake Officers/Fingerprinting Clerks
- Loss Prevention Agent
- Police Officer
- Secret Service Uniform Division
- State Trooper
- 911 Operator

Please note these positions are entry-level and some may require additional training such as the ACT 120 and/or field experience.

CONCENTRATION COURSES

Course#	Course Title	Contact Hours	Credits
CFC130	Introduction to Computer Forensics	60	4
CFC140	Utilizing Computers to Solve Crimes	44	3
CFC150	System Intrusions, Viruses, and Security	44	3
CFC200	Special Investigations	44	3
CIT100	Introduction to Computer Concepts and Applications	60	4
EVF110	Crime Scene Basics	60	4
EVF120	Advanced Crime Scene Techniques	60	4
EVF220	Modern Evidence Technology	60	4
JUS100	Introduction to Criminal Justice	44	3
JUS110	Criminal Law	44	3
JUS120	Criminal Procedure	44	3
JUS125	Ethics and Cultural Diversity	44	3
JUS155	Traffic Issues	44	3
JUS160	Police Operations	44	3
JUS215	Interviewing Techniques	60	4
JUS220	Issues in Law Enforcement	44	3
JUS225	Basic Investigations	60	4
JUS235	Weapons Training	60	4
SSC100	College Success	44	3
SSC200	Career Development	60	4
EXT220/			
CAP280	Externship or Capstone	280	9
TOTAL CONCENTRATION CONTACT HOURS, CREDITS		1,304	78

GENERAL EDUCATION COURSES

Course#	Course Title	Contact Hours	Credits
ENG100	English Composition	40	4
ENG150	Literature and Composition	40	4
MTH110	College Mathematics	40	4
PSY101	Introduction to Psychology	40	4
SOC100	Introduction to Sociology	40	4
TOTAL GENERAL EDUCATION CONTACT HOURS, CREDITS		200	20

Total Contact Hours and Credits Required for Graduation

1,504 **98**



VISUAL COMMUNICATIONS

Associate in Specialized Technology Degree

The Visual Communications program can prepare students for an entry-level position in an exciting, evolving career field. Courses stimulate and develop conceptualization and design capabilities, while practical hands-on lab classes emphasize critical production skills.

The program begins with a core of basic skills and gradually builds to more advanced techniques including animation and multimedia. Students can develop traditional and computer skills utilizing the equipment and software currently used in the field. The general education component enhances these technical skills by adding broad-based problem solving and human relation insights. Various business subjects are also integrated into the curriculum to provide additional structure and support. The program is designed to provide the student with the knowledge and skills necessary for employment in the Visual Communication industry and is taught on a professional level that provides for both job entry and future growth.

Upon successful completion of all graduation requirements, graduates are awarded an Associate in Specialized Technology Degree in Visual Communications. The normal program length is 18 months.

Graduates of this program should possess the knowledge and skills necessary to obtain entry-level positions such as:

- Electronic Designer
- Graphic Designer
- Illustrator
- Layout Artist
- Production Artist
- Web Page Designer

The employers in this field include:

- Advertising Agencies
- Publishing House
- Design Studios
- Printing Companies
- Record Companies
- Corporate Art Departments
- Full-Service Printing Companies
- Newspaper and Magazine Publishers

CONCENTRATION COURSES

Course#	Course Title	Contact Hours	Credits
ART100	Art History	44	3
CIT100	Introduction to Computer Concepts and Applications	60	4
DES200	Promotional Design	44	3
DES250	Senior Project	44	3
MKT100	Marketing Principles	44	3
VIS102	Basic Drawing Principles	60	4
VIS104	Typography	44	3
VIS106	Computer Illustration	60	4
VIS108	Digital Pre Press	60	4
VIS109	Photo Concepts	44	3
VIS110	Multimedia I	60	4
VIS120	Digital Graphics I	60	4
VIS125	Design Fundamentals	44	3
VIS202	Intermediate Drawing Principles	44	3
VIS210	Multimedia II	60	4
VIS220	Digital Graphics II	44	3
VIS225	3D Computer Modeling	60	4
VIS260	Portfolio Presentation	44	3
SSC100	College Success	44	3
SSC200	Career Development	60	4
EXT220/CAP280	Externship or Capstone	280	9
TOTAL CONCENTRATION CONTACT HOURS, CREDITS		1,304	78

GENERAL EDUCATION COURSES

Course#	Course Title	Contact Hours	Credits
ENG100	English Composition	40	4
ENG150	Literature and Composition	40	4
PHL 200	Aesthetics	40	4
PSY101	Introduction to Psychology	40	4
SOC100	Introduction to Sociology	40	4
TOTAL GENERAL EDUCATION CONTACT HOURS, CREDITS		200	20

Total Contact Hours and Credits Required for Graduation **1,504** **98**





COURSE DESCRIPTIONS

ART100

Art History

44 hours, 3 Credits

The history of art is presented through the analysis of meaning, style, theory, and technique. This course provides a survey of the major artists, periods, and movements that have contributed to the development of art and society from prehistoric times to the present.

Prerequisite: None

BUS100

Office Applications I

60 hours, 4 Credits

This course emphasizes the use of word processing as an office productivity tool. Students are familiarized with the basic and advanced features of word processing as they apply to office tasks and procedures. Students are encouraged to use problem-solving and decision-making skills to generate a variety of business correspondence.

Prerequisite: BUS105 Keyboarding

BUS102

Introduction to Business

60 hours, 4 credits

An introduction to the practice of business through analysis of the role and functions of: accounting, management, marketing, finance, and economics within business organizations. Students will be introduced to common business terms and principles, and will examine the various activities of businesses in daily operations.

Prerequisite: None

BUS105

Keyboarding

44 hours, 3 Credits

This course includes a thorough presentation and/or review of the keyboard along with basic exercises using source documents of various applications. Accuracy and speed are stressed.

Prerequisite: None

BUS112

Business Policies and Strategies

44 hours, 3 credits

This course examines successful business strategies through the analysis of theoretical and actual business ventures. Students research approaches used to manage products and services, customers, competition, marketing plans, legal procedures and regulations, operations, human resources and finances.

Prerequisite: BUS102 Introduction to Business

BUS115

Office Applications II

60 hours, 4 Credits

This course emphasizes the use of spreadsheet software. Students are expected to become familiar with the basic and advanced features of spreadsheet applications. Students are provided with opportunities to build and develop spreadsheet formulas to manipulate data and to achieve business solutions.

Prerequisite: None

BUS120

Customer Service I

44 hours, 3 credits

This course concentrates on developing workplace interpersonal skills and the role customer service plays in business success. Skills emphasized in the course may include teamwork, customer service, effective listening techniques, and negotiations. Students practice customer service scenarios.

Prerequisite: None

BUS130

Introduction to Entrepreneurship

60 hours, 4 credits

This course provides an in-depth look at entrepreneurship. Topics include the benefits and liabilities of owning a small business, how to start one and the marketing and management techniques needed to run a small business.

Prerequisite: None

BUS140

Accounting Essentials

60 hours, 4 credits

This course enables the student to complete basic accounting tasks such as journaling and posting transactions, keeping records of customer and vendor accounts, preparing a trial balance, income statement and balance sheet.

Prerequisite: None

BUS150

Presentations and Communication Applications

60 hours, 4 credits

This course emphasizes the use of presentation and communication software. Students are expected to become familiar with the basic and advanced features of presentation and communication applications as they apply to business communications. Students will apply their creativity skills to generate and deliver professional presentations. This course will also emphasize the fundamentals of setting up and managing e-mail messages, calendar, contacts, tasks, and meeting scheduling.

Prerequisite: None

BUS200

Business Law

44 hours, 3 credits

This course is designed to provide an understanding of the foundation of our legal system and covers principles such as contract, criminal and commercial law. This course emphasizes the practical application of business law.

Prerequisite: None

BUS215

Office Applications III

60 hours, 4 credits

This course emphasizes the use of database software as an office productivity tool. Students will have the opportunity to learn how to create and modify database tables. Students will also have the opportunity to organize data, manage data, extract specific data through the use of filters and queries, and produce reports.

Prerequisite: None

BUS220

Customer Service II

44 hours, 3 credits

This course explores conflict diagnosis and dispute resolution processes in business organizations. Students will discuss general models of conflict, methods of managing conflict, and issues related to disagreements.

Prerequisite: None

CAP280

Capstone

280 hours, 9 credits

The capstone is a research-based course that integrates contents learned throughout the program. Projects will simulate a professional work environment.

Prerequisite: Successful completion of all core courses

CAP290**Capstone**

288 hours, 9 credits

The capstone is a research-based course that integrates theory and content covered throughout the program. Projects will simulate a professional work environment.

Prerequisite: Successful completion of all core courses

CFC130**Introduction to Computer Forensics**

60 hours, 4 credits

The student will have the opportunity to utilize the skills taught in CIT100 to see how it applies to the forensics in a case where a computer is involved. The process of computer evaluation for an investigation will be explored as well as the role computers play in modern day crimes.

Prerequisite: CIT100 Introduction to Computer Concepts and Applications

CFC140**Utilizing Computers to Solve Crimes**

44 hours, 3 credits

This class will be a follow-up to CFC130 and will also explore computer programs that are assisting officers in solving crimes and managing cases. Sample software will be used to provide students with basic understanding for future use in the field.

Prerequisite: CFC130 Introduction to Computer Forensics

CFC150**System Intrusions, Viruses, and Security**

44 hours, 3 credits

Use of computers as instruments of crimes is an ever growing problem in today's society. Students will look at the vulnerability of computer networks, how intrusions occur, and what problems can arise. Security techniques to guard against these types of problems will also be discussed.

Prerequisite: CIT100 Introduction to Computer Concepts and Applications

CFC200**Special Investigations**

44 hours, 3 credits

This class will look at investigative techniques for incidents that do not occur every day and identify the need to call for assistance from other departments and agencies. The class will review major cases that require the investigator to use his or her skill, the resources of the department, and those of others.

Prerequisite: None

CIT100**Introduction to Computer Concepts and Applications**

60 hours, 4 credits

This course is an overview of computer concepts and applications. The course will provide students with a basic understanding of what a computer is, its different components, and how it works. Computer applications in the business world will be examined.

Prerequisite: None

CIT110**Fundamentals of Information Systems**

60 hours, 4 credits

This course discusses the principles of information systems within business organizations. Topics such as business data and information, telecommunications and networks, and the Internet will be discussed. In addition, the course will also explore the effects of globalization on information systems.

Prerequisite: None

CIT120**Operating Systems I**

60 hours, 4 credits

This course is designed to present students with popular alternative networking technology as it is integrated into the business world. The course presents practical, current knowledge of Microsoft Windows and the components and capabilities of both a server and workstation.

Prerequisite: None

CIT130**Fundamentals of Networking**

60 hours, 4 credits

This course introduces students to network communications technologies including LANs, WANs, and the Internet. Emphasis is placed on learning both the concepts and terminology essential to using a client/server network operating system. The course encompasses various physical topologies and transport media, cable types, performance, addressing, network access, routing, and error checking. Communication methods are examined including the OSI model, numerous protocol stacks, packet formation, and synchronous/asynchronous transmission. The course concludes with a managing network resources overview, and basic troubleshooting techniques.

Prerequisite: None

CIT136**Introduction to UNIX Operating System**

60 hours, 4 credits

Students receive an overview of the UNIX operating system with an emphasis on the commands to interface with network resources. The Network File System (NFS) is introduced to show how multiple client workstations are interfaced into a network.

Prerequisite: None

CIT141**Internetworking I**

44 hours, 3 credits

This course will provide an overview of the tools commonly used to retrieve and distribute information on the Internet, including e-mail and the World Wide Web. Topics in Internet-based programming, including a common hypertext markup language and interactive Web programming environment, will be examined.

Prerequisite: None

CIT170**Systems Technology**

44 hours, 3 credits

This course provides an overview of Industry Standard Architecture (ISA) for microcomputer systems. Hardware problem identification techniques will be examined as well as troubleshooting methods for components of a microcomputer system. Power supplies, enclosures, motherboards, memory, hard drives, floppy drives, monitors and BUS I/O cards are examined.

Prerequisite: None

CIT210**Network Administration**

60 hours, 4 credits

This course focuses on the functions and roles of a network administrator. In this context, students will have the opportunity to learn how to manage and maintain a server environment. They will create, manage, and maintain users, groups, and computer accounts. Backup concepts, features, and issues will be discussed.

Prerequisite: CIT130 Fundamentals of Networking

CIT252**Novell Netware Administration**

44 hours, 3 credits

This course examines Novell's Netware from the system administrator's point of view. Overall systems configuration including security measures, printer definition, session rules and network problem-solving tools are examined. Day-to-day administrative functions including backups and system management functions are studied.

Prerequisite: CIT130 Fundamentals of Networking

CIT253**Operating Systems II**

44 hours, 3 credits

This course is designed to present students with popular alternative networking technology as it is integrated into the business world. The course presents practical, current knowledge of Microsoft Windows and the components and capabilities of both a Microsoft Windows 2000 Server and Windows XP Professional.

Prerequisite: CIT120 Operating Systems I

CIT256**UNIX Systems Administration**

44 hours, 3 credits

This course provides an overview of the commands necessary to administer and operate a multi-user UNIX system. Students are introduced to the technique of installing the UNIX operating system, to administer the daily use of the system and how to support users. Students receive training on how the Network File System (NFS) interacts with the applications to make use of the network resources transparent to the user. Managing the network server from the UNIX environment is also addressed.

Prerequisite: CIT136 Introduction to UNIX Operating System

CIT266**Communication and Transmission Protocols**

60 hours, 4 credits

The course will provide an introduction to an integrated set of common and widely understood transport and network protocols including TCP/IP (Transmission Control Protocol/Internet Protocol). Service applications include file transfer, terminal emulation, transparent distributed file access and sharing, remote command execution and remote printing.

Prerequisite: CIT130 Fundamentals of Networking

CIT272**Network Security**

60 hours, 4 credits

This course addresses security issues for TCP/IP based and NT based networks. Access Control and Communications Security issues will be covered as well as Internet and intranet security.

Prerequisite: CIT130 Fundamentals of Networking

CPS120**Fundamentals of Programming**

44 hours, 3 credits

This course provides students with practical guidance on the development of object-oriented applications. Students will be exposed to techniques and problem-solving aids necessary for efficient solutions of programming logic and design. The course includes, but is not limited to, general principles and concepts of programming logic and design, GUI programming, top-down design, input and output decision, loops, sequential files, array and object oriented development using real-business problems.

Prerequisite: None

CPS134**Database Programming**

44 hours, 3 credits

The advanced programming capabilities of a database software package will be presented. Topics include manipulating data through relational databases and use of the Structured Query Language (SQL).

Prerequisite: BUS215 Office Applications III

CPS249**Database System Design**

60 hours, 4 credits

This course includes important database concepts and the building of a technical database vocabulary. Instruction will also include fundamental concepts involved in database design, development and deployment.

Prerequisite: BUS215 Office Applications III

CPS254**Internetworking II**

44 hours, 3 credits

This course is designed to expand the students' knowledge of the Internet. Students use JavaScript and HTML to create client-side, interactive Web pages.

Prerequisite: CIT141 Internetworking I

CPS282**Internetworking III**

44 hours, 3 credits

This course is designed to provide a working knowledge of Extensible Markup Language (XML) for the management, display and organization of data. XML is an essential technology for anyone using markup languages on the web or internally.

Prerequisite: CPS254 Internetworking II

CPS284**Web Technology**

60 hours, 4 credits

Course includes instruction in the fundamental concepts involved in programming in the context of the Web by designing and deploying e-commerce and other Web-based applications.

Prerequisite: CPS134 Database Programming and CIT141 Internetworking I

CPS285**Web Development and Administration Project**

60 hours, 4 credits

In this course, students have the opportunity to apply their learning to implement a web application project. Students will be expected to use project management tools to document the stages of the project.

Prerequisite: CPS282 Internetworking III

CTS200**End User Support**

60 hours, 4 credits

This course explores end user support concepts, strategies, and practices in a computer networking environment. Students will have the opportunity to learn customer service skills, troubleshooting skills, and help desk operations.

Prerequisite: CTS240 Problem Solving Strategies

CTS240**Problem Solving Strategies**

60 hours, 4 credits

This course exposes students to a wide variety of strategies in problem-solving. Students practice different creative thinking techniques and communication skills to approach technical and non-technical problems.

Prerequisite: None

DES200**Promotional Design**

44 hours, 3 Credits

This is an advanced course that focuses on the creation of promotional material to effectively convey specific messages to target audiences. Students can construct visual material for a variety of print, web, television, and multimedia sources using innovative advertising and marketing strategies. Budgeted business plans that include analyses of client needs, targeted market research, estimates of resource and labor cost, and multiple presentation concepts will also be developed.

Prerequisite: MKT100 Marketing Principles

DES250**Senior Project**

44 hours, 3 Credits

Under faculty supervision, students will be expected to complete an independent design project that demonstrates their theoretical and technical proficiency in relation to the total design process. The student will be required to develop one design project of their own choosing. They will also be required to develop a graphic identity for business cards, resumes and portfolios.

Prerequisite: DES200 Promotional Design and VIS220 Digital Graphics II

ECN101**Economics**

44 hours, 3 credits

This is an introduction to economic theories of supply and demand, the principles of scarcity, the allocation of resources and the organization of economic systems. Students explore forces shaping the economy such as market structures, financial institutions, government policies, unemployment, the national debt and the global marketplace. Methods for analysis of economic problems and predictions of future trends are evaluated.

Prerequisite: None

ENG100**English Composition ***

40 hours, 4 credits

This course emphasizes the ability to write clearly and effectively by applying composition principles to a variety of writing modes. Focus is on the writing process, intended audience, consistent point of view, correct grammar usage, concise language, appropriate style, and effective organizational strategies.

Prerequisite: None

ENG150**Literature and Composition ***

40 hours, 4 credits

Students have the opportunity to expand their composition skills by exploring advanced essay forms that include persuasive writing, literary analysis and documented research. A variety of literary forms are analyzed for style and content. Techniques for selecting and evaluating research materials, conducting research, and arranging information to support a thesis statement are emphasized. Standard methods for documenting research and sources are also included.

Prerequisite: ENG100 English Composition

EP 098**Developmental English**

40 hours, 0 credits

A thorough review and study of basic grammar concepts and beginning writing utilizing a balanced approach of practical applications and conceptual understanding. The emphasis is on building literacy skills as well as confidence and accuracy in a supportive environment.

Prerequisite: None

EVF110**Crime Scene Basics**

60 hours, 4 credits

To solve cases where there is no suspect, the investigating officers must be able to gather evidence and associate it to a suspect. This class will look at the basics of evidence identification, gathering, and packaging. The students will spend time in the crime scene lab to review and utilize crime scene evidence techniques. Each student will receive a basic evidence kit that will be useful in future endeavors.

Prerequisite: None

EVF120**Advanced Crime Scene Techniques**

60 hours, 4 credits

This course is designed as a follow-up course to the Crime Scene Basics. This course will go more in depth with techniques already discussed and expand on techniques both old and new.

Prerequisite: EVF110 Crime Scene Basics

**EVF220
Modern Evidence Technology**

60 hours, 4 credits

This class will be a follow-up to Advanced Crime Scene Techniques and will look at advanced techniques of evidence gathering and evaluation. It will also review modern techniques that have changed the face of crime solving. This class will also spend time in the lab allowing "hands-on" experience and guest lecturers from the field.

Prerequisite: EVF120 Advanced Crime Scene Techniques

**EXT200
Externship**

288 hours, 9 credits

The Externship is designed to provide the students with an opportunity to apply the knowledge and the skills developed in the classroom in a related working environment. It is an opportunity for students to discover their strengths and weaknesses and to apply their skills in a total learning experience.

Prerequisite: Successful completion of all core courses

**EXT220
Externship**

280 hours, 9 credits

The Externship is designed to provide the students with an opportunity to apply the knowledge and the skills developed in the classroom in a related working environment. It is an opportunity for students to discover their strengths and weaknesses and to apply their skills in a total learning experience.

Prerequisite: Successful completion of all core courses

**FAS101
Introduction to Fashion Merchandising**

44 hours, 3 credits

This is an introduction to the fashion merchandising industry, with an overview of fashion principles, terminology, history, styles, retailers, organizations, and fashion business markets.

Prerequisite: None

**FAS110
Fashion Marketing and Consumer Behavior**

60 hours, 4 credits

This course examines the planning, pricing, promotion, and distribution of products and services within the fashion industry, and discusses how consumer motives and attitudes contribute to marketing decisions. Psychological, social, ethical, and financial factors that affect the marketplace are examined through case analyses.

Prerequisite: None

**FAS120
Textile and Apparel Analysis**

44 hours, 3 credits

An analysis of the quality of design materials and construction techniques used in commercially produced textiles, apparel, and accessories. Manufacturing processes, quality and sizing standards, and pricing are compared in relation to the target customer in various markets.

Prerequisite: FAS101 Introduction to Fashion Merchandising

**FAS125
Fashion Trend Analysis**

44 hours, 3 credits

In this course, students will have the opportunity to learn how to research and analyze fashion trends for use in forecasting, planning, developing, and promoting clothing lines. Students will examine theories, cycles, styles, sales, media sources, societal influences, and consumer research related to forecasting processes.

Prerequisite: FAS101 Introduction to Fashion Merchandising

**HRM100
Human Resource Management**

44 hours, 3 credits

This course introduces the traditional and contemporary concerns of personnel departments. It is the study of how organizations obtain, maintain, and retain the human resources. Topics include equal employment opportunity, hiring, training, and performance appraisals.

Prerequisite: None

**JUS100
Introduction to Criminal Justice**

44 hours, 3 credits

This course gives students a basic introduction to crime, law, and justice. A combination of current events and case law will help the student understand the legal aspects of criminal justice. A historical overview will help students understand how modern notions of criminal justice have evolved over time.

Prerequisite: None

**JUS110
Criminal Law**

44 hours, 3 credits

This course furnishes a concise but comprehensive introduction to the substantive criminal law. It offers an understanding of the legal environment in which criminal justice professionals must function and helps the student to gain a clear understanding of the principals of the law that will be vital to success in the field.

Prerequisite: None

**JUS120
Criminal Procedure**

44 hours, 3 credits

This course is designed to help the student develop an understanding of the criminal procedure in State and Federal Courts and their relationship to the United States Constitution. The course focuses on the social, political and historical evolution of criminal procedure. Edited case excerpts from cases and dissenting opinions will give the student an appreciation of the judicial philosophy behind decisions. The course will show how laws and legal institutions function in today's society.

Prerequisite: None

**JUS125
Ethics and Cultural Diversity**

44 hours, 3 credits

In an ever changing society the professional protecting our communities must be able to interact with individuals from all types of backgrounds. This requires the knowledge of cultural issues, not only common to that geographic location, but also the changing nature of society. The class will also explore ethical dilemmas commonly experienced in this profession.

Prerequisite: None

**JUS155
Traffic Issues**

44 hours, 3 credits

This course will explore the issues involved in traffic enforcement, and crash investigations. The student will experience the complexities of investigating the causes of crashes and the importance of their results. The focus of the class will extend to those created by vehicle crashes. The instructor will review actual crash scenes through actual reports and photographs to allow students to experience the importance of management. The student will also have the opportunity to learn important documentation techniques.

Prerequisite: None

**JUS160
Police Operations**

44 hours, 3 credits

The operational component of a police organization changes depending on the size of the department, the community, and its population. Operational issues may also be influenced by political structure, geographic location, and of course crime. The student will get an opportunity to look at departments of different sizes and see the organizational structure as well as the problems and successes experienced.

Prerequisite: None

**JUS215
Interviewing Techniques**

60 hours, 4 credits

The business of police/security is people. While police/security relies on people to report and help solve crimes, every facet of their work is concerned with the problems of people. People and the information they supply help accomplish investigative tasks; collecting information is a key investigative task. Personality and the manner in which interpersonal communications are handled can greatly influence the quality and quantity of information obtained.

Prerequisite: None

**JUS220
Issues in Law Enforcement**

44 hours, 3 credits

Modern enforcement can be extremely difficult with the changing times, liability issues, and financial difficulties. The police of today are required to be more skilled than their predecessors. The student will experience and evaluate common current issues in the field of law enforcement.

Prerequisites: None

**JUS225
Basic Investigations**

60 hours, 4 credits

The course is a comprehensive examination of civil and criminal investigations in both public and private modes. Focus is on the fundamentals of the investigative process and the range of skills necessary for successful management of investigations. Through a combination of classroom lecture and field assignments the student will have the opportunity to enhance their ability to gather information.

Prerequisite: None

JUS235**Weapons Training**

60 hours, 4 credits

This course provides training in the use of weapons which might be employed in some occupations, such as armed security officers. The student will receive classroom and firing range instruction to introduce the safe and effective use of such weapons. The student's successful completion of the course, as well as meeting state-mandated physical, psychological, and criminal-history requirements, may qualify the student to receive Pennsylvania Act 235 certification.

*Prerequisite: None***MAT 098****Developmental Math**

40 hours, 0 credits

A thorough review and study of general mathematics concepts and beginning algebra utilizing a balanced approach of practical applications and conceptual understanding.

The emphasis is on building problem solving skills as well as confidence and accuracy in a supportive environment.

*Prerequisite: None***MER110****Merchandising Principles and Practices**

44 hours, 3 credits

This course introduces merchandising principles and practices employed within retail environments. Topics include store organization, inventory control, financial considerations, operational management, and customer services. Merchandising concepts, retailing techniques and consumer behavior are discussed.

*Prerequisite: None***MER125****Visual Merchandising I**

60 hours, 4 credits

This course involves the study of visual merchandising and merchandise presentation techniques, with an emphasis on psychological motivation, retail design, and display teamwork. Topics include the creation of specialty and department store displays, the design of visuals for walls and windows, the effects of color and lighting on consumer behavior, and professional presentation techniques for apparel and accessories.

*Prerequisite: None***MER225****Visual Merchandising II**

60 hours, 4 credits

This course involves the continuing study of visual merchandising and presentation. Advanced topics include the complex creation of influential store displays, the design of visuals for walls and windows, and the effects of color and lighting on consumer. Sophisticated presentation techniques will be stressed.

*Prerequisite: MER125 Visual Merchandising I***MER235****Direct Marketing**

44 hours, 3 credits

This course examines principles of marketing and product distribution, and presents direct marketing techniques that are designed to address customer preferences. Students will be expected to research marketing plans, products and services, target markets, direct mail and telemarketing tactics, and advertising principles involved in the development of production strategies and promotional processes.

*Prerequisite: MKT130 Retailing***MER245****Retail Buying**

60 hours, 4 credits

This course will focus upon the principles of merchandise selection and buying. Students examine the role of the buyer, buying methodologies, inventory planning, pricing and budgeting. Merchandise buying from domestic and international vendors will be examined along with the development of private label brands.

*Prerequisite: None***MGN110****Management Concepts**

60 hours, 4 Credits

This course focuses on the major theories of management, the history and functions of management, business ethics, as well as the personal skills required of career managers.

*Prerequisite: None***MGN210****Organizational Behavior**

44 hours, 3 Credits

This course focuses on the major theories of motivation, leadership, delegation, group dynamics, communication, controlling and their applications in the work place.

*Prerequisite: MGN110 Management Concepts***MKT100****Marketing Principles**

44 hours, 3 Credits

The basic concepts of marketing are examined. Topics include market research, strategic planning, consumer markets, target marketing, marketing ethics and the marketing concept.

*Prerequisite: None***MKT101****Sales**

44 hours, 3 credits

This course emphasizes sales by analyzing the principle phases of a sale, buying behavior, ethics, and communicating with the buyer. The principles and practices of professional selling are explained. Customer service is also emphasized in the areas of delivering good customer relationships and handling problems associated with customers.

*Prerequisite: None***MKT130****Retailing**

44 hours, 3 credits

An in-depth view of the dynamic nature of today's industry is explored. Focus is placed on understanding the types of institutions, store location decisions, store layout and design, planning sales and merchandise, vendor relationships, pricing decisions, and promotional efforts of modern retailers.

*Prerequisite: None***MKT240****Advertising Practices**

44 hours, 3 credits

This course outlines the many steps of planning and developing an advertising strategy through researching the product, company, market, and competition. The next phase is designing copy and visuals for advertisements in selected media; a comprehensive, creative advertising campaign is integrated into this course.

*Prerequisite: None***MTH110****College Mathematics ***

40 hours, 4 credits

This course begins with a review of basic mathematical calculations including fractions, decimals, rates, ratios, and percentages, and then builds upon those skills to cover signed numbers, algebra, basic statistical operations, and geometry.

*Prerequisite: None***PHL200****Aesthetics ***

40 hours, 4 Credits

This course examines the nature of art and beauty from a philosophical perspective, with a focus on creative inspiration and the forms and effects of art. Students will be expected to research a variety of aesthetic disciplines across the humanities, and investigate psychological and social needs for artistic expression.

*Prerequisite: None***PSY101****Introduction to Psychology ***

40 hours, 4 credits

This course examines the biological and mental processes that are related to human and animal behavior. Topics include psychological and physiological development, sensation, perception, motivation, emotion, memory, learning, thinking, language, and behavior.

*Prerequisite: None***SOC100****Introduction to Sociology ***

40 hours, 4 credits

This course involves the study of society, social behavior, human interaction, and cultural patterns. Topics include the analysis of social conflict, the structure and function of institutions, the dynamics of individual and group interactions, and social stratification and diversity.

*Prerequisite: None***SSC100****College Success**

44 hours, 3 credits

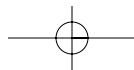
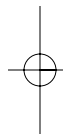
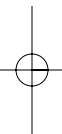
A course for entering freshmen students designed to prepare students for succeeding in college. The course reviews key issues related to college success, including self-esteem, social issues, financial needs, time management concerns, study skills, and developmental challenges.

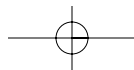
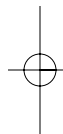
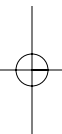
*Prerequisite: None***SSC200****Career Development**

60 hours, 4 credits

This course focuses on students' awareness and achievement in the areas of resume preparation, job hunting, interviewing, employer expectations, effective communication skills and human relations.

Prerequisite: None







Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

2007

January 15, 2007
February 19, 2007
March 25 – April 8, 2007
May 28, 2007
June 24 – July 8, 2007
September 3, 2007
September 23 – October 7, 2007
November 22 & 23, 2007
December 23, 2007 – January 6, 2008

HOLIDAYS

Martin Luther King Day
Presidents' Day
Spring Break
Memorial Day
Summer Break
Labor Day
Fall Break
Thanksgiving Holiday
Winter Break

2008

January 21, 2008
February 18, 2008
March 24, 2008 – April 6, 2008
May 26, 2008
June 22, 2008 – July 6, 2008
September 1, 2008
September 24, 2008 – October 7, 2008
November 27 & 28, 2008

Holidays

Martin Luther King Day
Presidents' Day
Spring Break
Memorial Day
Summer Break
Labor Day
Fall Break
Thanksgiving Holiday

2007/2008 TERM DATES

	START	DROP/ADD	END
Winter 2007	January 8, 2007	January 16, 2007	March 24, 2007
Spring 2007	April 9, 2007	April 17, 2007	June 23, 2007
Summer 2007	July 9, 2007	July 17, 2007	September 22, 2007
Fall 2007	October 8, 2007	October 16, 2007	December 22, 2007
Winter 2008	January 7, 2008	January 15, 2008	March 22, 2008
Spring 2008	April 7, 2008	April 15, 2008	June 21, 1008
Summer 2008	July 7, 2008	July 15, 2008	September 23, 2008
Fall 2008	October 8, 2008	October 14, 2008	December 20, 2008

Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

Faculty

Hilary Borneo
Instructor – General Education
M.S. Carnegie Mellon University
B.S. City College of New York
A.A.S. Medgar Evers College

Richard Bryant
Instructor – Business Administration
B.S. Edinboro State College
Web Author, Web Developer Certified

Alan Byrne
Instructor – Visual Communications
M.A. Penn State University
B.S. State College of New York

Lorraine Caplan
Instructor – Justice Technology
J.D. University of Pittsburgh School of Law
B.S. University of Pittsburgh

Darrell Casoli
Instructor – Computer Information Management
Diploma IADT-Pittsburgh

George Cherico
Instructor – General Education
M.A. Duquesne University
B.S. University of Pittsburgh

Robert Clements
Instructor – Visual Communications
B.S. Point Park College
A.S. Art Institute of Pittsburgh

Renee Forbes
Instructor – Fashion Merchandising
B.A. University of South Carolina
A.S. University of South Carolina

Mike Gainey
Instructor – Fashion Merchandising
M.S. Robert Morris University
M.S. Indiana University of Pennsylvania
B.S. Duquesne University

Anthony Giunta
Instructor – General Education
M.A. Indiana University of Pennsylvania
B.A. Duquesne University

Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

Dennis Glaus
Instructor – Justice Technology
B.A. University of Pittsburgh

James Guffey
Instructor – Justice Technology
B.S. University of Pittsburgh
A.S. Community College of Allegheny County

Jonathan Hall
Instructor – Visual Communications
B.A. Edinboro University

Lynne Heuber
Instructor – General Education
B.S.B.A. Robert Morris College
A.S. Community College of Allegheny County

Monica A. Klos
Program Chair – Fashion Merchandising
B.A. Mercyhurst College

Robert Lawson
Instructor – General Education
B.S. Robert Morris University
A.S. Community College of Allegheny County

Kathleen Madigan
Instructor – Fashion Merchandising, Business Administration
M.B.A. Point Park University
B.S. Point Park University
A.S. Community College of Allegheny County

Patrick McCarthy
Instructor – Justice Technology
B.S. Youngstown State University

Donna J. McCullough
Instructor – General Education
M.S. University of Pittsburgh
B.S. University of Pittsburgh

Kevin McDowell
Instructor – Justice Technology
B.A. Indiana University of Pennsylvania

Scott Moore
Instructor – Visual Communications
B.F.A. Temple University

Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

Dawn Papuga
Instructor – General Education
M.A. University of Alabama
B.A. University of Pittsburgh

Alanna M. Roche
Program Chair – Visual Communications
B.A. California University of Pennsylvania

Kimberly Scumaci
Instructor – Business Administration
M.S. Robert Morris University
B.S.B.A. Robert Morris University

Nancy Stadler
Instructor – Visual Communications
B.F.A Edinboro University

Robert Swartzwelder
Instructor – Justice Technology
A.S. Community College of Allegheny County

John Taormina
Instructor – General Education
M.B.A. Point Park University
B.A. Point Park University
A.A. Community College of Allegheny County

Steven Todoric
Program Chair – Justice Technology
B.S. St. Vincent College

James Vogel
Instructor – Justice Technology
B.A. Penn State University

Tami S. Weimer
Registrar
M.B.A. Point Park University
B.S. Point Park University
A.S.B. Sawyer School

Jason Wickline
Instructor – Business Administration
B.S.B.A. Robert Morris University
A.S. Community College of Allegheny County

Margaret Zapor
Program Chair – Business Administration
M.B.A. Point Park University
B.A. Wheeling Jesuit University

Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

Administration

Ernie Junstrom
Campus Director

Shondra DuBrosky
Director of Student Finance

Mary Eifler
Director of Career Services

*Please note the International Academy of Design and Technology in Pittsburgh is no longer a member of the Better Business Bureau.

* The course description for BUS215 Office Applications III on page 22 should read:
This course emphasizes the use of database software as an office productivity tool. Students will have the opportunity to learn how to create and modify database tables. Students will also have the opportunity to organize data, manage data, extract specific data through the use of filters and queries, and produce reports.
Prerequisite: CIT100 Introduction to Computer Concepts and Applications **OR** BUS115 Office Applications II.

STATEMENT OF OWNERSHIP – Page 4 is replaced by the following:

The International Academy of Design & Technology is owned by School of Computer Technology, Inc., which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169.

The executive officers of CEC are:

Gary E. McCullough, President and Chief Executive Officer
Michael J. Graham, Executive Vice President, Chief Financial Officer and Treasurer

Members of the CEC Board of Directors are:

Robert E. Dowdell, Chairman
Dennis H. Chookaszian
Patrick W. Gross
Thomas B. Lally
Steven H. Lesnik
Gary E. McCullough
Keith K. Ogata
Leslie T. Thornton

Effective: May 2007
Revised: October 2007
Catalog Addendum
2007

TUITION AND FEES
Effective 3-1-2006

Program	Degree	Enrollment Fee	Student Service Fee	Tuition	Estimated Books/Supplies	Estimated Total Cost*
Business Administration	Associate in Specialized Business	\$25.00	\$100.00	\$24,000.00	\$2,375.00	\$26,500.00
Visual Communications	Associate in Specialized Technology	\$25.00	\$100.00	\$27,000.00	\$2,875.00	\$30,000.00
Justice Technology	Associate in Specialized Technology	\$25.00	\$100.00	\$27,000.00	\$2,875.00	\$30,000.00
Fashion Merchandising	Associate in Specialized Business	\$25.00	\$100.00	\$24,000.00	\$2,375.00	\$26,500.00
Computer Information-Networking Specialist	Associate in Specialized Business	\$25.00	\$100.00	\$27,000.00	\$2,875.00	\$30,000.00
Computer Information – Web Design/ Database Specialist	Associate in Specialized Business	\$25.00	\$100.00	\$27,000.00	\$2,875.00	\$30,000.00

**The tuition listed above is for the total length of the program. Additional fees may apply in the case of repeated courses. Tuition is charged on a per credit basis. Tuition charges may vary depending in the number of credits taken each term.