



INSTITUTE FOR TECHNOLOGY

2017-2018 Catalog



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GENERAL INFORMATION

Quantom Studios Institute for Technology (QSIT) mission is to provide a unique entry level technology training program for individuals interested in improving their workforce skills skillset capacity, reduce the digital divide, and increase the livable wages for individuals in the District of Columbia, Maryland, and Virginia region.

QSIT understands that there is an underserved population of students who do not want to attend a traditional two year – four-year college. Students challenged with financial, academic, and social issues which are in need of adequate support would greatly benefit from this program to prepare students for a viable workforce. QSIT shares the same philosophy by filling the gap for students to have an alternate vehicle to achieve their goals through high level and post-secondary certifications.

QSIT offers a technical program for students who are interested in preparing themselves for a career through higher education. We pride ourselves in creating an environment for students to have the opportunity to gain basic skills. Our first endeavor is to assess students upon entering our program to determine their strengths and areas of focus. We also periodically assess students throughout the program to establish growth in desired outcomes and utilize best practices with measurable benchmarks. These steps ensure students are making strides that will enable them to reach their dream of acquiring jobs in technology and continuing their education.

Most learning occurs onsite, in the QSIT classroom/technology lab with the exception of the Trends & Web Design course which is offered online. This course is a component of the Web Design Certificate Program & Web Development Certificate Program. Below are the course offerings and program calendar.

- Web Design & Development Programs
- Computer Systems: SharePoint for General Users
- Workforce Readiness Skills Program
- Microsoft Office Suite Program
- Word Processing Program

Winter 2018: Jan 9 – Mar 16, 2018 (Break: Mar 17-31)

Spring 2018: Apr 2–May 25, 2018 (Break: May 26-Jun 1)

Summer I 2018: Jun 4 – Aug 3, 2018 (Break: Aug 4-10)

Fall I 2018: Aug 13 – Oct 8, 2018 (Break: Oct 9 – 12)

Fall II 2018: Oct 15 – Dec 14, 2018 (Break: Dec 22- Jan 6)

Winter 2019: Jan 7 – Mar 2, 2019 (Break: Mar 1-Mar 10)

QSIT is closed on all federal holidays

QSIT has two facilities located in Alexandria (Lincolnia Community Center - LCC) and Arlington (Whitfield Commons - WC). Each technology lab will contain 20 personal computers/workstations, a printer, projection equipment and instructor's work station.

Classes are held Monday – Saturday, 9:00 am – 9:45 pm at:

Lincolnia Resource Center, 5128 Lincoln Ave., Alexandria, VA 22312

Whitefield Commons, 106 N. Thomas Street, Arlington, VA. 22203

Website: www.QuantomStudios.org Telephone: 703.969.4800

QSIT has partnered with the George Mason Regional Library to offer library resources to QSIT faculty and students.
7001 Little River Turnpike, Annandale, VA 22003

QSIT has partnered with Wesley Housing Development Corporation to offer classes at LCC and WC.
QSIT has partnered with Skillsource to offer approved Workforce Innovation Opportunity Act (WIOA) training.

QSIT is certified by the State Council of Higher Education for Virginia (SCHEV).
James Monroe Building 101 North Fourteenth Street, Richmond, VA 23219



GENERAL INFORMATION

Quantum Studios Institute for Technology (QSIT) is a 501(c) (3) non-profit organization which was founded by Phyllis Coleman-Lacy in 2012. QSIT began as a community partner of Northern Virginia Community College (NVCC), in Alexandria, VA, in 2013 as Quantum Studios Institute for Multimedia Arts and Technology. Initially, the purpose for QSIT was to educate traditional and non-traditional students in theories and concepts of web design within a cohort environment.

QSIT courses were aligned with offerings of NVCC so that students may be co-enrolled as NVCC students and receive NVCC credit for their QSIT coursework. At the time, QSIT instructors were also adjunct instructors at NVCC.

In 2016, while still a community partner with NVCC, QSIT became an approved Workforce Innovation and Opportunity Act (WIOA) Eligible Training Provider for individuals who want to become Web Design Specialists. Interested applicants may go to any of the SkillSource centers located within Fairfax, Alexandria, Arlington, Prince William or Loudon Counties in Northern Virginia.

Currently, QSIT has expanded the course offerings to include a variety of programs including SharePoint, Microsoft Office, Keyboarding, Workforce Readiness, Web Development and Web Design. The QSIT governing board has approved the curriculum for each certificate program.

ADMISSIONS & ENTRANCE REQUIREMENTS

Admissions

The deadline for submission of applications and fees is 30 days prior to the start of a program. Students who wish to enroll in a class after the due date will be subject to a late registration fee of 10% of the cost of the course or program they wish to enroll in.

All students interested in enrolling in a QSIT course or program must submit an online application indicating which course(s) they are interested in.

QSIT also offers a one-year certificate program in Web Design & Development. Registration for this program requires an additional interview as part of the admissions process. If you are interested in obtaining a seat in this program, it is important that you start the application process immediately.

Step 1: Attend an Information Session or Appointment with QSIT Admissions Staff

Submit a student interest form online and you will receive an email invitation to the next Information Session or one on one meeting. Reply to the email invitation to reserve your appointment or seat at the Information Session.

At the information session, you will receive information about our classes, learn more about our program, and begin the application process. Information Sessions are a mandatory first step in the application process, and take place at regularly scheduled times. At the first session, you can:

1. Complete & submit an admission's application.
2. Obtain an appointment for an interview.

Fast Track Day

If you know that Quantum Studios is right for you, we have a unique opportunity on the indicated Wednesday from 12:00-4:00 pm where you can fast track your application by completing two admissions steps in one day! Your appointment includes an Information Session and interview. This saves time and helps to get all questions answered.

Step 2: Begin Your Application

Most applicants pick up and begin the application during the Information Session. If you would like to get a head start on it, you can also download the application from our website and bring it with you to your Information Session. QSIT is located at the Lincolnia Community Center, 5128 Lincoln Ave., Alexandria, VA. 22312 and Whitefield Commons, 106 N. Thomas Street, Arlington, VA. 22203.

Step 3: Participate in an Interview

Interviews help to identify the applicant's goals, expectations, and financial needs. This interview will be scheduled on the day of the Assessment Session.

- Attend the interview. Please be on time and dress professionally.
- Discuss how you will finance your tuition. The interviewer will review with you, financial aid options and the associated terms of each option.

Step 4: Attend and Assessment Session

During the Assessment Session, applicants are evaluated in one or more of the following skill levels:

- Basic Computer Use
- Writing
- Verbal Communications
- Personal Qualities
- Professional Knowledge

Step 5: Complete the Admissions Process

Students will receive an email from QSIT informing them of their acceptance and registration information regarding class schedules, payments and orientation for the program.

Applicants must complete and submit all required paperwork to reserve a seat in the desired program or course. After all paperwork has been received and processed, applicants will be scheduled for a final appointment to complete payment for their program.

For information on transfer credit and life experience credit, see the Student Records & Disclosure section.

Questions? Ask Us! 703-969-4880

ADMISSIONS & ENTRANCE REQUIREMENTS

Minimum Requirements for Admissions to QSIT Programs

1. Complete a QSIT admissions application.
2. Participate in an interview with the QSIT selection committee. Questions are asked to assess the student's ability to communicate effectively, work as a team, as well as their analytical and problem-solving skills.
3. Each candidate is required to pass a basic math test with a minimum score of 65%. Almost all jobs require the ability to perform basic math.
4. Each candidate is required to pass a basic reading comprehension test with a minimum score of 65%. Academic competence in reading is essential to comprehend instructions.
5. Each candidate is required to take a typing test. Applicants that type less than 25 words per minute will be required to complete the Word Processing program. Although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.

Below is the assessment criteria:

CATEGORIES	CRITERIA			
	10 - 9	8 - 7	6 - 5	4 - 3
Communication skills	The candidate listened, and spoke extremely well when asked questions about himself/herself and their school and work experiences.	The candidate listened, and spoke clearly when asked questions about himself/herself and their school and work experiences.	The candidate somewhat, listened, and spoke clearly when asked questions about himself/herself and their school and work experiences.	There was little to no evidence that the candidate was listening and able to speak clearly when asked questions about himself/herself and their school and work experiences.
Teamwork	The candidate spoke extremely well of his experiences when asked questions about himself/herself and the ability to work with others and bring out the best in others.	The candidate gave a clear example of their experiences when asked questions about himself/herself and the ability to work with others and bring out the best in others.	The candidate somewhat spoke of their experiences when asked questions about himself/herself and the ability to work with others and bring out the best in others.	The candidate gave little to no evidence of their experiences when asked questions about himself/herself and the ability to work with others and bring out the best in others.
Analytical and problem-solving skills	The candidate is extremely capable of becoming creative, reasons well from working through problems based on past experiences to identify and solve problems effectively.	The candidate is capable of becoming creative, reasons well from working through problems based on past experiences to identify and solve problems effectively.	The candidate is somewhat capable of becoming creative, shows some evidence he/she reasons well from working through problems based on past experiences to identify and solve problems effectively.	The candidate shows little to no evidence being capable of creativity, shows little to no evidence he/she reasons well by working through problems based on past experiences to identify and solve problems effectively.
Typing Level Computer literacy	The candidate shows extremely strong typing skills by typing more than 40 WPM or more.	The candidate shows strong typing skills by typing 40 words per minute.	The candidate shows he/she has some typing skills by typing at 25 words per minute.	The candidate has little to no typing skills by typing less than 25 words per minute.
Math Competency	The candidate shows extremely strong math skills by scoring at 90% or more on our test.	The candidate shows good math skills by scoring between 89% and 82% on our test.	The candidate shows he/she understands some math competencies by scoring 65% on our test.	The candidate has little knowledge or understanding of basic math competencies by scoring below 65%
Reading Competency	The candidate shows extremely strong reading skills by scoring at 90% or more on our test.	The candidate shows good reading skills by scoring between 89% and 82% on our test.	The candidate has a basic level or reading competency by scoring a minimum of 65%	The candidate has little knowledge or understanding of reading by scoring below 65% on our test.

TUITION

Tuition for 2018 - 2019

QSIT 2018-2019 Tuition Chart				
<i>*Non-refundable \$50 registration fee (Reg. Fee) for each program</i>				
<i>**Books are included in the tuition fee</i>				
PROGRAM	REG. FEE*	TUITION**	TECH FEE	TOTAL
Web Design & Dev.	\$50	\$5450	\$40	\$5,540
Web Design	\$50	\$4245	\$40	\$4,335
SharePoint	\$50	\$3700	\$40	\$3,790
Admin. Assistant	\$50	\$2200	\$40	\$2,290
Word Processing	\$50	\$550	\$40	\$640
Workforce Readiness	\$50	\$550	\$40	\$640

QSIT offers students a great educational value.

Tuition Payment Methods

QSIT accepts tuition and fee payments via credit or debit card (Visa, MasterCard or American Express), cashier check or money order. Please note that credit and debit card payments may be assessed a processing fee by the financial institution processing payments.

The institution only accepts, cashier checks and money orders for the exact amount due. Cashier checks and money orders should be made payable to Quantum Studios Institute for Technology or QSIT. Cash is not accepted. There are no exceptions.

QSIT can also accept wire transfer of funds from a bank to pay tuition. However, the students must contact a QSIT's administrative assistant for specific instructions regarding wire transfers prior to submitting a wire transfer. Wire transfers received for more than the approved amount will not be accepted.

Students Receiving Tuition Assistance

If an applicant or student enrolls in classes that are not covered under the terms of their tuition assistance, the student or applicant must either replace the courses with courses that are eligible, or assume financial responsibility to pay the total amount of tuition and

fees due for the courses that are not covered by the tuition assistance.

Please make sure that your total amount due for eligible classes is covered by anticipated funding or some other form of payment.

QSIT's administrative personnel are available to provide support services to applicants and students in a kind and professional manner.

Tuition Agreement

Each student must sign an agreement to guarantee payment for all enrolled courses. Students or applicants who need additional payment assistance should make an appointment to discuss QSIT's Tuition Plan.

Payment Deadlines

Payment deadlines are set one month or 30 days prior to the start of the term for students using QSIT's Tuition Plan and students that have tuition paid by a third party. If a class starts on August 30th, payment for the class is due by July 30th, otherwise a late fee in the amount of 15%, or \$100, whichever is less will be assessed.

If students using either of the payment methods above registers for classes after the deadline, a payment is due by 5 p.m. the next day.

Tuition refunds and debt forgiveness are granted for the following reasons:

- Students drop from a program prior to the census date (which is the day after the 2nd class meeting).
- The class is canceled by QSIT due to low enrollment.

To withdraw or cancel your enrollment in a program, you must do so in writing prior to the first day of class to avoid financial obligation. Do not assume your class will be dropped automatically or that someone else can do it for you. It is your responsibility to contact administration and obtain confirmation that your class is dropped.

TUITION REFUNDS

Refunds

Students who register for classes and pay tuition with a credit card or debit card will receive a refund back to the card used. Students who sign up for direct deposit will receive a refund into the bank account on file.

QSIT has contracted a financial agency to process electronic payments and tuition refunds to students. Electronic refunds should be available approximately six business days after the refund request has been approved. Traditional check refunds that are mailed may take up to 14 business days to arrive at your postal address.

NOTE: Please verify that Administration has your current name, address and date of birth correct in your record **and** on your QSIT Refund Request. All future refunds will be processed the same way unless you update your refund preference with Administration staff.

Leave of Absence

A student may request a leave of absence in writing, signed and dated with a reason. QSIT will respond within 14 calendar days of receiving the request. There will be no fee assessed for the time the student is on leave of absence. The approved leave of absence should not exceed 180 calendar days in any 12-month period. Upon return from a leave of absence, the student is permitted to complete the course work he/she began prior to their leave.

If a student does not return on or before the approved return date, QSIT must treat the leave of absence as a withdrawal. The date the leave of absence was approved shall be considered the last date of attendance for refund purposes. Please see the refund table below.

Special Circumstances Refunds

Refund Requests and Forgiveness of Debt based on Special Circumstances

You may request a refund or forgiveness of debt after the last date to add or drop a course because of one of these special circumstances:

- Medical issue that prevents you from attending class and continuing your studies
- Your death or the death of an immediate family member
- Administrative error made by QSIT
- Extreme financial hardship
- National emergency which is declared by the President of our United States

Students may be eligible for a tuition refund or forgiveness of debt under the following special circumstances:

- Medical Emergency
- Psychiatric or Psychological Emergency
- Death
- QSIT Administrative Error
- Extreme Financial Hardship
- National Emergency or Mobilization

Note: Your request must be submitted within 90 days of the qualifying occurrence date.¹

If a special circumstances refund is approved; a prorated refund may be issued. Please review the refund table below for additional information.

- There are no refunds provided once 75% of the program has been completed.

QSIT Tuition Refund Table		
<i>*No other refund for withdrawals are available</i>		
Program Length	Withdrawal	Refund Amount
16 weeks 64 weeks 80 weeks	Week 1-4 Week 1-16 Week 1-20	75% of tuition paid
16 weeks 64 weeks 80 weeks	Week 5-8 Week 16-32 Week 21-40	50% of tuition paid
16 weeks 64 weeks 80 weeks	Week 9-12 Week 33-48 Week 41-60	25% of tuition paid

TUITION REFUNDS

Special Circumstances Procedures

1. Contact Administration to schedule an appointment to discuss your options.
2. Submit a completed Special Circumstances Withdrawal form and submit a request for a refund or forgiveness of debt.
3. Submit a written statement to Administration that includes all appropriate documentation in support of one of the special circumstances listed below.

Medical Emergency

A medical emergency will be considered as an extended illness or major medical issue affecting the student or members of the student's immediate family (mother, father, sister, brother, wife, husband, child, grandparent or grandchild) that occurs during the current term you are enrolled; which requires hospitalization, or is considered contagious and a danger to the remainder of the QSIT community.

When a medical emergency occurs, you must submit in writing, within 14 calendar days from your last day of attending class. A written verification, on letterhead, by the attending physician, is required and must include the initial date of the emergency, a statement that you are not recommended to attend class, and the duration of the medical emergency.

Psychiatric or Psychological

Psychiatric or Psychological emergency or severe, extended illness occurring during the current term enrolled. Written verification, on letterhead, by the attending mental health professional must include the initial date of the illness, a statement that you are not able to attend class, and the duration of the illness.

Death

If there is a death of a student or an immediate member of the student's immediate family (mother, father, sister, brother, wife, husband, child, or grandparent) will require a copy of the death certificate or obituary should accompany the request.

Administrative Error (QSIT)

If you believe an administrative error has occurred regarding your enrollment or course registration, submit a request that explains the circumstances of the error, including important dates, names of QSIT staff, and relevant QSIT publications or documents. Student requests must be submitted within 90 days of the date that the error was first discovered.

NOTE: Disagreements with faculty, their teaching method, unsatisfactory treatment or grading procedures are not considered administrative errors and must be resolved by contacting Administration to file a grievance.

Extreme Financial Hardship

A student experiencing extreme financial hardship should submit a request that explains the circumstances, outlines the financial hardship and provides the appropriate documentation. NOTE: Students should be prepared to submit copies of the following types of documents in order for a determination of hardship to be made: bills, foreclosure, employment termination, tax returns, etc.

National Emergency or Mobilization

A student required to mobilize in accordance with Section 23-9.6.2 of the Code of Virginia must provide a copy of the military order. The request must be submitted within 90 days of the date of the order.

TUITION REFUNDS

Special Circumstances Decisions

Students will receive a letter, with an explanation, indicating whether the request has been approved or denied. An official communication will be sent to your QSIT email address. Communication with individuals other than the student requires written consent from the student.

Appeals regarding a denial must be submitted to Administration within 30 days of the date of the official notification of the original denial. The appeal must include factual information that supports the challenge of the basis of the denial.

If a student's request for a refund based on medical issues is approved, it may be prorated. For a problem that occurs in the first quarter of a course a full tuition refund will be approved. For a problem that occurs in the second quarter of the course, a refund of 50% will be approved.

If a student's request for a refund is granted for a documented administrative error, or the request is approved for a full refund due to a medical issue that occurred in the first quarter of the course, the course will be dropped from the official transcript. Any requests granted for medical problems occurring after the first quarter of the course prior to the halfway point will not include dropping the course from the official transcript; courses will remain marked as a withdrawal.

Upon approval, the student will receive either a refund check by mail or credit will be applied to the credit/debit card, based upon the form of the initial payment. It is the student's responsibility to ensure that QSIT has a current and correct mailing address on file. Address verification can be completed by sending an email to admissions@quantomstudios.org.

Questions? Ask Us!

Phone: 703.969.4880

Email: Admissions@Quantomstudios.org



STUDENT RECORDS & DISCLOSURE INFORMATION

Student Records

QSIT maintains student records regarding attendance, grades, admissions, program completion, suspension & disciplinary actions. Student information will be retained for the life of the institution.

Requests for copies of student records should be submitted to administration in writing or in person. Records will not be released if there is a current financial hold on file.

Accommodations

QSIT is committed to providing each student with disabilities the appropriate transitional services while they are in pursuit of training. QSIT is mindful that students with disabilities are eligible for certain accommodations under Section 503 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with disabilities are encouraged to send an email to Admissions via admissions@Quantumstudios.org to schedule an appointment to discuss accommodations.

NOTE: Accommodations are not retroactive. Please be sure to submit current documentation that supports your need for accommodations when submitting a request.

Class Expectations

1. Complete and turn in assignments on time
2. Participate in class discussions
3. Participate in workshops and group work
4. Turn in assignments on time

Class Cancellations

If classes are canceled, you are required to check Blackboard to see assignment details. QSIT will follow the cancellation guidelines of Fairfax and Arlington County Public Schools for inclement weather. This means that if FCPS or ACPS cancelled classes due to inclement weather, QSIT will also be closed.

Transfer Credits

QSIT does not accept transfer credits for course work completed at other institutions. Programs completed at QSIT are not transferable to another institution.

Students who have worked in a field for more than 3 years can get credit for a first term course that is in a certification program

Grading Policy

All coursework will be given a numerical grade, using the following scale:

90 – 100 = A	70 – 79 = C	50 – 59 = F
80 – 89 = B	60 – 69 = D	

Late Assignments

Late work is generally not accepted unless a class-wide extension is given. If you believe you will need extra time, please make your request prior to the deadline. Not all requests for extensions will be honored.

Grades

Classwork and homework submitted online and in-class will be returned within seven days of submission. Students will receive their grades or progress reports by email. It is the responsibility of the students to ensure that the institution has a current email address.

Program and Course Completion Requirements

The Web Design & Development courses within the program requires students to successfully complete program with a 70% cumulative average or higher. The stand-alone courses require that students successfully complete courses with a 60% or higher grade.

Grievance Process

Students that have a complaint or grievance are required to complete a grievance form and submit it to Administration. Upon receipt of the complaint or grievance, the student shall be contacted by Administration within 2 business days.

If a student is not satisfied with the final outcome of any decision made by the QSIT governing body, the State Council of Higher Education for Virginia (SCHEV), is a student's last resort in the grievance process.

Student(s) have the right to contact the President to complain or submit a grievance without fear of retaliation and without being subjected to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

STUDENT CONDUCT

Students enrolling in the Institution assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an educational institution. Submitting an application to QSIT represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. Violating any QSIT core values may lead to disciplinary action

Every student will be an outstanding member of the institutional community as well as a good citizen of the world community. Our philosophy states that QSIT will make every effort to resolve disciplinary issues in an informal environment.

Students who enroll at QSIT accept all applicable policies, procedures and acknowledge the right for QSIT to take action, up to and including suspension or expulsion in response to misconduct. It is the student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with QSIT policies and procedures.

Conduct

Students are expected to behave as responsible adults while enrolled at QSIT where classes are held and within the community. This means participating actively and professionally in class meetings, and being respectful to your peers and faculty at QSIT. Any student who causes a classroom disruption will be asked to leave. This will be counted as an absence. Any repeated offenses will result in deduction of participation points, and may result in being withdrawn from the class.

Electronic Devices:

We pride ourselves in maintaining a constructive learning atmosphere, disruptive and distracting behavior will not be tolerated (this includes texting). Any student who is interfering with classroom learning will be asked to leave. Your cell phone is not to go off in class. Please set it to **vibrate**. If either your phone or your laptop becomes a distraction (through noises, fiddling with power cords, twitter, etc.) you will be asked to leave.

Repeated offenses will result in the deduction of participation points, and may result in being withdrawn from class. See the *Probation, Dismissal & Readmission* section for more information.

Academic Dishonesty

Academic dishonesty is unacceptable: The first time a student submits an assignment demonstrating evidence of academic dishonesty, the student will receive a grade of "0" on the assignment and may be recorded in a QSIT database. Any student found to have committed a second act of academic dishonesty will fail the course in which the instance occurred and may be referred to the Administration for additional sanctions which can include suspension or dismissal from QSIT. Official sanctions become part of a student's academic record.

Academic dishonesty includes, but is not limited to: "Cheating on a test or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during a test or quiz. Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, and/or the use of such material. Substituting for another person during an examination or allowing such substitution for one's self."

The most common form of academic dishonesty is plagiarism. **Plagiarism is any act wherein you do not properly acknowledge the thoughts or words of another or attempt to present those thoughts or words as your own.** This includes any submission of written work other than one's own." Also note that "Collusion with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor" is a form of academic dishonesty.

All work submitted must be produced by the student for a specific course. Submitting work done for another class is unacceptable. If there are questions about academic dishonesty, please see your instructor before submitting an assignment.

ATTENDANCE, LEAVE & WITHDRAWALS

Attendance

There may be circumstances which occasionally prohibit students from attending class. Beginning with the fourth (4th) day absent, the final grade will be lowered one letter grade.

Any student with more than seven (7) absences in the one year certificate program, will fail the course, and receive a grade of “F.”

For classes that are eight weeks, any student with four (4) or more absences will fail the course. When absent, check with your instructor to find out what happened in class. There are no makeups for assignments or quizzes missed as the result of an absence.

Tardiness

Arriving to class late, or leaving early are treated in the same manner. Two such occurrences will be the equivalent of one (1) absence.

Withdrawals

Before the last week to withdraw in each term, students should evaluate their progress in the program. If a student is not making adequate progress, the student may consider officially withdrawing from the program to avoid failing. Contact Administration to discuss the withdrawal process.

Upon withdrawal from the course, the student will receive a grade of “W”. If a student withdraws from a course after the withdrawal period, the student will receive a grade of “F”. (*See Probation, Dismissal & Readmission*)

QSIT Program Withdrawal Table		
Program Length	Receive Grade W Withdraw by	Receive Grade F Withdraw After
16 weeks	Week 9	Week 9
64 weeks	Week 33	Week 33
80 weeks	Week 41	Week 41

PROBATION, DISMISSAL & RE-ADMISSION

Academic Probation

Students who are enrolled in a Certificate program and fail to maintain a minimum cumulative grade point average of 1.50 will be placed on academic probation until their grade point average reaches a minimum of 2.0. Students shall be placed on probation only after they have attempted 12 clock hours in a term

Academic Suspension

Students who do not maintain a 2.0 average after being reinstated from being on an academic probation will be suspended from the QSIT program. Students must be reinstated from academic suspension in order to resume classes.

Once a student is reinstated from academic suspension, the student must earn a 2.00 GPA for the current term in which they have been reinstated. The student must maintain a minimum GPA of 2.0 for the remainder of the program.

Academic Dismissal

Students who do not achieve a 2.0 average after being placed on academic suspension from the previous term, will be dismissed from the program.

Reinstatement Procedures for Students on Academic Suspension or Dismissal

The procedures listed below apply to students who have been academically suspended or dismissed:

1. Students are notified of academic suspension or dismissal via email or a letter sent to the address in file.

The statement "Subject to Dismissal" will be placed on the student's permanent record.

Once a student has been reinstated from academic suspension, they will be required to carry less than the normal course load and are required to receive student support services for a period of time to ensure student success. Once the student has raised their grade, the statement, "Subject to Dismissal" will be removed from the student's record.

2. Students on suspension will not be able to register for the next term without submitting a letter for reinstatement to Administration
3. Students seeking reinstatement are required to meet with the instructors of the next term's courses to gain an understanding of the course requirements prior to returning to the program.
4. Students seeking reinstatement must submit a signed academic agreement form to administration prior to reinstatement.
5. The QSIT President will make the decision regarding reinstatement and notify the student in writing of the decision.

PROGRAM CURRICULUM

Program Prerequisites

All programs offered have a minimum requirement of a high school diploma or GED. Some programs may require students to demonstrate additional competencies by completing a short test.

The pre-requisites for enrollment in each of the programs are listed below.

Administrative Assistant Program: HS Diploma or GED, & Type 25 WPM

Computer Systems: SharePoint Program: HS Diploma or GED, Type 25 WPM & Microsoft Office Suite

Web Design & Development Program: HS Diploma or GED, & Type 25 WPM

Web Design Program: HS Diploma or GED, & Type 25 WPM

Workforce Readiness Program: HS Diploma or GED, Type 25 WPM & Microsoft Office Suite

Word Processing Program: HS Diploma or GED

Questions? Ask Us!

Phone: 703.969.4880

Email: Admissions@Quantomstudios.org

WORD PROCESSING PROGRAM

QS/KEY 001 WORD PROCESSING

Course Description

This course is designed to provide students with marketable and practical typing skills.

General Course Purpose

The purpose for Keyboarding-Typing I course is designed to educate the student to key letters, figures, and common symbol keys by touch—without looking at your fingers. Students will learn correct keyboarding techniques, machine manipulation, and basic computer competence. Students will demonstrate the ability to key writings of average difficulty from straight copy, rough-draft copy, and statistical copy at acceptable speeds with minimum errors. Students will develop proofreading skills and applying basic punctuation rules needed in documents. Students will learn to create memos, letters, reports, and tables in proper format from semi-arranged copy according to established standards and specific directions. An emphasis will also be on word processing applications and computer mastery.

Course Prerequisites/Co-requisites

High School Diploma or GED

Course Objectives

Upon completion of this course, the student should be able to:

- Learn to type without looking at keyboard
- Improve typing speed and accuracy
- Recognize and use proper symbols for expression
- Recognize various formats for letter writing
- Develop and utilize standard vocabulary for creating documents
- Learn research skills

Major Topics to be Included

- a) Proofreading and correcting errors
- b) Typing timed writings at an acceptable speed with minimum of determined errors
- c) Alphabetizing items
- d) Learn numbers symbols, expression and proofreader marks
- e) Word processing, format paragraphs & pages
- f) Memos and letters
- g) Long Reports
- h) Clip art, office typing

ADMINISTRATIVE ASSISTANT PROGRAM

This program provides instruction on the fundamentals of Microsoft Office & Workforce Readiness. The Microsoft applications will enable the user to create business documents; enabling students to perform technical aspects effectively as executive or administrative assistants. The Workforce Readiness course focuses on business communications, office procedures, customer service and records management. Upon completion, students will be prepared to be employed in administrative capacities.

QS-MST 501 MICROSOFT OFFICE SUITE

Course Description

Discover how to use and create documents, presentations and spreadsheets.

General Course Purpose

This course is designed to help the new user and those who want to become more efficient in using these programs.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to create a PowerPoint and master how to organize an Excel spreadsheet. Also, students will learn how to complete the following tasks:

- Recognize and use the various functions in Word, PowerPoint and Excel
- Develop a working vocabulary for Microsoft Office
- Utilize best practices and apply them to creating documents, spreadsheets & presentations
- Recognize and use applications and use variety of document designs for various industries to create professional looking documents.

Major Topics to be Included

How to:

- a. Microsoft Ribbon
- a. Create and organize files
- b. Format basic data
- c. Copy and paste data
- d. Insert/delete rows and columns
- e. Create and sort a simple chart
- f. Manually write formulas
- g. Insert built-in functions
- h. Reviewing document
- i. View letters and reports

QS/WRS 600 WORKFORCE READINESS SKILLS

Course Description

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills.

General Course Purpose

This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to demonstrate their understanding of a wealth of information as discussed in the NACE program. Thus, students will be able to:

- Demonstrate digital and financial literacy
- Create a resume, cover letter & career plan
- Understand effective communication with peer, employer, and customers.
- Understand professionalism and work ethics
- Understand networking, time & task management
- Demonstrate team work

Major Topics to be Included

- a. Budgeting, paying bills, direct deposit, taxes and 401K planning
- b. Documents, presentations, email, and saving files
- c. Navigating the internet and conducting research
- d. Documenting job and volunteer experiences
- e. Identifying potential employers; writing professional documents and letters that are applicable for employment
- f. Completing an interest inventory sheet and assessing results using WIZARD
- g. Collaborating with people
- h. Participate in a mock interview
- i. Demonstrate problem solving and adaptability
- j. Calendar appointments & job responsibilities

COMPUTER SYSTEMS: SHAREPOINT PROGRAM

QS/SP 800 SHAREPOINT FOR GENERAL USERS

Course Description

Microsoft SharePoint is a web-based collaborative tool that allows individuals to interact as groups as well as manage and edit a wide range of shared information, such as documents, lists and calendars. Data in SharePoint can be created either for temporary or permanent content of information. This course uses easy steps and concise, straightforward instruction to show the most expedient ways to learn a skill or solve a specific problem.

General Course Purpose

This course is designed to introduce individuals to SharePoint and a variety of its features. You will be able to create and edit content on a SharePoint site, as well as create your own SharePoint Home Page and access SharePoint through Microsoft® Office applications.

Course Prerequisites/Co-requisites

High school diploma or GED, Microsoft Office Suite & Type 25 WPM

Course Objectives

Upon completion of this course, the student should be able to:

- Understand how to access & navigate SharePoint sites
- Configuring SharePoint Profiles
- Effectively use the collaboration technology
- Use Microsoft Office and interface elements
- Work with documents, Content, Libraries and Applications
- Use Microsoft Office Web Applications
- Use office applications
- Use document check in and check out functions
- Manage document version control and recovery
- Access SharePoint data from Outlook

Major Topics Covered

- a) Organization, and interface with social media such as Facebook, Twitter, and Yammer
- b) The Header, the Robbin, quick launch sections, and page areas
- c) List of libraries and Apps essentials
- d) The Browser
- e) Organizing people, work, documents, calendars, and events
- f) Contacts
- g) Site Contents
- h) Document recovery
- i) How to use Microsoft office Web Applications for integration with SharePoint
- j) Using information management policies, auditing, barcode and expiration
- k) Collaborating with Blogs

WORKFORCE READINESS PROGRAM

QS/WRS 600

WORKFORCE READINESS SKILLS

Course Description

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills.

General Course Purpose

This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to demonstrate their understanding of a wealth of information as discussed in the NACE program. Thus, students will be able to:

- Demonstrate digital and financial literacy
- Create a resume, cover letter & career plan
- Understand effective communication with peer, employer, and customers.
- Understand professionalism and work ethics
- Understand networking, time & task management
- Demonstrate team work

Major Topics to be Included

- k. Budgeting, paying bills, direct deposit, taxes and 401K planning
- l. Documents, presentations, email, and saving files
- m. Navigating the internet and conducting research
- n. Documenting job and volunteer experiences
- o. Identifying potential employers; writing professional documents and letters that are applicable for employment
- p. Completing an interest inventory sheet and assessing results using WIZARD
- q. Collaborating with people
- r. Participate in a mock interview
- s. Demonstrate problem solving and adaptability
- t. Calendar appointments & job responsibilities

WEB DESIGN PROGRAM

QS/WEB 100- TRENDS IN WEB DESIGN & DEVELOPMENT

Course Description

Explores contemporary subjects and current trends pertaining to web design. Emphasizes the roles of design and production techniques fundamental to web development.

General Course Purpose

This course is designed to educate the student about the changing trends in web design, with a focus on new technology and standards, as well as design techniques that are most currently used in the industry.

Course Prerequisites/Co-requisites

Graduated from high school or have a GED

Course Objectives

- Upon completion of this course, the student should be able to:
- Understand the current trends in the industry
- Recognize and utilize changing trends to design practices
- Develop thinking processes related to past practices and apply it to current trends
- Recognize how the current trends should be implemented in designs
- Develop a Web Standards vocabulary
- Learn research skills

Major Topics to be Included

1. W3C (World Wide Web Consortium) standards
2. CSS Web Usability
3. Copyright laws
4. WWW responsibilities for updating and maintaining sites
5. Design trends
6. Code changes and trends
7. Error-proofing designs
8. Know Web Standards
9. Support Web Standards within designs
10. How to reference websites
11. 508 Compliance

QS/STS - 101 ACADEMIC & PERSONAL DEVELOPMENT

Course Description

This course is designed to assist students to be successful in the QSIT program. This course covers the skills needed to complete your academic goals, balance classroom work with personal responsibilities and be successful as a working professional.

General Course Purpose

This course is designed to educate the student about how to organize their time to successfully complete their course work. Learn the importance of working together with peers to build 21st century teaming skills that will support their growth, learning, and development. Provide student with information on how and why they should take advantage of Student Support Services at QSIT to address student's learning needs, concerns that may be challenging and effecting their learning.

Course Prerequisites/Co-requisites

Graduated from high school or have a GED

Course Objectives

Upon successful completion of this course you will be able to:

- Utilize enhanced critical thinking, time management and listening skills
- Understand and follow all the steps of the study skills process to manage course materials in all courses
- Prepare for future internship and job opportunities
- Work as a team with classmates to accomplish classroom tasks and presentations

Major Topics to be Included

- a) Working with computer software to create word documents, PowerPoints, emails, and saving files
- b) Navigating the internet and conducting legitimate research
- c) Documenting one's job and volunteer experiences
- d) Identifying potential employers; writing professional documents and letters that are applicable for employment
- e) Collaborating with students in the classroom setting
- f) Participate in a mock interview
- g) List personal values commitment, interpersonal skills
- h) Demonstrate problem solving and adaptability
- i) Establish relationships and resources inside and outside the work place
- j) Use a calendar to manage job responsibilities.

WEB DESIGN PROGRAM

QS/ART 112 INTRODUCTION TO GRAPHIC SKILLS

Course Description

Teaches basic studio skills and concepts while placing emphasis on concepts developed and problem solving when using traditional art material and computer techniques. The instructor uses current graphic software applications.

General Course Purpose

This course will provide the student with a basic understanding of and familiarity with computer technology equipment, materials art supplies, and methods for successfully executing problems in future course work.

Course Prerequisites/Co-requisites

Graduated from high school or have a GED

Course Objectives

Upon successful completion of this course, the student should be able to:

- Use and care of equipment and supplies properly
- Select the appropriate software and hardware to execute communication design concepts
- Describe and select the appropriate color scheme for print media.
- Use correct terminology for communication design
- Discuss ideas in a professional manner
- Apply professional presentation techniques

Major Topics to be Included

1. Multiple tools and techniques using current design software
2. Scanning basics
3. Introduction to typography
4. Centering and measuring/sizing and scaling
5. Color models (CMYK, RGB, and Hexadecimal)
6. Presentation techniques such as mounting and matting
7. File management as it relates to hardware and software
8. Professionalism as applied to critiques and class work

QS/ENG 160 READING & WRITING COMPOSITION

Course Description

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

General Course Purpose

ENG 160 will prepare students for writing in the workplace through understanding the writing process and creation of effective texts.

Course Prerequisites/Co-requisites

Graduated from high school or have a GED

Course Objectives

- To produce an effective essay through an organized and coherent process.
- Explain, describe and inform in expository writing and identify the purpose of the mode of argument in persuasive writing.
- Analyze and investigate ideas and present them in well-structured prose appropriate to a particular purpose and audience.

Major Topics to be Included

1. Critical thinking
2. Selecting/Refining topics
3. Composing effective sentences and paragraphs
4. Developing, organizing, and supporting ideas
5. Investigating and evaluating resources
6. Incorporating appropriate resources into a text
7. Considering context, audience, and purpose

WEB DESIGN PROGRAM

QS/ART 213

COMMUNICATION DESIGN

Course Description

Studies the principles of visual communications as applied to visual communication design, which includes:

print-based, web-based, screen-based media. Analyzes the influence of contemporary art on design. Part of this course is exploration of digital imaging and design composition.

General Course Purpose

This course is designed to provide the students the necessary knowledge for successful digital imaging and design composition within the visual communications field. It will explore design concepts that are relevant to image creation and document layout, as well as the current tools and technologies needed to accomplish this.

Course Prerequisites/Co-requisites

Graduated from high school or have a GED

Course Objectives

Upon completing the course, the student will be able to:

- Integrate design principles into visual communication projects
- Apply the fundamentals of current industry standard software
- Prepare digital files based on industry standards
- Produce digital imagery for visual communication
- Differentiate between raster and vector graphics
- Assemble digital files using appropriate technologies
- Utilize digital files for appropriate output
- Support critical critiques during class
- Design digital compositions

Major Topics to be Included

- a. Communicating with digital compositions
- b. Creation and editing software
- c. Color management
- d. Composition techniques
- e. Web preparation
- f. Print preparation
- g. Digital image composition
- h. Image source options

QS/WEB 220

DESIGN FOR THE WEB

Course Description

Introduces the basic elements of web page design: typography, imagery, and color, and examines how they are combined to create effective layouts. Teaches organization of materials, sketching and concept development,

Website planning and various methods of construction.

General Course Purpose

This course is designed to educate the student in theories and concepts of design as it pertains to the development of web pages. The course is also designed to teach graphic skills and techniques necessary to create a web page.

Course Prerequisites/Co-requisites

High School diploma or GED. Familiarity with the computer and electronic graphic design are recommended.

Course Objectives

Upon completion of this course, the student should be able to:

- Design web pages using HTML and application software pertinent to web page design
- Develop an aesthetic and technical vocabulary related to web design.

Major Topics to Be Included:

1. Layout and design of a web page
2. Construction of a web page/web site
3. Consider browser limitations
4. Typography as applied to web design
5. Effective use of images
6. Utilize color in web design
7. Storyboard development

WEB DESIGN PROGRAM

QS/WEB 321 DESIGN FOR THE WEB II

Course Description

Continues to study design concepts introduced in Design for the Web I; concentrates on the addition of animation, sound, and interactivity to the web pages and explores advanced design problems.

General Course Purpose

This course is designed to further the student's education in design concepts, especially as pertains to the use of animation and interactivity on web pages. It will teach the skills and techniques necessary to create web based animations and interactive elements and embed them into web pages. This course will also provide an understanding of the aesthetics and techniques regarding the use of sound in web page construction.

Course Prerequisites/ Co-requisites

Prerequisite: ART 120

Course Objectives

Upon completion of this course, the student should be able to:

- Learn to integrate animation, video, sound, and interactivity into web pages
- Produce a complex, functional, and well-designed web site integrating graphics, text, and animation
- Sound, video, and interactive elements if web design

Major Topics to Be Included

1. Basic understanding of dynamic HTML
2. Cascading style sheets
3. Animation
4. Grid design
5. Streaming audio and video
6. Cross-browser issues
7. Developing a checklist or questionnaire to address client expectations
8. Extended testing on different platforms

QS/WEB 430 ADVANCE DESIGN FOR THE WEB

Course Description

Presents advanced features of web design and technology used by designers. Explores advanced design problems. Lecture 2 hours. Studio instruction 2 hours. Total 4 hours per week.

General Course Purpose

This course is designed to advance the student's education in design concepts, especially on how it applies to the current trends in the field. It will expand on the necessary skills and tools needed to be successful in creating interactive web-based designs. This course will explore more front-end user interface design concepts and applications.

Course Prerequisites/Co-requisites

Prerequisites: WEB 220 and WEB 321.

Course Objectives

Upon completion of this course, the student will be able to:

- Integrate design aspects into a complex web site
- Design a complex, functional interactive site
- Communicate design concepts through front-end user requirements
- Analyze design and interactive concepts based on user interaction
- Integrate emerging technologies into front-end user designs

Major Topics to be Included

1. Current design trends
2. Front-end user interface design requirements
3. Advanced HTML
4. Advanced cascading style sheets
5. Interactivity
6. Interactive, web-based designing
7. Accessibility in designing user interfaces

WEB DESIGN PROGRAM

QS/MKT 310 INTRODUCTION TO MARKETING

Course Description

The course presents an overview of marketing principles, concepts, management strategies and tactics, along with the analytical tools, used by organizations in the creation of a marketing plan to promote ideas, products, and/or services to selected target groups. It also, examines entrepreneurial, global and e-marketing practices in today's business environment.

General Course Purpose

Introduce students to the discipline of marketing, the need to create customer value and customer relationships in the marketplace. Critical thinking and technology will be emphasized as the student examines new and traditional methods of creating customer value and developing customer relationships using the Internet as one of the many tools available.

Course Prerequisites/Co-requisites

WEB 100, STS 100

Course Objectives

Upon completion of this course, the student will be able to:

- Define successful marketing strategies and explain why.
- Use the Internet to locate information, research companies, target potential market opportunities and create sales
- Explain how marketing activities interface with other organizational functions.
- Evaluate marketing activities to create customer value.
- Develop solid customer relationships.
- Compare the role of marketing in the domestic and global economies.
- Explain the role of social responsibility and ethics in marketing.

Major Topics to be Included

1. A focus on customer relationships and value
2. Linking marketing activities and successful corporate strategies
3. The changing marketing environment, social responsibilities and ethics
4. The tools of marketing in a global marketplace
1. Target marketing opportunities
2. Satisfying marketing opportunities
3. Physical distribution
4. Pricing strategies and procedures
5. Managing the marketing process
6. Electronic marketing
7. Optional Topics to be Included
8. Legal aspects
9. Career exploration
10. Personal marketing
11. Marketing plan

WEB DESIGN PROGRAM

- j. Calendar appointments & job responsibilities

QS/WRS 600

WORKFORCE READINESS SKILLS

Course Description

This course focuses on topics which will assist a student in transitioning to a job in a professional environment, through the introduction of 21st Century job readiness skills.

General Course Purpose

This course teaches skills that the National Association of College and Employers (NACE) has delineated as a priority to employers.

Course Prerequisites/Co-requisites

High School Diploma or GED, and Typing 25 WPM

Course Objectives

Upon completion of this course, the student should be able to demonstrate their understanding of a wealth of information as discussed in the NACE program. Thus, students will be able to:

- Demonstrate digital and financial literacy
- Create a resume, cover letter & career plan
- Understand effective communication with peer, employer, and customers.
- Understand professionalism and work ethics
- Understand networking, time & task management
- Demonstrate team work

Major Topics to be Included

- a. Budgeting, paying bills, direct deposit, taxes and 401K planning
- b. Documents, presentations, email, and saving files
- c. Navigating the internet and conducting research
- d. Documenting job and volunteer experiences
- e. Identifying potential employers; writing professional documents and letters that are applicable for employment
- f. Completing an interest inventory sheet and assessing results using WIZARD
- g. Collaborating with people
- h. Participate in a mock interview
- i. Demonstrate problem solving and adaptability

WEB DESIGN & DEVELOPMENT PROGRAM

NOTE:

The requirements for the Web Design and Development Program include the successful completion of all courses associated with the Web Design program AND the following three courses:

- ART 311 – Branding & Strategies
- ART 315 – Portfolio Development
- WEB 401 – Web Design & Development Studio Lab

QS/ART 315 PORTFOLIO DEVELOPMENT

Course Description

This course is designed for students to work independently to create and organize a breadth of work consisting of a matrix of skills developed from courses taken in the Visual Communication/Web Design program course offerings, job/internship and/or volunteer work.

General Course Purpose

To develop and focus on creating a portfolio which highlights Graphic design and Coding skills learned in the Web Design program. This body of work will be geared towards the career/job the student plans to pursue. Students work should reflect that they are critical thinkers, able to communicate effectively, creative, also research/project driven. At the end of this course students in the Portfolio Development course (Independent Study) will celebrate the completion of their time in the program by display work for the community to view.

Course Prerequisites/Co-requisites

MKT 310 and is interested in the Web Design Certificate program or equivalent experience.

Course Objectives

Upon successful completion of this course, students will have:

- Organized work as recommended
- Manage content
- Proofread for errors
- Create a variety of theme driven work, eg., Social responses
- Create professional looking work
- Focus work around desired occupation
- Create a variety of online offline portfolios

Major Topics to be Included

- a) Portfolio development and Format
- b) Professionalism
- c) Researching the desired industry
- d) Networking and collaborating
- e) Chronologically and Functionally
- f) Identifying competencies
- g) Role playing using your interview portfolio
- h) CD vs. online portfolios, a visual portfolio and a Curriculum Vitae (CV) resume

WEB DESIGN & DEVELOPMENT PROGRAM

QS/WEB 401 WEB DESIGN & DEVELOPMENT STUDIO LAB

Course Description

This is for the student who is near the completion of the Web Design Certificate program. With the assistance of your instructor, you will focus on building a full site and creating a portfolio of your work. You will work on your own, while planning the site's design, architecture and search engine. You have the opportunity to decide on your own project, or choose one proposed by your instructor.

General Course Purpose

To develop one's own web site and create a portfolio to show the breadth and depth of your creative and technical ability.

Course Prerequisites/Co-requisites

MKT 310 and is interested in the Web Design Certificate program or equivalent experience.

Course Objectives

Upon successful completion of this course, students will be able to:

- Design a full web site
- Show a breadth of work in graphics and web development
- Work collaboratively with one's instructor
- Work independently demonstrating one's ability and confidence in the Web field

Major Topics to be Included

- a) Planning and design
- b) Architecture of a site
- c) Search engine optimization

QS/ART 311 BRANDING AND STRATEGIES

Course Description

This course helps students to design and create brands. Guest Web Designer/Developers in the community will share successful strategies and help to provide a framework for what brands mean and how they are organized.

General Course Purpose

To develop logos and brands to help create an identity for a company. Research and discover best practices for successful business development to serve a growing entrepreneur community as a designer.

Course Prerequisites/Co-requisites

MKT 310 and is interested in the Web Design Certificate program or equivalent experience.

Course Objectives

Upon successful completion of this course, students will be able to:

- Use design tools to create symbols and images.
- Storytelling to create emotionally connective and meaningful brand tools.
- Effective cause marketing, communications and strategic partnerships.

Major Topics to be Included

- a) How to plan and design to create a brand
- b) Current trends in successful marketing
- c) Communication as a tool through effective design
- d) Web partnerships that can help build and track potential customers

FACULTY INFORMATION

Name	Position	Email Address
Phyllis Coleman-Lacy	President	PCL@QuantomStudios.org
Kelli (Gary) Higgins	Administrative Assistant Library Resources Admissions Reading & Writing Composition Instructor	Kelli.Higgins@Quantomstudios.org
Dr. James Wilson	Assistant Director of Student Services Workforce Readiness Coordinator & Instructor	JHWilson@Quantomstudios.org
Sandra Brown	Word Processing Keyboarding/Typing Instructor	SBrown@quantomstudios.org
Dr. Jacquelin Portis-Joyner	Director of Student Services & Counselor	JPJoyner@Quantomstudios.org
Philip Ikpeiwunna	Web Design & Graphics Instructor	PIkpeiwunna@Quantomstudios.org
Dashton Parham	Graphics Instructor	DParham@Quantomstudios.org
Kenneth McGhee	Director of Student Financial Services Instructor for Academic & Personal Dev.	KenMcghee@Quantomstudios.org
Nikkia T. Carter	SharePoint & Microsoft Office Suite Instructor	NCarter@Quantomstudios.org
Clifton Rogers	Career Counselor	CRogers@Quantomstudios.org
Melissa E. Fuentes	Student Recruiter	MEFuentes@QuantomStudios.org



APPENDIX

QSIT STUDENT RIGHTS

Quantum Studios Institute for Technology seeks to maintain an environment where students have the following rights as it pertains to:

Academic and Administrative Policies whereby students can expect academic and administrative policies that support intellectual inquiry, learning and growth.

Due Process whereby students can expect due process for alleged violations of the Student Code of Conduct. Due process includes reasonable notice of potentially adverse actions and an opportunity to be heard.

Education whereby students have access to quality faculty, academic technology, classrooms, online libraries, presentations and other resources necessary for the learning process.

Educational Resources whereby students can access high quality resources which support intellectual and social development.

Freedom of Expression whereby students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.

Freedom of Association whereby students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.

Freedom from Discrimination whereby students can expect to participate fully in the Institute without discrimination as defined by federal and state law and Institute regulations.

Grievance Process whereby students can access established procedures for respectfully presenting and addressing their concerns or complaints to the Institution.

Learning Beyond Formal Instruction whereby students can access a variety of activities beyond the classroom which support intellectual and personal development.

Participation whereby students have the right to participate or be represented by peers in influencing the Institution's policies that affect them.

Personal Growth whereby students can study in a setting that fosters personal growth.

Privacy whereby students are free of unreasonable intrusions into personal records and/or matters relevant to their identity and well-being.

Professional Responses from Administration whereby students can expect timely and courteous responses from the Institution's academic and administrative departments.

Safe Environment whereby students can function in their daily activities without unreasonable concerns for personal safety.

Last Name:	QSIT ID Number
First Name:	Phone:
Email	Term:

Student Acknowledgement and Authorization

Student Enrollment

I understand that I am applying to be enrolled at QSIT for the duration of the course or training program. My enrollment in QSIT courses will be dependent on my eligibility for enrollment at QSIT, and payment of tuition via self payment, third party payment, or financial assistance (County, State or Federal training program funding).

Tuition and Fees

QSIT will assist students in applying for WIOA funding. This funding will be used toward tuition and fees. The student is responsible for all tuition and fees incurred for each term of enrollment. Eligible students may be awarded financial assistance when they meet and maintain all eligibility requirements. Not all students will be eligible to receive funding for tuition costs. Specific information about financial assistance eligibility will be provided by QSIT support staff during the admissions process. Students who enroll in the monthly payment plan will be assessed a \$5.00 monthly service fee by Wells Fargo when processing monthly tuition payments until all payments have been successfully completed.

Dropping Classes or Withdrawing from the Program

I agree to promptly notify my instructors and the QSIT designated staff member if I totally withdraw from the program or drop one or more of my QSIT courses. In addition, I will inform my instructor and Quantom Studios' designated staff member of my last date of attendance for any course that is dropped or the date I completely withdraw from the program.

Information and Release

I hereby give permission to QSIT to share information in my QSIT records for the sole purpose of helping me with academic and career preparation success, including the collection/sharing of transcripts, financial assistance information, and other student records information on an as-needed basis.

Required Student and Witness Signature

My signature certifies I have read and understand all the information on this form and that all information provided is true, complete and accurate.

Student Signature Date

Witness Signature Date

This form, should be emailed (administration@Quantomstudios.org), hand delivered or mailed to:

Quantom Studios Institute for Technology (QSIT)
5128 Lincoln Avenue
Alexandria, VA 22312

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? ____ Yes ____ No

Please indicate the term: ____ Fall ____ Winter ____ Spring ____ Summer Year ____

Gender (Male/Female): ____ Date of Birth: ____/____/____ Social Security #: ____/____/____
Mo Day Year

Are you a citizen of the United States? Yes ____ No ____ If no, what is your current visa status? ____

When does your status expire? ____ Country of Birth: ____ Country of Citizenship: ____

Education

Name of School	City, State	Degree or Certificate Recieved	Dates of Attendance

Course(s) or Program

Code	Day	Time	Course/Program	Instructor

Tuition will be paid by: ____ SkillSource (authorization required) ____ Applicant ____ 3rd Party

I promise that the information submitted to QSIT regarding this matter is correct.

Applicant Signature

Date



B 2-002 -Grievance Form

This form, should be emailed (administration@Quantomstudios.org), hand delivered or mailed to:

Quantom Studios Institute for Technology (QSIT)
5128 Lincoln Avenue
Alexandria, VA 22312

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? ☐ Yes ☐ No

Please indicate the current term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year _____

Date(s) Grievance Occurred: _____

Please describe your complaint or grievances: _____

I promise that the information provided to QSIT regarding this matter is correct.

Student Signature

Date

AREA BELOW TO BE COMPLETED BY OFFICE STAFF

Contact Date: _____ Action Taken: _____

Administration Signature

Date

President Signature

Date



C 3-003– Academic Reinstatement Contract

This form, should be emailed (administration@Quantomstudios.org), hand delivered or mailed to:

Quantom Studios Institute for Technology (QSIT)
5128 Lincoln Avenue
Alexandria, VA 22312

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal
Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? ____Yes ____No

Requested Term of Reinstatement: ____Fall ____Winter ____Spring ____Summer Year_____

Area Below Is to Be Completed, Signed, and Dated Before Returned

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

Course	Student Signature	Instructor's Signature	Date
--------	-------------------	------------------------	------

Statement:

I agree to attend all scheduled classes and maintain a 2.0 GPA for all courses enrolled in at QSIT.

Student Signature

Date

President Signature

Date

The schedule of classes is subject to change. Visit QSIT for the latest course updates at www.QuantomStudios.org



D 4-004– Special Circumstances Withdrawal

This form, should be emailed (administration@Quantomstudios.org), hand delivered or mailed to:

Quantom Studios Institute for Technology (QSIT)
5128 Lincoln Avenue
Alexandria, VA 22312

Quantom Studios Institute for Technology (QSIT)
P.O. Box 1695
Alexandria, VA 22313

Please complete all spaces on the form

_____/_____/_____
Last Name First Name Middle Name

Address City State Postal Code

Email address: _____@_____.com

Phone number: _____ Student #: _____

Leave a message at the phone number above? ____ Yes ____ No

Withdrawal Term: ____ Fall ____ Winter ____ Spring ____ Summer Year _____

☐ Medical Emergency

☐ Admin Error

☐ Death

☐ Extreme Financial Hardship

☐ Psychiatric or Psychological

☐ National Emergency or Mobilization

☐ Documentation provided and description: _____

I promise that the information provided to QSIT regarding this matter is correct.

PRINT Name of person completing this form Signature Date

Student Signature Date

AREA BELOW TO BE COMPLETED BY OFFICE STAFF

Contact Date: _____ Action Taken: _____

Administration Signature Date

President Signature Date

This is an agreement ("Agreement") entered into on _____ 20__ between Quantum Studios Institute for Technology, Inc., and _____ ("Student"), who agrees to purchase the following educational services and whose address is _____
City/State/Zip _____

Telephone #s: H: _____ Cell: _____ W: _____

Social Security No.: _____ - _____ - _____ or Immigration # _____

Emergency Contact _____

Relationship _____ Phone (_____) _____ - _____ Email _____

TOTAL FEE

The total fee is \$_____ with a down payment of \$_____ payable on the date of registration and a monthly payment of \$_____ for _____ consecutive months until the payment of \$_____ is paid in full. Student may have the option of making a down payment in excess of the minimum down payment of \$_____. Payments are to be received on the first of each month or received on the 15th of each month. If the 15th falls on a Saturday or Sunday, the fee is due the Monday following the Saturday or Sunday. Student may make additional and advance payments to pay off the student fee in advance without penalty. A late payment fee of \$25 will be assessed if no payment is received within five (5) days of the scheduled payment.

Initial down payment is to be made 30 days in advance of starting class or a administrative fee of \$_____ will be assessed before registration and/or a fee of \$_____ will be assessed if late registration occurs less than 90 days.

Payments will be made via debit or credit card using the automatic credit card payment authorization that is attached to this agreement.

TERMS

Students who enroll in the monthly payment plan will be assessed a \$5.00 monthly service fee by Wells Fargo when processing monthly tuition payments until all payments have been successfully completed. This information is also included on the "Student Agreement Form" under the "Total Fees" section. The original terms of this Agreement shall begin on _____ 20__ and shall terminate on _____ 20__. Payments are made in advance of starting date of existing class schedule. Student agrees to pay said sum of \$_____ to Quantum Studios Institute for Technology, Inc. at _____ (or at such other place as Quantum Studios Institute for Technology, Inc. may from time to time designate) without diminution or demand of said obligation to pay student fee is independent of any other clause herein.

DESCRIPTION OF SERVICES

Services include but are not limited to learning applications like Outlook, Word, PowerPoint, Photoshop, Illustrator, and WordPress. Provide training in professional skills.

ENROLLMENT AGREEMENT (cont.)

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PROGRAM INFORMATION

Date of Admission: ____/____/____

Month Day Year

Program Start Date: _____

Anticipated End Date: _____

Full-Time: ____ Part-Time: ____

Day ____ Evening ____

Time of Day/Evening Class Begins: _____

Time of Day/Evening Class Ends: _____

Number of Weeks: _____

Total Credits _____

TUITION

The total cost of the _____ program

Tuition: \$ _____ Non-refundable registration fee: \$ _____ Books/Supplies: \$ _____

Miscellaneous Expenses: \$ _____

CANCELLATION REFUND POLICY

Rejection:

An applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation:

An applicant who provides written notice of cancellation within three (3) days after executing the enrollment agreement is entitled to refund of all monies paid, excluding the \$50 non-refundable registration fee.

Other Cancellations:

An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the program, or \$100, whichever is less. A student applicant will be considered a student as of the first day of class.

Withdrawal Procedure:

Please refer to the Tuition Refund section of the current course catalog for withdrawal procedures and refund policies.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
7. The school reserves the right to terminate a student's training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision or the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the reviewing institution.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, dated _____, which contains information describing programs offered and equipment/supplies provides. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog. _____Student initials
2. I have carefully read and received an exact copy of this enrollment agreement. _____Student initials
3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. _____Student initials
4. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation. _____Student initials
5. I understand that complaints, which can not be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 North 14th Street, 9th Floor, James Monroe Building, Richmond, VA. 23219. All student complaints must be submitted in writing. _____Student initials

DEFAULT

In the event of default of scheduled monthly payment by the Student, Quantum Studios Institute for Technology, Inc. will discharge Student from the program for breach of the terms of this agreement regarding payment.

Student will be allowed to reinstitute for a fee of \$300 and must be approved or assessed prior to reenrollment into the program. If the student has failed to complete two-thirds of the course curriculum, the student will be required to reenroll the following term when the course is offered again.

ENTIRE AGREEMENT

- A. This agreement contains the entire agreement between the parties relating to the purchase of classes. All prior negotiations between the parties are merged herein and there are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, express or implied, between them other than as herein set forth. Marketing and/or sales brochures and any other advertising or promotional materials used or displayed by Quantum Studios Institute of Technology, Inc. are for the purposes of general description only and not the basis of the bargain between Quantum Studios Institute of Technology, Inc. and Student herein.
- B. No change or modification of this agreement shall be valid unless the same is in writing and signed by the parties hereto. No waiver of any of the provisions of the agreement or any other agreement referred to herein shall be valid unless in writing and signed by the party against whom it is sought to be enforced.

ARBITRATION

Any dispute relating to the interpretation or performance of this Agreement shall be resolved at the request of either party through binding arbitration. Arbitration shall be conducted in (jurisdiction ++) in accordance with the then-existing rules of the American Arbitration Association. Judgment upon any award by the arbitrators may be entered by any state or federal court having jurisdiction. Parties intend that this Agreement to arbitrate be irrevocable.

SUCCESSOR AND ASSIGNS

This agreement shall be binding upon, and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, successors, and assigns.

APPLICABLE LAW

This agreement shall be construed in accordance with the law of the Commonwealth of Virginia.

OTHER PROVISIONS

Attendance to classes is mandatory and practice outside of the classroom is a requirement. Failure to attend classes may negatively affect grades, and can require student to retake classes when offered. Failure to practice outside of the classroom may result in falling behind in the various applications or relate to technical programs and may result in negatively affecting grades and the ability to obtain employment.

CONTRACT ACCEPTANCE

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Quantum Studios Institute of Technology, Inc.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities regarding this contract.

Signed this _____ day of _____, 20_____

Signature of Student

Date

REPRESENTATIVE'S CERTIFICATION

I hereby certify that _____ has been interviewed by and in my judgment, meets all requirements for acceptance as a student in the _____ (program name) at Quantum Studios Institute of Technology, Inc., as described in the school catalog. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official

Date

AUTOMATIC CREDIT CARD PAYMENT AUTHORIZATION

Effective this date, I _____ authorize Quantum Studios Institute for Technology, Inc. to charge to my VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER credit card for the monthly student services agreement that I have entered.

The charge will take place on or about the _____ day of each month and will be in the amount of the current agreed amount of \$_____. (Student Initials_____)

I understand that all provisions, rules, and obligations detailed in the original agreement are still in effect and are in no way affected by this authorization. (Student Initials_____)

I also understand that if the credit card charge does not clear electronic verification and authorization, I may be subject to the late fees and penalties currently in effect as posted at Wells Fargo Bank. (Student Initials_____)

Print Student Name_____

Card Number: _____ EXP. Date _____ Authentication Code _____

VISA ___ MC ___ AMX ___ DISC ___ Student Signature: _____ Date: _____

_____ Date: _____

Quantum Studios Institute for Technology, Inc. Signature of School Official