



# **2021-2026**

## **Academic Catalog**



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# DATES & EVENTS

The information contained herein is for academic years 2021-2026 is as follows:

SW Design School, LLC (L3C) reserves the right to change, add or delete courses, policies, fees and procedures. We prohibit discrimination on the basis of race, color, creed, sex, national origin, age, religion, marital status, sexual orientation, disability, ancestry, veterans status, or Vietnam-era veteran status.

Once a student and the employer sign a contract these items cannot be changed unless a new contract is signed between the student and the employer.

SW Design School, LLC (L3C) offers open enrollment all year around for all of its courses. Class schedule is listed on company website and is updated every 3-months.

Students will enter classes through our online portal. They will have 24 hour access to course syllabus, curriculum and classwork. Related Instruction courses pertaining to apprenticeship are self-paced and instructors are available for LIVE Chat Monday-Friday from 6 am - 10 pm EST.

In-Kind Scholarship are no longer offered to students that are in economic disadvantaged areas to make up the difference in their tuition payments. If Grants are available, SW Design School, LLC will advise students in which at that time, they may apply to receive to make up the difference.

SW Design School, LLC reserves the right to issue a used refurbished computer to students whose tuition has not been paid in full.

# MISSION

It is the mission of SW Design School, LLC (L3C) to foster excellence and a caring environment through its commitment to:

- ~ Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs;
- ~ Provide broadly-based student support, starting from our initial contact with every individual, regardless of his or her unique needs;
- ~ Measure employee attitudes toward the workplace and student attitudes toward the learning experience and make responsive adjustments in institutional strategies;
- ~ Provide a well-designed campus and facilities with advanced technology;
- ~ Offer Training and assisting low-income, laid-off, Veterans, and returning citizens (ex-offenders) that have successfully completed the course start a web & graphic design business.
- ~ Organize a leadership team committed to outreach, development, engagement, institutional effectiveness, and a fully realized implementation of the school's vision;
- ~ Reach out to member of the community and beyond in order to create meaningful, fulfilling, and mutually beneficial partnerships.
- ~ Offer K-12 STEM programs across the United States.

SW Design School, LLC (L3C) aspires to be an employer of distinction where an exceptional faculty and staff serve to awaken students to a love of learning. We foster educational innovation through effective teaching-learning strategies to develop and nurture intentional learners who are both empowered and informed.

We work to be ever new, offering through education the perpetual hope and promise envisioned by the founders of our nation. We employ sophisticated technology and sound learning assessment, clearly focused on student success. We offer quality cultural events, accessible programs that advance our commitment to learning throughout life.

Our ultimate and most lasting vision — ensuring that our students have what they need to transfer, to find and meaningful career opportunities throughout their lives, and to thrive in an increasingly diverse and complex world — affirms our continuing desire to be, quite simply, the best.

## Values

- ~ The freedom of intellectual pursuit
- ~ A commitment to multiple teaching-learning styles
- ~ An open-door environment with accessible faculty and staff
- ~ A respect and an appreciation for cultural diversity
- ~ A climate of civility and courtesy
- ~ A family spirit in an intellectual community
- ~ A collaborative, creative and team-spirited approach to leadership
- ~ The highest personal and institutional integrity
- ~ The highest standards of professional commitment

# FEES

## EQUIPMENT FEES:

\$100.00: Desktop Publishing with Multimedia for Intro to Graphics – Computer & Software  
\$1,000.00: Entrepreneurship & Small Business Operations – Business Registration Fees  
\$1,000.00: STEM Instructor Training - Computer & Software  
\$10,000: Computer Programming **Apprenticeship Equipment** (see Brochure)  
\$3,000: Graphic Design **Apprenticeship Equipment** (see Brochure)  
\$1,000.00: STEM Instructor **Apprenticeship Equipment** /Teachers and Instructors, ALL Others

## TUITION FEES:

\$5,050.00: 420 Clock Hrs – Desktop Publishing with Multimedia for Intro to Graphics  
\$1,000.00: 30 Clock Hrs– Entrepreneurship & Small Business Operations  
**\$0.00: 420 Clock Hrs. – DoD STEM Instructor Training (Active Duty) (optional 1000 hrs of internship for TSM)**  
\$4,000.00: 480 Clock Hrs. –STEM Instructor Training Certificate /Teachers and Instructors, ALL Others  
\$16,000: 420 Clock Hrs - Computer Programming Certificate (*Pre-Apprenticeship*)  
\$8,000: 266 Clock Hrs – Graphic Design Certificate (*Pre-Apprenticeship*)

System Requirements for ALL Classes

(High Speed Internet access with Google Chrome our system does NOT work in Safari)

Textbooks and Supplies:

Textbooks, Lab work, Lectures are Included in cost.

Lab work is hands-on training online with a LIVE instructor available Monday - Friday from 6 am - 10 pm EST.

Each student will receive a laptop with software for the Desktop Publishing and Multimedia course upon FULL payment of tuition. All courses can be viewed on basic Internet access or mobile/iPads until computer is received by student. Dial-up Internet speed is too slow for streaming our courses.

Payment Methods

Cash | Check | Credit/Debit Card | In-Kind Scholarships | MYCAA | Vocational Rehabilitation | DoD SkillBridge  
| Approved to receive reimbursement for our full-time programs through the Department of Veteran's Affairs  
using your GI Bill® | WIOA Grants in various States |

## **Grievance / Complaints**

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: [ApprenticeshipEEOcomplaints@dol.gov](mailto:ApprenticeshipEEOcomplaints@dol.gov)

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints



## General Description of Available Space, Equipment, and Facilities

The administrative office is located in Southfield, Michigan. Training is taught at various job sites in various states. Related Instructions is taught online and in-person. The locations are used during the AM to provide OJT and in the afternoon; K-12 Coders teachers teach the STEM curriculum to K-12<sup>th</sup> graders. Students are required to work at on-site STEM Camp for OJT Training.

System Requirements: High Speed Internet Access and Google Chrome

Each computer has the following software: see website for up-to-date information.

### HEADQUARTERS:

26677 W 12 Mile Road, Southfield, MI 48034

Phone: (313) 309-6500

Toll-free Phone: (866) 987-0999

Fax: (866) 987-0999

### K-12 Coders Headquarters:

833 Kennedy St, NW, Washington, DC 20011

Phone: (202) 489-0557

Toll-free Phone: (866) 987-0999

Fax: (866) 987-0999

## Billing- PLEASE MAIL TO ADDRESS ON INVOICE

### OFFICE HOURS:

9:00 AM – 5:00 PM MONDAY - FRIDAY OFFICE PHONE: (866) 987-0999

(leave a message after hours; please speak loud enough and clearly)

### E-MAIL ADDRESS:

support@thecareerleaders.com

### WEB PAGE:

<https://www.TheCareerLeaders.co>

CLASS HOURS: 24/7 Access to Portal

### Leadership:

Evelyn Horton – Director of Operations

Tarsha Weary - CEO

### RETURN POLICY

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by employer if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three (3) business days after signing a contract with the employer. All refunds shall be returned within 30 days. After the three (3) business days have expired, and a signed contract is on file, the following policy is effective. NO REFUNDS will be issued if student has attended more than four (4) days of class.

# PROBATION

## ACADEMIC PROBATION

A student unable to maintain a passing attendance for any period of the course will be placed on academic probation. The student will also be given extra assistance at no additional charge in an effort to reach the expected level of performance.

## ACADEMIC SUSPENSION OR TERMINATION

At the end of probation, if the student has not corrected his/her attendance issues to meet our satisfactory academic progress policy, then the student shall be suspended or terminated, depending on the recommendation of the director. The student has a right to appeal the decision to the director or file a complaint with the corporate office at 833 Kennedy St NW, Washington, DC 20011. The appeal to the employer should be submitted in writing within one week of the decision.

- If student is suspended or terminated for academic reason, student will be held to the standards discussed in the return policy. See Re-entrance and Return Policies for details.

## STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

Any student not conducting themselves in an orderly and professional manner, which includes use of drugs and alcohol during work hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the employers rules will lead to either probation or dismissal from classes.

Please refer to Re-Entrance Policy for re-entry procedures. Please refer to Return Policy for refund procedures.

## RE-ENTRANCE

- Any student who has dropped out of the program, may be readmitted within one year by completing a personal interview with the director and paying for entire program again at the time of re-admission. Program requirements at the time of re-admittance shall be applicable.
- Any student who was academically terminated, may be re-admitted within one year by completing a personal interview with the director and paying for entire program again at the time of re-admission. Student shall be on probation for his/her 200 hours. Program requirements at the time of re-admittance shall be applicable.
- Any student who was terminated for conduct may not be re-admitted.
- Students that were dismissed for any of the attendance policy issues listed in this catalog must re-enter upon first available course date. Student will be required to re-start the course at the beginning of session. Students will not be allowed to pick up at dismissed quarter from previous quarters.
- If students is dismissed for any reasons mentioned within this catalog, students are required to re-pay tuition again as a new student.



## ATTENDANCE

The employer maintains an attendance record on the student in our online learning management system. This record can be accessed by running a report on the students' activity in the platform. The employer requires a seventy-five percent completion of class hours in order to receive a certificate of completion from the course along with the ability to meet performance measures.

If in any period your attendance is less than seventy-five percent, you will be notified and placed on probation for a period of thirty days. If you meet the attendance requirement in the next thirty days you will be removed from probation. If you fail to correct your attendance problem you will be dismissed from employment.

If dismissed from the apprenticeship program, you will be required to request reinstatement which cannot be done for a minimum period of one year. You may be required to provide proof that the problem that caused your chronic absenteeism has been resolved. Tardiness is defined as showing up more than ten minutes late for the beginning of a boot camp (if applicable). Tardiness without legitimate reason on more than three different occasions will be considered as one unexcused absence.

- Students are expected to be on time and attend all scheduled classes. Documentation of the reason for the absences is required for a student returning to class after an absence. All classes missed by a student will be made up prior to graduation.
- If student is suspended due to attendance, student will be held to the standards discussed in the attendance section as well as the return policy section of this catalog.
- There are no additional fees to students in need of additional assistance. Saturday classes are set up to do make-up hours for students needing to complete their 420 course hours. Students may attend as many make-up days needed in order to fulfill their 420 course hours to receive their certificate of completion.
- Students that were dismissed for any of the attendance policy issues listed in this catalog must re-enter upon first available course date. Student will be required to re-start the course at the beginning of session. Students will not be allowed to pick up at dismissed quarter from previous quarters.
- If students are dismissed for any reasons mentioned within this catalog, students re-required to re-pay tuition again as a new student.

# LEAVE OF ABSENCE

## LEAVE OF ABSENCES

Students may request a leave of absence at any point during their studies. In order to receive a leave of absence a student must submit a written notice to the employer explaining the reason they are not able to attend work. If a student fails to notify the director of their leave of absence the student will be held to the standards discussed in the Attendance and Return policy section. This includes probation and possible dismissal for lack of attendance. Students wishing to return to classes after a leave of absence must contact the school director. The school director and student will both determine when and if the student will return to classes.

- If student receives an approved leave of absences any time after the three day cancellation period, student is entitled to re-take the course at no additional charge as long as the leave is within the first 30 days for non-emergencies issue. Students will be allowed to restart the course from the beginning on next available class as long as seats are available.
- If a student has a medical emergency or family emergency, at any time during the course, students will be allowed to take a leave of absences with the ability to restart the course from the beginning at next available class as long as seats are available.

## GRADUATION REQUIREMENTS

Students must maintain a passing attendance and pass a final examination with meeting performance measurable at the end of each course in order to receive the certificate of completion for the program. The final examination consists of a completion of portfolio. Should the student fail to complete the portfolio, they will be given an opportunity to take additional time of three (3) months to complete it. Certificate of Completion will NOT be issued without a completed portfolio for enrolled course. There are no instructor-led refresher courses available if student fails to pass the final requirements; however, students will have access to LIVE chat tutoring; students may retake the course for half the price of its original cost as long as attendance requirements are met. If the student fails to pass the course the second time; students must enroll in the program again and pay full price as if they were a new student.

## STUDENT RECORDS

All student evaluations and grades are maintained by the school for a period of five (5) years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

# PLACEMENT REGULATIONS

## DESKTOP PUBLISHING FOR WEB AND GRAPHIC DESIGN PLACEMENT

SW Design School, LLC (L3C) prides itself on having a 90% completion rate from 2010-2013 as it was a trade school since 2010. With the changing economy, job availability has changed tremendously. "Job Security" is a word of the past and Apprenticeship is the word of the future!

It's time to focus on training and placement opportunities that will offer students a meaningful outcome that they can use without having to worry about having 3-4 years of experience when they complete the course and seek employment.

SW Design School, LLC (L3C) d/b/a K-12 Coders offer our graduates a National Certification in Computer Programming and/or Graphic Design. SW Design School, LLC (L3C) serves as the training provider that will document the 420-hour requirements and performance needed to apply for the Computer Programmer/Business or Graphic Designer apprenticeship positions within the firm.

Taking this course prepares our students for the REAL WORLD. Don't be disappointed with taking a 12-42-week course to only find out that you need 3-4 years of experience to get a job in that field. As the employer, SW Design School LLC courses allow you to make money whilst learning the skill at the same time and receive a National Certification within 1 1/2 - 2 year depending on occupation.

## ENTREPRENEURIAL COURSE PLACEMENT

SW Design School, LLC (L3C) have trained individuals to start their own graphic design company upon completion of the course. We have a 100% placement rate because ALL of our students complete the course inspired and motivated to create their own wealth.

We welcome you to join countless others that are taking a NEW approach to the job market--becoming an entrepreneur!

## APPRENTICESHIP PLACEMENT

SW Design School, LLC (L3C) apprentice will be placed with our sister company K-12 Coders for direct job placement. Please read the National Apprenticeship Standards for details.

Students can be placed before or after completion of the related instructions training.



# ENTRANCE REQUIREMENTS

## ENTRANCE REQUIREMENTS

- Applicants must be at least 16 years of age.
- Applicants must have tuition payment submitted before starting program.
- No Prior Computer Experience Needed
- High School Diploma or GED required for employment
- 8th Grade Education Average on TABE or Assessment Test if using WIOA funds
- Internet Explore access for a minimum of 6- hours
- Computers will not be mailed until tuition is paid

## CREDIT FOR PREVIOUS EDUCATION OR TRAINING

- The employer does allow credit for prior experience.
- Previous education and training WILL be reviewed by the director and the respective program's advisor.

## GRADING SYSTEM

Grade Definitions are Attendance based. The Requirements for passing are as follows:

P Pass - 100% - 75% percent attendance

F Failed 75% or below attendance

I Incomplete

W Withdrawn

## STANDARDS FOR SATISFACTORY COMPLETION OF COURSE

- Seventy-five percent attendance and completion of all tests at a passing level of 80% or higher is required for satisfactory completion of the course.
- Final grades and student evaluations are issued at the end of training course.

## TYPE OF CERTIFICATE AWARDED

USDOL Certification as Computer Programmer/ Business (Web Development)

USDOL Certification as Graphic Designer

Certificate of Completion in Entrepreneurial & Small Business Startup

If payment is NOT received within 30 days, student may be required to halt course until payment is received. No equipment will be issued unless tuition is paid-in-full.

## ENROLLMENT DATES

SW Design School, LLC has a set enrollment date policy. All course enrollment dates are listed on our website at [www.thecareerleaders.co](http://www.thecareerleaders.co); we offer self-paced Related Instructions, Pre-Apprenticeship, and Entrepreneurial courses with LIVE CHAT access to instructors from 6 am - 10 pm EST.