

CATALOG



Digital Workshop Center

324 Remington Street, Suite 130
Fort Collins, CO 80524
(970) 980-8091
info@digitalworkshopcenter.com

Volume No. 44 – July 2024

I certify that this catalog is true and correct in content and policy.

A handwritten signature in black ink, appearing to read "Stuart Crair", is written above a horizontal line.

Stuart Crair, Director

Approved and regulated by the Colorado Department of Higher Education,
Private Occupational School Board, Nebraska Department of Education, Utah Department of Commerce

Table of Contents

Introduction.....	3
Instructors	3
Certification Programs and Classes	5
DWC Calendar.....	17
Admission Requirements.....	18
Payment Methods	18
Financial Aid & Grants	19
Placement Assistance	20
Attendance Requirements	20
Progress & Grading Policy	21
Student Records & Transcripts.....	21
Dismissal / Suspension	22
Conduct Policy	22
Facilities.....	23
Graduation and Employment Rates	23
Previous Credits.....	23
Student Grievance Procedure	23
Privacy Policy	24
Postponement Policy.....	24
Refund Policy	25
Cancellation/Reschedule Policy	26
Retake Eligibility	27
Appendix A	28
Appendix B – Utah Residents Addendum	28
Appendix C.....	28

Introduction

Established in 2006, Digital Workshop Center (hereinafter referred to as “DWC”) is a school for tech careers focused on job skills and professional development. Our certificate programs are delivered in an online bootcamp format with live instruction. DWC is an alternative option for nontraditional students and the professional workforce.

DWC is owned by Stuart Crair and is a single member Limited Liability Corporation (LLC) in the State of Colorado.

Instructors

[Christie Adams](#), BS in Computer & Information Science, ECPI University, 2020; Microsoft Office Instructor

[Phillip Broste](#), Bachelor of Arts, University of Southern California, 2003; Video Design Instructor

[Chris Cirak](#), BFA in Sound Design, Loyola Marymount University, 2009; UX Design Instructor

[Kate Clifford](#), Master of Arts in Secondary Education and Teaching, National Louis University, 2010; Bachelor of Arts in English Language and Literature, Illinois State University, 2006; Microsoft Office Instructor

[Amanda Conley](#), BS in Management, George Fox University, 2004; MBA, George Fox University, 2007; MS Accounting, Colorado State University, 2017; QuickBooks Bookkeeping Instructor

[Jennifer Fischer](#), BFA, Colorado State University, 2009; MS Journalism, 2015; Digital Marketing Instructor

[Heather Hardway](#), BS Mathematics, University of Central OK, 2003; PhD Mathematics, Rice University; Data Science Instructor

[Xavier Harrison](#), Attended Wilberforce University, BS in Business Management & Marketing, 2005 - 2009; Digital Marketing Instructor

[James Hill](#), BA Graphic Design, Art Institute of Colorado, 2002; Graphic Design Instructor

[Bryan Hines](#), Associates in Interactive Media Design, Arts Institute of Philadelphia, 2010; Certification in Software Engineering, Villanova University, 2015; Web Development Instructor

[Chris Hoquis](#), MBA, University of Fredericton, 2024; PMP, 2017; Scrum Alliance CSP-SM, 2020; Project Management Instructor

[Kevin Hoth](#), MFA Photography, University of Washington, 2000; BS Art, University of Wisconsin, 1995; Video Design Instructor

[Peggy Horner](#), Masters in Multimedia, Lindenwood University, 2005; BA in Information Technology, 1998; Graphic Design Instructor

[Kelvin Huntley](#), MS Network Operations, Naval Postgraduate School, 2019; BS in Computer Security, Norwich University, 2015; Microsoft Office Instructor

[Benjamin Kepner](#), BA Marketing, University of Georgia, 2011; Digital Marketing Instructor

[Taran Kratz](#), Associate of Arts, Portland Community College, 2012; Graphic Design Instructor

[Mary Elizabeth Lawless](#), BS Business Management, St John Fisher College, 1995; Microsoft Office Instructor

[Kristi Lovette](#), BS Marketing, Bellevue University, 2005; AAS in Graphic Design, Creative Center, 2003, AA in Fine Art, Mid-Plains Community College, 1999; Digital Marketing Instructor

[Dan McCollum](#), BA Film & Media Studies, University of California Santa Barbara, 2009; UX Design and Graphic Design Instructor

[Joanna Meister](#), MS Public Communication & Tech, Colorado State University, 2015; BA Technical Journalism, Colorado State University, 2010; Video Design & Digital Marketing Instructor

[Alan Peters](#), BFA Studio Arts, Montana State University, 1999; Graphic Design Instructor

[John Rose](#), Bachelor of Arts, Cal State University, 1995; Graphic Design and Video Design Instructor

[Todd Tibbetts](#), MS Educational Tech and Media, Central Connecticut State University, 1992; BA English, Ithaca College, 1990; UX Design Instructor

[Lisa Ullery](#), Bachelor of Arts, University of California – Irvine, 2010; Digital Marketing Instructor

[Jake Van Newkirk](#), Bachelor of Fine Arts, Fort Lewis College, 1995; Graphic Design Instructor

[Jose Vega](#), MS Computer Science, University of Michigan, 1995; BS Computer Engineering, University of Puerto Rico, 1990; Microsoft Office Instructor

[Dana Volney](#), MBA, Ashford University, 2011; BS Marketing, University of Wyoming; 2005; Digital Marketing Instructor

[Mark Williams](#), MS Industrial Design, 2018; BA Art History, Baylor University 2013; Graphic Design & Microsoft Office Instructor

[Melinda Wolverson](#), Masters of Arts – English, Kansas State University, 2004; BA English, Hannibal-LaGrange University, 2001: Graphic Design and Video Design Instructor

[Teresa Zhu](#), BS Computer Science, University of Western Ontario, 2018; Data Science Instructor

Certification Programs and Classes

DWC offers full-length certificate programs and stand-alone classes. Certificate program cohorts begin quarterly throughout the calendar year. Students enrolled in a certification program with DWC are allowed one (1) year to complete their program unless otherwise noted.

Each class of a certification program includes a professional digital textbook, lesson files, technical support, and one year for a free re-take of the same class (for attended students of public classes only). Programs also include a Capstone project and career coaching.

See Appendix A for certification program schedule information.

List of Certificate Programs (Classroom and Online):

- Advanced Graphic Design Certificate, 95 Hours. Cost: \$5,995.00

To get ahead in the graphic design industry, you need to stay informed on the best software tools available. Adobe Creative Suite programs such as Photoshop, Illustrator, and InDesign have become industry leaders because they provide user-friendly interfaces and comprehensive features for any design project.

This program is designed for students serious about learning all of the skills necessary for image manipulation, vector image creation, and multiple-page document layout design.

The Advanced Graphic Design Certificate is a 95-hour program consisting of the following:

- Introduction to Design Fundamentals (7 Hours)
- Adobe Illustrator Level 1 (14 Hours)
- Adobe Illustrator Level 2 (14 Hours)
- Adobe Photoshop Level 1 (14 Hours)
- Adobe Photoshop Level 2 (14 Hours)
- Adobe InDesign Level 1 (14 Hours)
- Adobe InDesign Level 2 (14 Hours)
- Capstone Project (4 Hours)

Type of Employment: Graphic Designer, Marketing Assistant, Communications Manager, Creative Director

- Blueprint Program, 48 Hours. Cost: \$4,495.00

The Blueprint Program focuses on teaching you essential digital literacy skills in a one-on-one class setting. We help each student feel more connected and empowered by teaching some of the most popular technology tools in a low stress class environment.

The core goal of this program is for each student to learn technology skills at their own pace. Our experience working with students with a wide variety of backgrounds allows our instructors to pace the program based on each individual. Skills learned in this program include introductory computer skills, Microsoft Word, PowerPoint, Outlook, Excel, and Google Workspace Beginners.

You schedule your class sessions around your availability and commitments. Because every program is private, there is also no need to worry about social anxiety of attending class in a group setting.

The Blueprint Program is a 48-hour program consisting of the following:

- Introduction to Windows Computers (9 Hours)
- Microsoft Word Level 1 (8 Hours)

- Microsoft PowerPoint Level 1 (8 Hours)
- Microsoft Outlook Level 1 (8 Hours)
- Microsoft Excel Level 1 (8 Hours)
- Google Workspace Beginners (3 Hours)
- Capstone Project (4 Hours)

Type of Employment: Data Entry, Call Center, Help Desk, Administrative Assistant

- Business Administration Certificate, 83 Hours. Cost: \$5,295.00

There are two fundamental components of any business administration position today: technology and business soft skills. In the Business Administration Certificate, we will help you become an expert in both areas with a blended learning approach focused on business software, as well as essential office skills such as leadership, time management, and problem solving.

This certificate program is open to all skill levels looking to continue their education. Throughout the entirety of your program, your instructors will act as your mentor to teach you difficult concepts in an easy to understand format. Classes at DWC are kept small so you receive individual attention in a hands-on learning classroom.

Once you have earned your business administration certificate, you will show prospective employers that you know business best practices to be more productive while on the job. You will also be able to demonstrate that you understand what it takes to be successful working in a professional office setting.

The Business Administration Certificate is a 83-hour program consisting of the following:

- Microsoft Word Level 1 (7 Hours)
- Microsoft Word Level 2 (7 Hours)
- Microsoft Excel Level 1 (7 Hours)
- Microsoft Excel Level 2 (7 Hours)
- Microsoft Excel Level 3 (7 Hours)
- Microsoft Excel PivotTables (6 Hours)
- Microsoft PowerPoint Level 1 (7 Hours)
- Microsoft PowerPoint Level 2 (7 Hours)
- Microsoft Outlook Level 1 (7 Hours)
- Google Workspace Beginners (3 Hours)
- Business Soft Skills (14 Hours)
- Capstone Project (4 Hours)

Type of Employment: Administrative Assistant, Office Manager

- Data Science Certificate, 96 Hours. Cost: \$7,995.00

Companies around the world are storing more data than ever before in order to learn about their customers' patterns and behaviors. From online sales to social media trends, there is a vast array of data that is available for companies to learn about consumer trends.

Along with massive amounts of data, there is also a growing need for data professionals to understand how to work with and model the insights necessary for a company to learn about its customer base. Data science is a growing field that requires a new set of software tools and skills, combining advanced data analysis, critical thinking, Python programming, and creative problem-solving.

DWC has worked closely with data science experts to create a comprehensive curriculum, focused on Python basics, working with big data, and visualizing and modeling the results.

The Data Science Certificate is a 96-hour program consisting of the following:

- Python Data Science (96 Hours)

Type of Employment: Data Analyst, Data Scientist, and Data Engineer

- Digital Marketing Certificate, 100 Hours. Cost: \$6,995.00

Our Digital Marketing Certificate looks at the fundamental concepts and strategies of marketing, as well as the data-driven digital marketing skills needed to successfully propel your career forward. As a student, you'll be able to determine a company's voice in the digital landscape in order to create a whole campaign to reach your customers.

Students will learn from subject matter experts how to examine analytics to understand the effectiveness of your marketing efforts, create pinpoint targeting to your defined audience, and understand content that speaks directly to your customers.

The Digital Marketing Certificate is a 100-hour program consisting of the following:

- Digital Marketing Strategy (14 Hours)
- Advanced Digital Marketing (21 Hours)
- Google Analytics Beginners (6 Hours)
- Google Ads Beginners (6 Hours)
- Email Marketing Beginners (7 Hours)
- Social Media Beginners (3 Hours)
- Social Media Advertising (5 Hours)
- SEO Beginners (6 Hours)
- Adobe Photoshop Level 1 (14 Hours)
- Adobe Photoshop Level 2 (14 Hours)
- Capstone Project (4 Hours)

Type of Employment: Digital Marketing Specialist, Account Manager, Digital Content Manager, Social Media Manager

- Frontend Web Development Bootcamp, 114 Hours. Cost: \$6,995.00

The Frontend Web Development Bootcamp includes an orientation to web development languages such as HTML, CSS, and JavaScript. These classes cover the core languages of the web as well as related frameworks such as AngularJS and Bootstrap.

In the remaining front-end development classes, you will learn how to use Adobe Photoshop to create web page mock-ups and convert them to code easily. Also, digital marketing classes on Google Analytics and Search Engine Optimization will help round out your knowledge of designing effective sites from the ground up.

The Frontend Web Development Bootcamp is a 114-hour program consisting of the following:

- Web Design with HTML and CSS (21 Hours)
- JavaScript Level 1 (17.5 Hours)
- JavaScript Level 2 (17.5 Hours)
- Essential Web Tools (14 Hours)
- Adobe Photoshop Level 1 (14 Hours)
- Adobe Photoshop Level 2 (14 Hours)
- Google Analytics Beginners (6 Hours)
- SEO Beginners (6 Hours)
- Capstone Project (4 Hours)

Type of Employment: Frontend Web Developer, Web Designer, Web Content Manager

- Project Management Certificate, 42 Hours. Cost: \$3,005.00

In the fast-paced global economy we live in today, there's more pressure than ever on business professionals to learn and understand the best practices of Project Management. As more companies strategically align themselves to utilize the principles of Project Management in their daily activities, there's now additional focus on having knowledgeable project management professionals in the workplace.

With 87.6 million estimated jobs in the project management field by 2027(Job Growth and Talent Gap 201-2027, PMI), Project Management is trending to become one of the most sought-after career paths in the world. Whether you're a seasoned project

practitioner focused on advancing your career or looking to acquire skills necessary to be successful in the future, the Project Management Certificate at DWC will help you stand out from the crowd.

The Project Management Certificate is taught by a PMP certified professional and will get you ready for the real-world applications of Project Management. This certificate program will also provide 27 project management education credits (PMI approved contact hours) towards PMI certification (CAPM or PMP).

The Project Management Certificate is a 42-hour program consisting of the following:

- Project Management (42 Hours)

Type of Employment: Project Manager, Assistant Project Manager, Product Manager

- QuickBooks® Bookkeeper Certificate, 67 Hours. Cost: \$5,995.00

The QuickBooks® Bookkeeper Certification at DWC prepares students for a position managing a business' bookkeeping and financial software. Students entering this field need to understand fundamental accounting principles and responsibilities of a bookkeeper, as well as the essential technology used in the workforce today. Our program highlights a balance of essential bookkeeping soft skills including human resource and payroll procedures, along with technology like Microsoft Excel and QuickBooks Online.

Students will learn from subject matter experts how to record income and expenses properly, while considering business rules that may affect the bookkeeping processes. Classes at DWC are offered in a bootcamp style, moving at an accelerated pace but in small class sizes. Support and mentoring are a part of all programs at DWC to make sure our students achieve the best career outcome possible.

Our certificate is different from a degree program because it is designed for anyone looking to advance an administrative or bookkeeping career with the real-world skills needed to be successful. If you are ready to launch your bookkeeper career forward, contact us today to learn more.

The QuickBooks® Bookkeeper Certificate is a 67-hour program consisting of the following:

- Microsoft Excel Level 1 (7 Hours)
- Microsoft Excel Level 2 (7 Hours)
- Microsoft Excel Level 3 (7 Hours)
- QuickBooks Online Level 1 (10.5 Hours)
- QuickBooks Online Level 2 (10.5 Hours)
- Bookkeeping Fundamentals (10.5 Hours)
- Payroll Fundamentals (10.5 Hours)
- Capstone Project (4 Hours)

Type of Employment: Bookkeeper, Office Manager, Administrative Assistant

- UX Design Certificate, 123 Hours. Cost: \$6,995.00

Throughout this certificate program, you will be guided by expert instructors including senior UX engineers and graphic designers. With support and mentoring every step of the way, you will learn to tackle advanced technical concepts and industry-leading software for UX Design in an easy to understand format.

The certificate program is project based, where you will learn UX Design in a hands-on format. Throughout your program, your instructors will be teaching critical topics ranging from UX basics to User Interface (UI) concepts to tools such as Adobe XD and Figma. By the end of this program, you will have the beginning of a UX design portfolio to share with your team and potential employers.

The UX Design Certificate is a 123-hour program consisting of the following:

- Introduction to Design Fundamentals (7 Hours)
- Adobe Illustrator Level 1 (14 Hours)

- Adobe Illustrator Level 2 (14 Hours)
- Adobe Photoshop Level 1 (14 Hours)
- Adobe Photoshop Level 2 (14 Hours)
- Introduction to UX Design (56 Hours)
- Capstone Project (4 Hours)

Type of Employment: User Interface (UX) Designer

- Video Design Certificate, 137 Hours. Cost: \$7,995.00

Throughout the Video Design Certificate, you will learn the skills to create and edit your next video project. If you are seeking a new job using these skills, this program will help you be more marketable to employers within marketing and design positions. Video content has become an important part of a marketing plan for any sized business. Stay relevant and modern with the latest video editing skills on your resume.

With classes focused on video marketing strategies, Adobe Photoshop, Adobe Premiere Pro, and Adobe After Effects, enrollment in the Video Design Certificate will take you on your way to understanding the process of design for video projects, as well as the knowledge to create something visually compelling.

The Video Design Certificate is a 137-hour program consisting of the following:

- Introduction to Design Fundamentals (7 Hours)
- Adobe Illustrator Level 1 (14 Hours)
- Adobe Illustrator Level 2 (14 Hours)
- Adobe Photoshop Level 1 (14 Hours)
- Adobe Photoshop Level 2 (14 Hours)
- Adobe Premiere Pro Level 1 (14 Hours)
- Adobe Premiere Pro Level 2 (14 Hours)
- Adobe After Effects Level 1 (14 Hours)
- Adobe After Effects Level 2 (14 Hours)
- Video Marketing Strategy (14 Hours)
- Capstone Project (4 Hours)

Type of Employment: Video Designer, Video Editor, Videographer

Stand-Alone Classes:

Class Name: Adobe After Effects

Objectives:

- Getting to know the After Effects workflow
- Creating a simple composition
- Creating a basic animation
- Using presets and custom animations
- Animating text
- Working with shape layers
- Working with masks
- Introduction to 3D effects
- Exporting a final copy for distribution

Cost: \$ 1525 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Adobe Illustrator Level 1

Objectives:

- Get to know the work area
- Determine graphic type and resolution
- Work with multiple artboards
- Understand techniques for selecting artwork
- Use existing shapes to create professional designs
- Transform artwork
- Create an Illustration with the Drawing Tools
- Use color and patterns to enhance your designs
- Add type to a poster

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Adobe Illustrator Level 2

Objectives:

- Blend colors and shapes
- Use Brushes
- Explore Creative Uses of Effects and Graphic Styles
- Create a Product Mockup in Perspective
- Use Symbols
- Use Illustrator with other Adobe Applications
- Prepare files for the web

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Adobe InDesign Level 1

Objectives:

- Introducing the InDesign workspace
- Getting to know InDesign
- Setting up a document and working with pages
- Working with Objects
- Flowing text
- Finalizing documents

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Adobe InDesign Level 2

Objectives:

- Advanced techniques for editing text
- Working with typography
- Working with color
- Working with Styles
- Importing and modifying graphics
- Creating Tables
- Working with transparency
- Printing and Exporting

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** No

Class Name: Adobe Photoshop Level 1

Objectives:

- Explore and customize the Adobe Photoshop work area
- Understand Image Resolution and image types
- Work with selections
- Work with layers and layer effects
- Use basic photo corrections
- Understand re-touching tools
- Save images for web and print

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** No

Class Name: Adobe Photoshop Level 2

Objectives:

- Work with masks
- Store information in channels
- Manipulate an image using warp and Puppet warp
- Control advanced typographic designs
- Use vector drawing techniques effectively
- Control advanced compositing
- Use Smart Filters and Smart Objects
- Mix advanced colors
- Apply creative brushes and strokes
- Prepare files for web and print
- Produce and print consistent color

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Adobe Premiere Pro

Objectives:

- Explore and customize the Adobe Premiere Pro work area
- Assemble and organize a project
- Add clips and create sequences
- Essential video editing
- Advanced video editing techniques
- Working with clips and markers
- Working with transitions
- Using and editing audio in a project
- Creating and editing titles
- Exporting a final copy for distribution

Cost: \$ 1525 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** no

Class Name: Advanced Digital Marketing

Objectives:

- Content Marketing and Social Media
- Marketing Acquisition and Conversion Rate Optimization
- Customer Engagement and Retention
- Storytelling and Persuasion Marketing
- Budget Planning and the Economics of Digital Spend
- Marketplaces
- How to Execute and Present a Capstone Project

Cost: \$ 1525 | **Type of Instruction:** Classroom & Online

Length (hours): 21 | **Number of Sessions:** 6 | **Private Only?** No

Class Name: Beginners WordPress

Objectives:

- An introduction to WordPress
- History of WordPress
- Installation requirements
- Posts vs. Pages
- Sidebar features
- Search capabilities
- Using media in WordPress (images and links)
- Choosing and installing a Theme
- Customizing a Theme
- What are plug-ins and how to use them
- What are sidebar widgets
- Customizing the appearance

Cost: \$ 349 | **Type of Instruction:** Classroom & Online

Length (hours): 6 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: Business Soft Skills

Objectives:

- Getting Started with Management.
- Developing your Leader Mindset (Being Adaptable, Demonstrating Accountability, Demonstrating Courage)
- Developing a Collaborative Team (Communicating Effectively, Engaging and Inspiring Others)
- Conflict resolution (Managing Talent, Collaborating, Relating Well to Others)
- Problem-solving (Solving Complex Problems, Strategizing, Being Innovative)
- Management in the 21st Century (Social Media, Diversity, ADA, HIPPA etc)
- Managing Success. (Managing Execution, Driving for Results, Maximizing Productivity)
- Managing Time/Delegating (Managing the Business)

Cost: \$ 485 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** No

Class Name: Digital Marketing Strategy

Objectives:

- Business and consumer Strategy
- Core components of a business
- Explaining business models and composing an elevator pitch
- Digital marketing evolution and the current landscape
- Segmentation
- Identifying your audience
- Building a target persona
- The role of data, metrics, and key performance indicators (KPIs)
- Conversion rates and benchmarks from various digital marketing channels
- Career opportunities within digital marketing

Cost: \$ 895 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** No

Class Name: Email Marketing Beginners

Objectives:

- Understand the terminology of MailChimp and email marketing
- Create and import an email list
- Design an email campaign template
- Add content to a real email campaign
- Measure a campaign for success
- Manage subscriber lists
- Create groups and segments

Cost: \$ 455 | **Type of Instruction:** Classroom & Online

Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: Essential Web Tools

Objectives:

- Effectively use modern code editors and related plugins
- Understand the Command Line
- Implement and understand Git, and related version control tools
- Discuss backup tools and the importance of backups
- Introduction to package managers
- Understand and use browser developer tools

Cost: \$ 1325 | **Type of Instruction:** Classroom & Online

Length (hours): 14 | **Number of Sessions:** 4 | **Private Only?** No

Class Name: Google Analytics for Business

Objectives:

- The basics of Google Analytics environment and terminology
- Create and activate an Analytics account
- Professionally manage a GA account
- Configure goals and funnels
- Create filters
- Identify and interpret various reports

Cost: \$ 455 | **Type of Instruction:** Classroom & Online

Length (hours): 6 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: Google Workspace Beginners

Objectives:

- Navigate in the G-Suite environment
- Manage schedules in Google Calendar
- Store documents using Google Drive
- Upload existing documents created with Microsoft Office
- Create and share documents with Google Docs
- Collaborate with Google Docs, Sheets, Slides, Forms, and Drawings
- Communicate using Google Hangouts/Meet

Cost: \$ 339 | **Type of Instruction:** Classroom & Online

Length (hours): 3 | **Number of Sessions:** 1 | **Private Only?** No

Class Name: Design Fundamentals Beginners

Objectives:

- Use analog and digital tools to apply design elements to a composition using solid design principles.
- Learn to effectively receive and deliver critique with the goal of improving a design's ability to communicate visually to its audience.

Cost: \$ 499 | **Type of Instruction:** Classroom & Online

Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: JavaScript Level 1

Objectives:

- Introduction to JavaScript
- Values / Types / Operators
- Execution Environments
- Variables
- Expressions and Statements
- Syntax
- Control Flow
- Data structures including objects, primitive vs reference types, arrays, looping
- Native variable types
- Functions
- The DOM (Document Object Model)
- Events
- Forms – elements and validation

- Creating a simple JavaScript web application (project-based work)
 - Working on an intermediate JavaScript application (project-based work)
- Cost:** \$ 2189 | **Type of Instruction:** Classroom & Online
Length (hours): 17.5 | **Number of Sessions:** 5 | **Private Only?** No

Class Name: JavaScript Level 2

Objectives:

- Continuing your JavaScript vocabulary
 - Maintain JavaScript code using programming techniques
 - Learn about modules, callbacks, JavaScript evolution
 - Dependencies and Builds
 - Frameworks
 - Testing and Offline Storage (project-based work)
 - Asynchronous JavaScript (project-based work)
- Cost:** \$ 2189 | **Type of Instruction:** Classroom & Online
Length (hours): 17.5 | **Number of Sessions:** 5 | **Private Only?** no

Class Name: Microsoft Excel Level 1

Objectives:

- Create a basic worksheet by using Microsoft Excel
 - Perform calculations in an Excel worksheet
 - Modify an Excel worksheet
 - Modify the appearance of data within a worksheet
 - Manage Excel workbooks
 - Print the content of an Excel worksheet
- Cost:** \$ 359 | **Type of Instruction:** Classroom & Online
Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Microsoft Excel Level 2

Objectives:

- Use advanced formulas
 - Organize worksheet and table data using various techniques
 - Create and modify charts
 - Analyze data using PivotTables, Slicers, and PivotCharts
 - Insert and modify graphic objects in a worksheet
 - Customize and enhance workbooks and the Microsoft Office Excel environment
- Cost:** \$ 359 | **Type of Instruction:** Classroom & Online
Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Microsoft Excel Level 3

Objectives:

- Enhance productivity and efficiency by streamlining the workflow
 - Collaborate with other workbook users
 - Audit worksheets
 - Analyze data
 - Work with multiple workbooks
 - Import and export data
 - Integrate Excel data with the web
- Cost:** \$ 359 | **Type of Instruction:** Classroom & Online
Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Microsoft Excel PivotTables

Objectives:

- Analyze large amounts of data using PivotTables and PivotCharts
- Create a basic Excel PivotTable
- Group and summarize your data in creative ways
- Filter and sort your PivotTable
- Apply Slicers for visual filtering
- Use advanced features of PivotTables
- Format PivotTables easily
- Use conditional formatting within PivotTables

Cost: \$ 359 | **Type of Instruction:** Classroom & Online

Length (hours): 6 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Microsoft Outlook Level 1

Objectives:

- Identify the components of the Outlook environment. You will also perform simple tasks such as sending and responding to email messages.
- Compose messages.
- Use folders to organize messages.
- Manage contacts and contact information.
- Schedule appointments.
- Schedule meetings.
- Manage tasks and notes.

Cost: \$ 359 | **Type of Instruction:** Classroom & Online

Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Microsoft PowerPoint Level 1

Objectives:

- Get started with PowerPoint.
- Create a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

Cost: \$ 359 | **Type of Instruction:** Classroom & Online

Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: Microsoft PowerPoint Level 2

Objectives:

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams and special effects to your presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to collaborate on a presentation.
- Finalize a presentation.

Cost: \$ 359 | **Type of Instruction:** Classroom & Online

Length (hours): 7 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Project Management Exam Preparation

Objectives:

- Examine real-world Project Management examples
- Adopt worldwide-recognized standards of Project Management
- Confidently prepare to take the CAPM or PMP exams

Cost: \$ 745 | **Type of Instruction:** Classroom & Online

Length (hours): 10.5 | **Number of Sessions:** 3 | **Private Only?** no

Class Name: SEO for Business

Objectives:

- Keyword Research
- On-Page Optimization
- Off-Page Optimization
- Site Architecture
- SEO & Content Marketing
- Analytics & Reporting

Cost: \$ 455 | **Type of Instruction:** Classroom & Online

Length (hours): 6 | **Number of Sessions:** 2 | **Private Only?** no

Class Name: Social Media for Business

Objectives:

- Determine which social media platforms are best for your business
- Integrate social media into your marketing plan
- Create a system to manage your social media
- Understand the importance of digital marketing as a part of your overall marketing plan
- Effectively use digital marketing and social media to increase awareness, build your brand, connect with your customers, and grow their loyalty

Cost: \$ 359 | **Type of Instruction:** Classroom & Online

Length (hours): 3 | **Number of Sessions:** 1 | **Private Only?** No

Class Name: Social Media Advertising

Objectives:

- Understand terminology and best practices of social media paid advertising
- Use Facebook Advertising to determine your audience and how to target effectively
- Explore various social media styles of campaigns
- Discuss the pros and cons of the major social media platforms and their digital advertising tools
- Create a social media advertising campaign strategy
- Track the results of a Facebook advertising campaign with reporting tools
- Advanced techniques and tricks for social media for business

Cost: \$ 575 | **Type of Instruction:** Classroom & Online

Length (hours): 5 | **Number of Sessions:** 2 | **Private Only?** No

Class Name: Web Design with HTML and CSS

Objectives:

- HTML and CSS basic terminology
- Create a functional web page using HTML5 and CSS3
- Create a basic webpage layout
- Structure content
- Apply styles to your page
- Navigate through your site by creating hyper-links
- Design and develop an advanced webpage
- Create intriguing, modern layouts using “div” and “span” tags
- Use advanced CSS techniques and shortcuts
- Incorporate Metadata and Multimedia
- Validate your web page’s code
- Create advanced styles and page layouts using CSS positioning
- Learn the latest CSS3 features including shadows, gradients
- Work with HTML tables
- Optimize a website for accessibility & search engines
- Publish a website
- Learn how to use the browser inspect tools (i.e. Mozilla’s Firebug)

Cost: \$ 1249 | **Type of Instruction:** Classroom & Online

Length (hours): 21 | **Number of Sessions:** 6 | **Private Only?** no

Class Name: WordPress Themes : Customizing Your Theme

Objectives:

- What is a WordPress Theme?
- What customization options does the framework provide to every site?
- Introduction to Cascading Style Sheets (CSS) – the scripting language that controls the appearance and style of your web site
- Applying CSS to a WordPress site
- The hierarchy of elements
- Understanding File Transfer Protocol (FTP) and WordPress
- Creating a Child Theme
- Using the Code Editor for pages and posts

Cost: \$ 349 | **Type of Instruction:** Classroom & Online

Length (hours): 6 | **Number of Sessions:** 2 | **Private Only?** no

DWC Calendar

Class and Program Schedules

See Appendix A for a list of public stand-alone classes and certificate program schedules. Instructors, class times, and class dates are subject to change.

Private classes are available at a premium cost and can be scheduled to accommodate the student's availability.

Unforeseen Closure

Announcements regarding the closure of the DWC due to weather, health and/or safety emergencies will be handled via email and telephone messages. We always have the safety of our instructors and students in mind to determine the appropriate course of action in these situations.

Holidays

Classes are not held on the following holidays/dates:

- Labor Day
- Thanksgiving
- Black Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Memorial Day
- Juneteenth
- Independence Day

Enrollment Periods

DWC classes and certification programs are scheduled on a recurring basis throughout the calendar year (typically each quarter). Registration for public classes is open up to three (3) business days prior to the first session of a given class. Private classes are available at a premium cost can be scheduled anytime with advance notice provided. Exceptions to late registration may be made by a Director on a case-by-case basis.

Beginning and Ending Dates of Term

Term dates begin approximately at the start of each quarter in a calendar year. Certificate programs complete in approximately six months. Some exceptions may apply. Contact the Admissions Team for orientation or info session details and specific schedule information.

Admission Requirements

DWC classes and programs are open to the public, ages 16 and up. We do not limit students based on race, occupation, or gender.

To be accepted into programs at DWC, it is required that the student (1) submit a [program application](#) and (2) attend an [information session](#). In certain instances when a student cannot attend a public information session, then a private meeting with a student advisor may be arranged. Some restrictions may apply.

Prior to the start of a program, each student is required to confirm purchase of their own computer equipment and software that meets or exceeds the minimum requirements. A full list of equipment and software minimum requirements may be found [here](#).

It is the responsibility of the student to review prerequisite or pre-class requirements for any program or class. DWC reserves the right to deny or cancel enrollment if prerequisite requirements are not met.

Once both pre-enrollment requirements have been completed, the DWC Admissions Team will evaluate applications and notify students of program acceptance.

After acceptance is confirmed, each program participant must complete an enrollment form and create an account on our website prior to registering and attending classes.

Payment Methods

DWC accepts payment by credit card, debit card, ACH payments, or check.

If paying out of pocket in advance of your program start date, 100% of payment needs to be received at least three (3) business days before the start of your class to guarantee your seat.

If you have pre-paid, paid your balance due as part of a certification program, or handled payment off-line (invoice or check), you do not need to take any additional steps at this time. Payment will be coordinated with your financial servicer.

If you are using a payment plan option, you must be approved for your full tuition balance before you may enroll.

[Payment – Utah Students Only – See Appendix B](#)

Financial Aid & Grants

Options for financial aid include [monthly payment plans](#) provided by Climb Credit, Workforce Innovation and Opportunity (WIOA) grants to those who qualify, funding from Division of Vocational Rehabilitation (DVR), or Veteran Education benefits including VET TEC®.

DWC does not accept FAFSA or Pell grant funds.

Payment Plans

DWC offers a variety of payment plan options via Climb Credit. A one-time payment plan registration fee is due before enrollment may begin. See all options and details [here](#).

WIOA Grant Funding

Workforce Innovation and Opportunity Act (WIOA) is designed for those individuals who are unemployed or dislocated workers to help get back to work with skills-based training.

Approved DWC certification programs and stand-alone classes are eligible to be paid for by WIOA and WIOA funds are managed by the County and State in which the student resides.

For qualified WIOA students, payments are accepted in one of three ways: 1) pre-paid or invoiced per class basis with a WIOA payment voucher, 2) payment plan or 3) up to 50% of total program cost or \$3000, whichever is greater (certain restrictions may apply). You must speak to a WIOA counselor to determine which payment method is accepted by your county office.

WIOA - Equal Opportunity Policy

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation, belief or citizenship status. Additionally, reasonable steps will be taken to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

DVR Grant Funding

If you have a recognized disability, you may be eligible for technology skills training services from your Vocational Rehabilitation office. DWC has worked with students with a wide variety of disabilities, and we may be able to coordinate with your VR office to provide a situational assessment or custom training plan.

Check with your local DVR office for specific questions pertaining to their process for career readiness and technology training.

Promotional Discounts

DWC occasionally offers promotional discounts on classes and/or programs. If eligible, these discounts are available to all students who do not have an existing payment plan agreement in place for the respective class(es) and/or program. Some restrictions may apply.

Placement Assistance

DWC certificate programs are not equivalent to college credits or approved by an accredited institution. We make no guarantee, expressed or implied, of future employment in any industry nor placement assistance of any kind. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

DWC offers an optional career coaching benefit for students enrolled in full-length certificate programs. Career coaches are comprised of Instructors and DWC staff. Career coaching services include resume and portfolio review, job search assistance, and mock interview preparation. Students may schedule up to two (2) hours of career coaching in thirty (30) minute increments. Career coaching is available up to one (1) year after graduation date.

Attendance Requirements

Synchronous Attendance

Students are expected to attend each scheduled class session. 70% comprehension is required to complete and receive a passing grade for each class. Daily attendance and comprehension grades are reported by the instructor at the completion of each class. Tardiness, failure to attend, and/or lack of participation are each accounted for when deeming a passing grade. Failure to complete/pass class may result in a suspension from enrollment in future DWC classes or programs. See *Progress & Grading Policy* and *Dismissal/Suspension* for further details.

Asynchronous/Synchronous Hybrid Attendance

Students are expected to attend each scheduled class session. 70% comprehension is required to complete and receive a passing grade for each class. Daily attendance and comprehension grades are reported by the instructor at the completion of each class. Students may [request class recordings](#) if available but must attend at least 50% of the class live, as scheduled, to be eligible for a passing grade. Tardiness, failure to attend, and/or lack of participation are each accounted for when deeming a passing grade. Failure to complete/pass class may result in a suspension from enrollment in future DWC classes or programs. See *Progress & Grading Policy* and *Dismissal/Suspension* for further details.

Failure to complete/pass class may result in a suspension from enrollment in future DWC classes or programs. See *Progress & Grading Policy* and *Dismissal/Suspension* for further details.

Failure to complete/pass class based on failure to meet these attendance requirements may result in probation. After consultation with all parties involved, DWC Admissions Team is responsible for the final decision regarding suspension. Students will be notified of their suspension status by email. Students may reapply for reinstatement after 30 days.

Students who are unable to continue classes for medical or personal reasons may be granted a leave of absence upon approval from a Director. Approval is granted on a case-by-case basis.

Service members and reservists may be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements.

Upon completion of a stand-alone class, students will receive a certificate of completion. Upon completion of a certification program, students will receive a professional certification document. Students can view all registered classes and certificates under My Account when logged into the DWC website.

Attended students of public classes are eligible for one (1) free retake of the same class within one (1) calendar year of the first day of the first class session. Some restrictions apply. See *Retake Eligibility* details.

Progress & Grading Policy

Assignment(s), project(s), or lab(s) will be administered by the instructor of each class. Assignments, projects, and labs are subject to pass or fail grade as determined by the instructor. Demonstrating at least 70% comprehension is deemed a passing grade.

Students may [request class recordings](#) if available but must attend at least 50% of the class live, as scheduled, to be eligible for a passing grade. Upon completion of each certificate program, students will receive a professional certification. Upon completion of each stand-alone class, students will receive a certificate of completion. All digital copies of certifications may be found in the student portal on DWC's website.

Student Records & Transcripts

Students may request a free printed copy of their transcript(s) in writing by contacting the Admissions Team at info@digitalworkshopcenter.com. Transcript(s) or certificate(s), whether paper or electronic, will be released to students who have outstanding debt balances upon completion of the program, with the exception of international students, as defined as "foreign student" in [CRS 23-1-113.5](#).

Students can also view all registered and attended classes when logged into DWC's website through their student portal.

Certificates may be withheld if a student has not completed all academic requirements or if there is a pending disciplinary action.

If a student believes their request for an official transcript or certificate has been wrongfully denied, they can file a complaint with the student loan ombudsperson. To file a complaint, students can contact the Colorado Student Loan Ombudsperson [here](#).

Dismissal / Suspension

Dismissal and suspension are the sole avenues available for ineligible students - academic probation is not factored into students' enrollment status.

Dismissal

Any student may be dismissed for violations of DWC policies, as set forth in DWC Terms and Conditions or violation of Conduct Policy. DWC staff is responsible for the final decision regarding dismissal. Students will be notified of the dismissal by email.

Probation / Suspension

Failure to pass a class within a program may result in a probation or suspension from enrollment in future DWC classes or programs. DWC staff is responsible for the final decision regarding probation or suspension. Students will be notified of probation or suspension by email. Students are not allowed to retake any class with a grade of fail or an incomplete class.

Conduct Policy

DWC has created the following Conduct Policy to support a productive and stimulating learning environment in all classes.

The DWC Conduct Policy is designed to help ensure a positive atmosphere for the majority of students who currently exhibit the professional standards details below.

All students are expected to act maturely and are required to respect other students and instructors.

Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on DWC property or on display in an online class. Any violation of the conduct policy may result in permanent dismissal.

Students should exhibit professional classroom values and behavior by:

- Engaging in appropriate communication and interaction
- Demonstrating trust, respect, and civilities at all times
- Approaching course content as important and necessary for success
- Turning off cell phones
- Not using electronic devices to send or receive messages during class
- Avoiding unnecessary talking
- Not reading outside material or doing other work during class

Students should contribute to a positive learning environment by:

- Arriving, attending, and departing class in a professional manner
- Taking responsibility for team and individual assignments
- Developing cooperative relationships with other students and faculty

- Avoiding inappropriate language in and near classrooms and offices
- Refraining from unrealistic expectations in dealing with administration, faculty, and staff.

All students are expected to always create an inclusive and wholly respectful environment for other students and instructors.

During online classes, students are prohibited from displaying any offensive, racist, or hateful imagery within the view of other students or instructors, including on student webcams.

In addition, students are expected to adhere to a dress code policy. All attire worn in the classroom shall be clean, neat, and in good condition. Students are prohibited from wearing clothing displaying offensive, racist, or hateful imagery within the view of other students or instructors, including on student webcams.

At the discretion of our instructors or administrative staff, DWC will ask our students to remove or correct anything deemed in violation of the Conduct Policy. If the issue is not corrected, the student shall be dismissed from class by administrative staff automatically. Students may be reinstated into the class if the violation has been resolved and written approval from administrative staff. More than two (2) violations of the Conduct Policy may result in dismissal.

DWC administrative staff and Admissions Team retains the right to review any report of offensive materials or violations to the conduct policy and dismiss students from class at their sole discretion. Dismissal from class will automatically eliminate any possibility of a refund of any student tuition fees.

Facilities

DWC main office and classrooms are located at 324 Remington Street, Suite 130, Fort Collins, CO 80524.

All students must secure the proper equipment and software prior to the start of their program. A full list of equipment and software requirements by program may be found [here](#).

Students may contact Admissions Team at any time with questions regarding proper equipment or software.

Graduation and Employment Rates

See Appendix C

Previous Credits

If a class is re-scheduled or cancelled, a credit may be available for a student. A credit for previous training, education, or experience will be evaluated on a case-by-case basis. DWC does not guarantee transferability of our credits to or from another institution unless there is a written agreement with another institution.

Student Grievance Procedure

Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years

from the student's last date of attendance or at any time prior to the commencement of training at <http://higherred.colorado.gov/dpos>, 303-862-3001.

Student Grievance Procedure – Nebraska Residents

Should a student have a grievance/complaint, please submit the issue via email to info@digitalworkshopcenter.com. Attempting to resolve any issue with the School first is strongly encouraged. The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education.

Student Grievance Procedure – Missouri Residents

If a student has submitted a formal complaint to DWC and have been unable to resolve the grievance via this manner they may submit a formal complaint to the following:

Missouri Dept. of Higher Ed. & Workforce Dev.
Attn: Coordinating Board for Higher Education
301 W High St., PO Box 1469
Jefferson City, MO 65101-1469
Phone: (573) 751-2361
Fax: (573) 751-6635
Email: info@dhewd.mo.gov

Privacy Policy

DWC does not rent, sell, or share personal information about you with other people or non-affiliated companies except to provide products or services you've requested when we have your permission. We have physical, electronic, and procedural safeguards that protect personal information about you that may be stored in our records.

Postponement Policy

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the State of Colorado Private Occupational Education Act of 1981.

Refund Policy

The following information pertains to policies and procedures of Digital Workshop Center and is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, Nebraska Department of Education, and Utah Department of Commerce.

Students not accepted to the school are entitled to all monies paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid.

Students who withdraw after three (3) business days, but before the commencement of classes, are entitled to a full refund of all tuition paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

If you would like to cancel or transfer a class, you must send your request in a written notice via email to info@digitalworkshopcenter.com. Transferring/rescheduling a class registration is equivalent to a cancellation and is treated accordingly.

Refund Table

Student is entitled to upon withdrawal/termination	Refund
Within first 10% of program	90% less cancellation charge
After 10% but within the first 25% of program	75% less cancellation charge
After 25% but within the first 50% of program	50% less cancellation charge
After 50% but within the first 75% of program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	NO Refund

The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.

All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:

The date of which the school receives written notice of the student's intention to discontinue the training program; or

The date on which the student violates published school policy, which provides for termination.

Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.

The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have a reasonably completed it, except that this provision shall not apply in the event the school ceases operation.

The policy for granting credit for previous training shall not impact the refund policy.

Refund Policy for Employee Training – Exempt Students Only

If an employer is registering students at DWC for the training of its employees as avocational education, then enrollment is considered exempt under the Colorado Division of Private Occupational Schools (DPOS) statute. This exemption is referred to as 'Employee Training'. You can find a list of all acceptable exemptions under DPOS rules [here](#).

To review the full Terms and Conditions for all Employee Training exempt program classes, click [here](#).

Refund Policy for Residents of Utah

For residents of Utah, view additional refund information in Appendix B or available [here](#).

Refund Policy for courses purchased from CourseHorse

If you purchased a class on CourseHorse, then our Refund & Cancellation policy applies to your purchase. If you are entitled to a refund, or have any questions, please visit the [CourseHorse](#) site and contact their customer service team.

Cancellation/Reschedule Policy

Student Cancellation/Reschedule – Public Classes

Once a student has enrolled in a class, they have three (3) business days to cancel or reschedule that class without incurring a cancellation fee (see the *Refund Policy* [here](#) for full details).

Student Cancellation/Reschedule – Private Classes

Should a student not be in attendance 15 minutes or more beyond the scheduled session time, this is considered equivalent to no-show/cancellation.

We understand that emergencies happen, but unexcused class/session absences are subject to this policy and fee application. Any violation of DWC policies may result in permanent dismissal.

DWC Cancellation/Reschedule

If class enrollment at the DWC does not meet our minimum requirement of students, the class may be cancelled or rescheduled. Participants will be notified prior to the start of scheduled class, typically with at least two days (48 hours) of advance notice.

Following our goals of limiting the number of cancellations and/or re-schedules, students may be notified as late as the day before a scheduled class. In the event of a DWC cancellation, a full refund will be available, or the paid balance may be applied toward another upcoming program/class. We never want to cancel a class, but, unfortunately, it does happen.

All applicable refunds will be made within 30 days of the date of cancellation. The effective cancellation date is the day the DWC receives your request.

Retake Eligibility

Students have the option for one (1) free “retake” of the same class taken at the DWC (public classes only). This retake registration is non-transferable, and no textbooks are provided (students are asked to bring their original textbooks with them to the retake class).

A retake is only available for students who completed the originally scheduled class.

A retake class has no redeemable value and is not eligible for a refund of any kind.

If a student is registered for a class as a retake student and the class is cancelled for any reason, DWC will allow the student to register as a retake for a different class until the retake bonus has been satisfied. Classes must meet minimum enrollment numbers of registered students to run.

If a class is filled with registered students, a retake student may be placed on a wait list and will be notified of their status immediately.

Appendix A

See attached.

Appendix B – Utah Residents Addendum

FOR STUDENTS IN THE STATE OF UTAH ONLY

REGISTERED UNDER THE UTAH POST-SECONDARY PROPRIETARY SCHOOL ACT (Title 13, Chapter 34, Utah Code).

Registration under the Utah Post-secondary Proprietary School Act does not mean that the State of Utah supervises, recommends, nor accredits the Digital Workshop Center. It is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employers' training requirements. This may be done by calling the prospective school or employer.

Digital Workshop Center is not accredited by a regional or national accrediting agency recognized by the United States Department of Education.

REFUND POLICY ADDENDUM

For residents of the State of Utah, Digital Workshop Center adopts a refund policy including a three-business-day cooling-off period during which time the student may rescind the contract and receive a refund of all money paid. The cooling-off period may not end prior to midnight of the third business day after the latest of the following days:

- (i) the day the student signs an enrollment agreement;
- (ii) the day the student pays the institution an initial deposit or first payment toward tuition and fees; or
- (iii) the day that the student first visits the institution, if the program lasts more than 30 consecutive calendar days.

PAYMENT

Prepayment of tuition and fees must be limited to four months of training, plus registration or start-up costs not to exceed \$200 or an alternative amount that the institution can demonstrate to have spent in undertaking a student's instruction. Payment for certificate program classes may be made on a class by class basis. Contact our administrative offices for further information.

Appendix C

See attached.