



**-International Center for Career Training-
Teaching Next Generation Skills
for Students
across the world**



CATALOG 2021-2022

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International Center for Career Training



Claymont Campus

HOURS OF OPERATION

Administration offices are open from 10:00 a.m.—6 p.m., Monday through Friday
(By appointment only)

The Admissions Office is open from 10 a.m.—6 p.m. Monday – Friday.
(By appointment only)

* * *

3301 Green St. Claymont, DE 19703

Phone: 1-866-669-0660

E-mail: info@ictusa.com

Mission, Purpose, and Objectives

Mission Statement

The International Center for Career Training (ICCT) is committed to providing both regionally and globally with an opportunity to prepare themselves for challenging and successful careers in an IT field by acquiring the expertise and spirit of programmers with IT skills, that will put them at the top of the competitive job market.

Educational Objectives

With this goal in mind ICCT has established objectives that work to provide students with quality curriculum and a range of services to maximize the learning outcomes:

- provide IT and language training of recognized quality that will meet students' educational objectives, professional goals & commit them to life-long learning.
- Serve a diverse population both local and international and prepare them to function in the global economy.
- Create a rigorous and nurturing learning environment in which faculty, students and alumni can utilize their skills and make a positive contribution to society.

ICCT offers relevant, current, and effective training that will ensure a realistic opportunity for employment, as well as provides direct, though not guaranteed, assistance to qualified graduates in obtaining employment.

Our Purpose

The programs offered serve the purpose of providing a broad-based knowledge in various contemporary computer science fields such as computer architecture and organization, algorithm design and analysis, computer programming, database management systems, and computer networks and data communication.

These programs include courses that provide the base knowledge required for understanding basic computer concepts, as well as, computer science topics, for gaining the skills required for entry-level in diverse careers in private and public sectors and pursue further studies.

The faculty utilize the most recent technology and teaching methods to fulfill ICCT mission. Students are offered a project-based study model in which they learn by engaging in real-world problem-solving and are encouraged to drive their own learning. This leads to a more authentic, engaging, and challenging learning environment for every student.

ICCT Information

Commitments

The International Center for Career Training, ICCT (*hereafter referred to as "the School"*), is committed to building an environment that values and respects every individual regardless of race, gender, age, sexual orientation, socioeconomic level, physical ability, cultural background, religion, nationality, or beliefs.

ICCT is committed to employing highly qualified and experienced staff and faculty members who bring diverse educational and work experience from their fields. These professionals are committed to the mission of the School and strive to make the students' learning experience exciting and challenging.

Administration & Staff

ICCT Director	Mr. A. Naroditskiy
Director of Education	Dr. I. Klewin
Director of Finance	Mr. A Naroditskiy
Director of Admission and Recruitment	Ms. J. Kalita
Director of Human Resources	Dr. I. Klewin
Director of Student Affairs	Dr. I. Klewin
Research Management Analyst	Ms. J. Kalita

Training Facilities

ICCT Administrative Office is located just outside of Philadelphia, a major US historical center and second largest city on the East coast with rich cultural, athletic, social, and political life. <http://www.visitphilly.com>

Equipment

In keeping with the ICCT's high educational standards the teaching materials and equipment used in our programs allow the students to develop a working, hand-on knowledge of the tools and materials that are most likely to be used at the place of their possible employment.



The classroom is equipped with white board, student and teacher desks. For computer programs there is internet access through the Cloud; student laptop computers* are connected to the training server via super-fast gigabit network. All laptop computers are preset to required configuration and have the following minimum or higher specs: 15.6" Widescreen, Windows 10 professional 64Bit, 250GB Hard drive, 8GB RAM, 802.11b/g wireless, Webcam, Microsoft Office 2016 (Word, Excel, Power Point, Project, Visio) or latest Open Office, SQL Server (latest version), Visual Studio (latest version).

Telephone system is setup through Nextiva VoIP based technology.

Faculty utilize the school laptop (or use their own with similar configuration.)

Faculty and students are provided with Login to Zoom and LMS systems. Faculty are also provided with a Printer/scanner and a network switch.

*Students, who choose to use School laptops for the programming classes, will email an official request to ICCT tech support team, so that they can perform timely set up of laptops for classes.

Students, who prefer to use their own laptops, receive help from ICCT tech support team with the installation of the software, required for the Program.

Admission Requirements & Procedures

Applicants to the International Center for Career Training must meet the following requirements to apply for admission:

- Have a high School diploma from a U.S. high school or foreign high school; or an equivalent of such Diploma.
- All applicants must attend an information interview, complete the required admission documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule of the Enrollment Contract.
- All applicants must complete the Enrollment Contract (if the applicant is under 18 years of age the Enrollment Contract must be signed by a parent or a guardian) and pay the enrollment deposit and registration fee.
- All applicants must complete financial arrangements prior to starting classes.

Students are admitted to fill the capacity of classes and applications will be accepted any time throughout the year.

The School will consider awarding credit for prior learning and/or work experience. The awarding of credit and determination of equivalency of the prior experience to related coursework will require documented proof and will be evaluated by the instructors who teach related courses. Credit for the previous work will not exceed 25% of the total program and will not be used in calculating the cumulative GPA.

Nondiscrimination Policy

Students are considered for admission to ICCT without regard to gender, race, color, national origin, religion, age, disability, sexual orientation, or marital status.

Denial of Admission

Applicants may be denied admission if they fail to meet the above bulleted admission requirements. Applicants denied admission to the program may appeal to School Director.

Student Information and Services

Students who enroll in ICCT programs make a commitment to serious work and acknowledge that the educational and social success of the student community depends on respect for the rights of others, considerate behavior, and good judgment.

ICCT affirms that the responsibility to create an environment conducive to the freedom to learn is shared by all members of the academic community. The academic policies and procedures have been developed to support such learning.



Students' Rights and Responsibilities:

Students have the right to quality programs with appropriate instructional methodologies and content, instructors with sufficient educational qualifications and expertise in the areas of instruction and training environment that stimulates creativity in learning as well as personal and professional growth. Students have the right to a fair and objective evaluation of their educational performance. At the beginning of each course students will receive information outlining the method of evaluating the student's progress towards the course goal and objectives, including the method by which the final grade is determined.

Students may form their own reasoned judgment as to the data and views offered in any course of study, but they are responsible for learning the content of any course for which they are enrolled.

Students have the right to a full disclosure and an explanation by ICCT of all fees and financial obligations.

Students have, commensurate with their rights, the responsibility and obligation to conduct themselves in a manner compatible with the mission and goals of ICCT.

Students are expected to treat staff, faculty and their fellow students with honesty and respect.

Students are responsible to comply with directions by ICCT faculty and staff who are acting within the scope of their employment, subject to their rights and responsibilities.

Conduct Policy & Its Enforcement

The School regulations governing student conduct are intended to safeguard the welfare of its student body, and promote the best possible environment for professional study.

Registration at ICCT means a commitment to seriousness of purpose, academic integrity and high standards of personal and social behavior.

Students are expected to follow Class Instructions & Etiquette: maintain high standards of personal conduct; behavior should reflect maturity and respect for the rights of all members of ICCT community.

Each student is expected to comply willingly with ICCT regulations, and to abide by local, state, and federal laws.

The policy is enforced through a series of complaints that can be filed by students or an instructor. In case of disruptive class behavior, the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated.

Certain classes of misconduct are universally recognized as being disruptive to the educational process. Committing one or more of the following acts of misconduct may subject the student to termination of the student's enrollment contract:

- Acts of dishonesty, including but not limited to academic misconduct (e.g., cheating, plagiarism). Examples of dishonesty and/or plagiarism include, but are not limited to, copying work or written text from any source, including the Internet, without properly crediting the source of information; cheating on examinations and/or coursework in any form; and completing and submitting an assignment partially or wholly originated by another person. (**Enforcement:** the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Knowingly furnishing false information to the School. Forgery, unauthorized alteration, or misuse of School documents, records, or identification. (**Enforcement:** the first complaint will be followed by a written warning, the second – student may be terminated).
- Obstruction or disruption of teaching, learning, administration, security, student conduct procedures, or other School activities on- or off-campus, and fire, police or emergency services. (**Enforcement:** the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).

- Causing physical harm to any person, or verbal or physical threats, intimidation, or coercion of any member of the School community or any other conduct that threatens or endangers the health, safety, or well-being of any such person. (Enforcement: the first complaint will be followed by a written warning, the second - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Failure to comply with direction of officials acting in the performance of their duties, and/or failure to comply with School regulations when requested to do so. (Enforcement: the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Attempted or actual theft of and/or damage to School property or services, including but not limited to: destruction of School publications; theft or other abuse of computer resources; theft or damage to the property of a member of the ICCT community; and/or knowingly possessing stolen property. Additional guidelines are set forth in the Policy on Acceptable Use of Network and Computer Resources located in this Catalog.
- Behavior that is self-destructive, threatening the safety of the individual. (Enforcement: the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Sexual assault. Discrimination, harassment, or retaliation. (Enforcement: the first complaint will be followed by a written warning, the second - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Posting announcements during classes without the approval of Administration. (Enforcement: the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- Violating any other policy, rule, or regulation published in hard copy or available electronically, including on the School's website or other locations. (Enforcement: the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).
- The school doesn't bear responsibility or liability for a student violating any federal, state, or local law. (Enforcement: Upon receiving information of violation student's contract will be terminated).
- Alcoholic beverages may not, under any circumstances be used during classes or on ICCT campus. (Enforcement: the first complaint will be followed by a verbal warning, the second - by a written warning, the third - by suspension from classes for three days. If disruptive behavior persists, the student may be terminated).

Dress code and Personal appearance

All students are expected to abide by the clean, neat dress code, appropriate for classes. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code.

Acceptable Use of Training Software / Computer Resources

The International Center for Career Training provides class software, as well as computing resources in order to support its mission and goals.

General Principles & Guidelines. Access to training software and computing resources owned or operated by ICCT imposes certain responsibilities and obligations and is granted subject to all ICCT policies, as well as local, state, and federal laws. Acceptable use should always be only for educational activities, legal and ethical, reflect academic honesty, show restraint in the consumption of shared resources, and reflect ICCT standards. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and freedom from intimidation, harassment, and annoyance.

There are responsibilities that must be met as a part of the privilege of access to class software and computing resources.

These include, but are not limited to, the following: A student must not

- Use resources for any purpose that is inappropriate or inconsistent with his/her relationship with ICCT.
- Allow anyone to use or fail to protect his/her accounts (user IDs), passwords, and access assigned to him/her.
- Access or attempt to access another user's accounts, passwords, computers, data, files, or email without authorization.
- Misrepresent himself/herself or attempt to circumvent any data protection or network security measures.
- Attempt to decode passwords or data, or to monitor another user's communications.



VIRTUAL CLASSROOM RULES



Mute yourself except when you have the floor.



Raise your hand virtually for permission to speak.
(One person talks at a time.)



Keep your video on for attendance purposes.



Avoid distracting backgrounds or actions.

- Engage in any activity that could be purposely harmful to systems or information such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to data.
- Use resources for commercial, political, or profit-making purposes without authorization.
- Violate any software license agreements or terms and conditions.
- Infringe any copyright, including the unauthorized and infringing distribution of copyrighted materials through unauthorized peer-to-peer file sharing.
- Engage in any other activity that does not comply with the General Principles presented above.

While using the School's computing resources:

- Attach any equipment, including wireless access points, or install any software that could potentially impair the performance, integrity, or security of any ICCT computers, networks, or data.
- Deliberately perform an act that interferes with the operation of computers and/or network traffic.

Enforcement: ICCT considers any violation of acceptable use principles or guidelines to be a serious offense. In the above listed cases of misuse or abuse of the software, data, or rights of other users, ICCT has the right to temporarily suspend a user's access for 3 days by disconnecting the offending user without prior notice. Violators who persist subject to termination of their enrollment contract.

Use of Software Information Disclaimer

ICCT uses open-source software for its instruction. ICCT doesn't carry any liability for the misuse of the open-source software before the provider. Individuals using network and computing resources at ICCT do so subject to local, state, and federal laws, and all policies in effect at ICCT. Information, messages, and materials made available via ICCT IT resources do not necessarily reflect the attitudes, opinions, or values of ICCT, its faculty, staff, or students.

Property Loss and Injury Disclaimer

ICCT assumes no responsibility for loss or damage to a student's personal property or vehicle, nor does it accept liability or provide hospitalization coverage in the event of student injuries.

Attendance Policy

ICCT expects students to attend all scheduled classes. Poor attendance (and lateness) hinders the students' ability to master the subject matter and may result in failing the course. Attendance is closely **monitored, determined and calculated in 15 minute increments**. Students are required to attend at least 80% of the scheduled class time for the program in which they enrolled in order to meet graduation requirements.

Any student whose overall attendance is less than 80% and whose attendance rate does not show improvement, may be subject to dismissal from the Program and any unused tuition will be refunded according to the Refund Policy.

When students have absences close to twenty-percent (20%) of the scheduled course class hours, they will be sent a Warning notice and automatically placed on probation until the issue is resolved.

If, for any reason, a student is unable to attend a class on any given day, he or she should contact the instructor or the ICCT Director to inform the Administration of their absence at least 24 hours in advance.

A student who is absent 10 consecutive instructional days will be terminated from the program of study. Refund will be given based on rules set forth in Enrollment Contract and in "Withdrawal Procedures" described in the Financial Guidelines section of this Catalog.

Tardiness & Early Departures

Regular class attendance for all scheduled hours is vital to students' academic success. Lateness to class is discouraged as it can be disruptive to the learning environment of others, and it may affect a student's attendance record. Unauthorized departures from class will also affect the hours present. Lateness and early departures are recorded by faculty during in-person and virtual instruction as hours missed for attendance purposes. **“Lateness” and “unauthorized absences” are recorded in case a student is late or absent for more than 15 minutes from a 4.5-hour class.**

Leave of Absence

Students may submit a written request for a leave of absence (LOA) to ICCT Director/Acting Director. Requests for a leave of absence must be approved by ICCT Director/Acting Director and processed before the start of a term or course. A student may be granted a leave of absence in the event of unforeseen circumstances, for example, medical reasons affecting the student or a member of the student's immediate family, military service (the student only), or jury duty (the student only). The total amount of time of absence cannot exceed 180 days within the 12-month period. The request must be submitted in a written form, must be signed by the student and must include the date of submission, the effective date, length of the leave of absence, and the reason for the leave of absence. If a student does not return on the date designated on the LOA form/contract, the student is dismissed/withdrawn from school and the refund is based on the last registered day of attendance.

General Termination Policies

All students are expected to conduct themselves as responsible adults, attend classes regularly and maintain a satisfactory level of academic achievement. ICCT reserves the right to terminate a student's training for unsatisfactory progress or attendance, nonpayment of tuition or.

ICCT reserves the right to terminate a student's training if the student:

- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards (misses 10 consecutive instructional days)
- Fails to meet financial obligations to the School
- Failure to abide by the established standards of conduct

For additional information on attendance policy and termination refer to “Attendance & Termination” in the General Academic Regulations section of this Catalog.

For Refund policy in case of termination refer to the Refund Policy located in the Financial Information section of the Catalog.

Student Complaint Procedures

ICCT administration encourages students to bring all complaints about academically related situations, current or final grades to its attention. Many questions and concerns that students may have can be resolved through an informal discussion.

A student may present a grievance through the following complaint and dispute-resolution procedures which provide full and prompt investigation of all complaints:

The first step is to bring grievance to the attention of the appropriate instructor or staff member.

If the issue is not resolved, the student should next bring the grievance to the attention of the School Director who will work with the student and the instructor to resolve the matter.

Should the student's grievance be not resolved to the student's satisfaction after completing steps one and two, the student should next bring the grievance in writing to the attention of the ICCT Director. ICCT Director has the responsibility for reaching a decision that is in balance with the best interests of both the student and the ICCT.

Complaints, which cannot be resolved by direct negotiation with the School in accordance with its written grievance policy, may be filed in writing with the Delaware Department of Education Private Business & Trade Schools, the Townsend Bldg, 401 Federal St. Suite 2, Dover, DE 19901 302-735-4000

Confidentiality of Student Records:

ICCT like other private educational institutions is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. FERPA is a Federal law that protects the privacy of student education records. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their educational records including:

The right to review their academic records during normal School hours with an appointment within 7 working days of the day the Administration received a written, dated request for access. Students may also obtain copies of their records.

The right to challenge records for purposes of correcting or deleting any of the contents if the student believes that such records are inaccurate, misleading, or a violation of privacy. In order to request an official amendment of education records, students should submit a written, dated appeal to the ICCT Director of Education, clearly identifying the part of the record they want to be changed, and specify why it is inaccurate, misleading or a violation of privacy.

If the School decides against the amendment the student will be notified in writing or verbally about the decision and the student's right to a hearing regarding the request for amendment. Upon request from a student for a hearing, Director of Education will form a Hearing Board. The task of the Hearing Board is to listen to the case as presented by the Director of Education and the student, to ask necessary questions to gain clarification and full understanding of the presented facts, and then to determine whether the student's claim is valid. The standard used by the Hearing Board is a preponderance of the evidence, whether it is "more likely than not" that the student is right. The student will be notified of the date, time, location, and names of Hearing Board members of the hearing at least 5 days before the hearing. An electronic or other record will be made of all hearings.

The right to consent to disclosures of personally identifiable information contained in the student's records. ICCT may neither release nor disclose the student's personally identifiable information to outside employers, agencies, or individuals without first securing a written authorization from the parent or eligible student, as applicable, unless permitted by the Act.

The student is the only person who can authorize disclosure of his/her records if the student is 18 or older.

As an exception to the above policy students' personally identifiable information can be released without consent to ICCT officials with legitimate educational interests, or a person or company with whom ICCT is affiliated or has contracted (such as an attorney, auditor, or collection agent). Faculty and administration are granted access to students' records for purposes of recording grades, attendance, and academic and career counseling.

Students have the right to appeal to the U.S. Department of Education concerning alleged failures by ICCT to comply with the requirements of FERPA. Such complaints should be directed to:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-4604

In securing the confidentiality of students' records ICCT follows the federal protections granted by the Family Educational Rights and Privacy Act (FERPA).

ICCT considers the following to be a student's directory information (information that can be released to a third party without the consent of a student):

Student name; Date and place of birth; Major field of study; Dates of attendance; Degrees and awards received;

Any student who does not want any or all of the above information to be released without his or her prior written consent must inform the Administration before the end of the second week of classes.

The information listed above will become directory information or public information as of the specified time.

Career Services

ICCT will also support the efforts of those students who desire to obtain employment on their own. Career services* will offer students career counseling and assistance with resume writing, preparing for interviews. If students require assistance in securing part-time employment while attending classes, ICCT Career Services will make a reasonable effort to assist them in their search.

Although ICCT will provide career and job search assistance, ICCT does not guarantee job placement to graduates upon program completion or upon graduation.

*Fees for certain types of services may apply (Building a professional resume - \$400.00).

General Academic Regulations

Hours of Operation

ICCT provides classes during the following hours:

Day Program: Monday through Friday 8:30 a.m.-6:00 p.m.

Evening Program: Monday through Friday 6:00 p.m.-11:00 p.m.

Saturday Program: 8:30 a.m. – 6:00 p.m.

Administration offices are open 10:00 a.m.—6 p.m., Monday through Friday
(By appointment only)

The Admissions Office is open from 10 a.m.—6 p.m. Monday – Friday.
(By appointment only)

Class Size

The average class size is 5-8 students.

Clock Hour as a Unit of Credit*

A full course of study is defined by a total number of clock hours. Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.

A clock hour is a minimum of 50 minutes of instruction within a 60-minute period of time in which lectures, laboratories, demonstrations and other class activities are conducted.

*ICCT does not guarantee the transferability of clock hours as units of credit to a college, university or another educational institution. Any decision on the comparability, appropriateness and applicability of clock hours as units of credit and whether they should be accepted is the decision of the receiving institution.

Supervised Study/Lab Time

Apart from regular class work, a student is involved under the guidance/supervision of an academic advisor in the required lab assignments. Students are responsible for completing these activities based on the materials issued by their instructors. Such assignments will be used by the instructor as facilitating material.

Make-Up Standards

If a student is absent from class it is the student's responsibility to make sure that all missed work is made up in compliance with ICCT academic guidelines. The instructor will not re-teach material, so it is recommended that after the absence students contact their instructor to review the classes missed and to schedule appropriate tutoring and make-up lab sessions*.

Hours of make-up work will not be accepted in lieu of hours of class attendance.

Exam Make-up policy: it is the responsibility of a student to make arrangements one week prior to the exam as to when the student will take the exam. Usually it will be given early, not late.

*For description of rules for tutoring sessions with ICCT instructors see "Academic Counseling & Tutoring".

Academic Counseling & Tutoring

Students who experience educational problems may seek advice from ICCT faculty. School will provide additional academic counseling to help students stay in pace with the course.

Tutoring is available to students who feel the need of deeper insight into the subject of course curriculum.

Such tutoring will be arranged upon permission secured from ICCT Director.

Tutoring fees (\$90.00-\$100.00/h) will be payable to ICCT Business Office.



Fees, policies and procedures are subject to change without prior notice.

Graduation Requirements

ICCT awards Diplomas for successful completion of programs. Students must meet the degree requirements as outlined in the Academic Section of the Catalog current at the time of graduation.



Students must successfully complete all courses in the program of study and earn the required total amount of clock hours for the program. Previously earned credit from another institution may be used to qualify as successful completion of a course. The awarding of credit and determination of equivalency of the prior experience to related coursework will require documented proof and will be evaluated by the instructors who teach related courses. Credit for the previous work will not exceed 25% of the total program and will not be used in calculating the cumulative GPA.

Students must earn a cumulative grade point average of 2.0 (grade of "C-" or better) for all course work completed at ICCT including midterm and final exams, have attended at least 80% of classes.

Students must return all property belonging to ICCT.

Students must be in good financial standing and fulfill all financial obligations to ICCT prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangement have not been made, the graduation credentials will be withheld.

Diplomas*

Diplomas are awarded upon satisfactory completion of all courses in the student's program. A diploma will not be issued nor will record of graduation of the program be posted to a student's academic record until all the requirements for graduation are met.

Diplomas are awarded upon successful completion of a structured sequence of courses.

*A **Certificate of Attendance** indicating the amount of clock hours earned will be awarded, if a student has not been able to complete the necessary clock hours or courses for graduation due to legitimate medical or financial hardship reasons.

Student Academic Records and Transcripts

Students' records are supervised by the Program Director.

ICCT retains the student's official academic records (transcripts). A transcript is the final, accurate record of academic accomplishment.

Current and former students may request one free copy of their official transcript by submitting a written request to the Director with the name and address where the transcript will be mailed. A fee of \$5 will be charged for each additional copy and must be paid in advance before the requests are processed. Transcripts sent directly to the student will be marked as unofficial copies. Official transcripts will not be released for students who have a past due account with the School.

Student records are retained for 99 years plus the current year. In case of school closure, the records are surrendered to Delaware Department of Education where the records are housed in the Delaware State Archives.

Clock Hours Transferability

ICCT does not guarantee the transferability of clock hours as units of credit to a college, university or another educational institution. Any decision on the comparability, appropriateness and applicability of clock hours as units of credit and whether they should be accepted is the decision of the receiving institution.

Programming Classes Calendar 2020-2021



Term Start and End Dates*: Fall August 25th - December 23; Spring Jan 3- April 30; Summer May 2 - August 24

*Individual class program start- and end-dates may be moved or cancelled based on enrollment.

Programming Center will enjoy the closings on the following Holidays:

Labor Day, September 6th, 2021

Thanksgiving Day, November 25th, 2021

Christmas, December, 25th 2021

New Year's Eve and New Year's Day, December 31st 2021 and January 1st 2022

Easter, April 17th, 2022

Memorial Day, May 30th, 2022

Independence Day, July 4th, 2022



Academic Standing

Grading System

Grading symbols and points they earn are listed below. Some symbols are not grades but designations of administrative action regarding course work.

A—Excellent The student has demonstrated outstanding proficiency in mastering course objectives. (4 points in computation of grade point average)

B—Above Average The student has demonstrated above average proficiency in mastering course objectives. (3 points in computation of grade point average)

C—Average The student has demonstrated average proficiency in mastering course objectives. (2 points in computation of grade point average)

F—Failing The student has not demonstrated a minimum passing proficiency in mastering course objectives. (0 points in computation of grade point average)

I—Incomplete Due to extenuating circumstances, a student may be given an extension of time to complete course objectives. An "I" grade must be made up prior to the end of the succeeding term or it becomes an "F." (Does not count in computation of grade point average.) Assignment of "I" grades is a faculty prerogative and is issued when the student who has completed the majority of the course requirements is unable to complete the remainder due to unusual or extenuating circumstances.

W—Withdrawal A "W" is an indication of an action requested by the student. A "W" may not be changed to a grade. (Does not count in the computation of grade point average)

GRADE SCALE		
100-90	A	4.0
89-80	B	3.0
79-70	C	2.0
69 & Below	F	0.0

Grade Point Average (GPA) – At individual student's request students' transcripts may reflect grade point average (GPA) that is determined by dividing the total number of grade points earned by the total number of clock hours as units of credit attempted in those courses which count toward the student's grade point average.

Academic Integrity Standards

All work that contributes to a student's grade will be the unaided work of the student. Copying another's work, working together, asking others for help and giving help are not ethical and prohibited. These rules apply to tests, quizzes, laboratory exercises, examinations. When exceptions are made; as in the case of group projects, the cooperation that is allowed will be explained by the instructor.

Student Academic Progress

To encourage satisfactory progress throughout continuous enrollment, the SCHOOL academic progress policy establishes specific standards that must be met by all students enrolled in courses.

Instructors will assess students' progress in completing course objectives. Academic progress will be measured at mid-point and end of program as well as throughout the enrollment.

GRADE BREAKDOWN	
Quizzes	20%
Tests	25%
Lab Assignments	30%
Final Exam	25%

Students experiencing academic difficulty are required to meet with their instructor to discuss the cause of academic difficulty and to determine the best course of action for the student to follow to improve his/her academic performance.

Academic Warning - A student gets an academic warning when his/her grade point average falls below satisfactory academic progress for the first time.

Academic Probation - A student is placed on academic probation the second time his/her grade point average falls below satisfactory academic progress, and remains on probation until the GPA is back at the acceptable level.

Academic Dismissal - A student will be dismissed if he or she fails to achieve the required minimum standards at the above levels of evaluation by the next marking period.

Process for Grade Appeals:

The student who believes there is an inaccuracy in his/her official academic record (transcript) must notify the Administration Office immediately. The appeal process for course grades or other course matters must be initiated no later than within 10 days of the end of the course (last class day).

A student who wishes to appeal a grade or other course matters should follow the appeal procedure listed in "Student Complaint/Grievance Procedure" of this Catalog.

Academic Reinstatement

To be reinstated to regular status, a dismissed student must seek to correct academic status by retaking courses they have failed. Once a student has met the minimum satisfactory academic progress standards, they may apply for reinstatement as a regular student.

Reinstated students will be on probation until the conditions of academic probation are satisfied.

Financial Guidelines

Tuition and Fees, Payment Procedures

General Payment Procedures Related to All Payment Plans

Program and/or Course **tuition and fees** are found in the **Enrollment Contract** and payable on a term basis

- either in full by the first day of class for the term,
- or according to a Payment Plan that has been agreed upon by the student and ICCT Business Office. The Payment Plan is considered to be approved after it has been signed and dated by the student and accepted (signed and dated) by ICCT Official. After its approval the Payment Plan becomes an official rider to the Enrollment Contract and together with the Catalog constitutes the entire Contract.

All payments of charges (tuition, fees, etc.) are due on the established date. Overdue accounts will be assigned a late fee of \$40.00 after the grace period of 4 business days.

We accept Cash, Check, all major credit cards. Please note that 4.5% surcharge fee will be added for all credit card payments.

Payment Plans

Option 1: Pay Term Tuition and Fees in Full

For single term-long courses and programs full payments are made by the first day of class.

For multi term-long courses and programs the total tuition and fees cost is split into equal portions according to the number of terms in the Course/Program. Each amount is payable in full by the first day of class of the respective term.

Option 2: Individual Installment Payment Plan

ICCT offers an Installment Payment Plan for students who cannot pay the full cost of the Program for the term by the first day of class. The payment plan is interest free and there is a no sign-up fee. This option allows students to manage their charges in several prorated installments.

The First payment is made 2 weeks before but no later than the 1st instructional day and equals 40% of tuition and fees. The remaining payments are scheduled to reflect individual payment plans with the last payment to occur not later than 70% of classes into the program.

There is an enrollment deposit fee to guarantee the spot in the upcoming course for all programs.

Withdrawal Procedures, Cancellation & Refund Policy

A student choosing to withdraw from the Program after the commencement of classes will receive a Certificate of Attendance and a transcript with the date of withdrawal. Discontinuing a course will affect your transcript (permanent record) by showing a "W" for that course. If you simply stop attending class and do not officially withdraw from the course, you will receive an "F" grade for each course in which you are still enrolled.

An applicant not accepted for admission by ICCT is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment contract is entitled to a refund of all monies paid.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment contract and making an initial payment, but prior to the 1st day of classes, is entitled to a refund of all monies paid, minus the registration fee of \$100.00.

Refunds after the commencement of classes are based on the last day of registered attendance or Log in.

A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the School Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student. For a student who is on authorized Leave of Absence and who fails to return on the date designated on the LOA form/contract, the withdraw date is the last day of registered attendance.

A student will be determined to be withdrawn from the institution if the student has not attended any class for 10 consecutive days. After the commencement of classes, the tuition refund, minus the registration fee of \$100.00 is based on the last day of registered attendance or Log and is calculated as follows:

%* of the clock hours attempted:	Tuition refund amount:
1 to 4.9%	80%
5 to 9.9%	70%
10 to 14.9%	60%
15 to 24.9%	55%
25 to 49.9%	30%
50% or more	No Refund

Refunds will be issued within 30 days of the date of student notification.

*The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's program start date to the student's last day of attendance, by the total number of clock hours in the program.

Programs

Frontend C#.NET & Web Development

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level IT **positions** dealing with the research, design, and development of .Net systems software (.Net Developer/Programmer, .Net Web Developer, C# Developer, Software Developer/Engineer, etc.), This program provides students with knowledge and a variety of skills in developing complex real life working Windows Forms and Web based .NET applications using C# programming language, SQL database server and Visual Studio. Some of the main program goals include, but are not limited to, a solid knowledge of Windows and Web Forms design, object-oriented programming concepts, database programming, advanced features of the C# language, application deployment.

Graduates will use the acquired skills in the medical, industrial, communications, business, scientific, and general areas.

The length of the program is **605** clock hours over a period of **34** weeks. All students must complete the program with a minimum of 605 clock hours. The total cost - \$16,000.00 including tuition and fees.

Upon successful completion of the program, graduates will be awarded a **Diploma**.

Although ICCT will assist students with job placement, finding a job is the individual responsibility of the student. ICCT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course #	Course Name	Clock Hours		Total Clock Hours
		Lect.	Lab.	
C102	Computer Basics	4.5	4.5	9
C103	Introduction to Programming	4.5	4.5	9
C311	Introduction to Microsoft .NET Software Development: current .NET Framework , Design and Development of Windows Forms	22.5	22.5	45
C312	Introduction to Microsoft .NET Software Development: Basic & Advanced Coding Skills	22.5	22.5	45
C321	Developing Windows Forms Applications using latest version of C# and Visual Studio: Classes	22.5	22.5	45
C322	Developing Windows Forms Applications using latest version of C# and Visual Studio: Data Sources, Bound Controls and ADO	22.5	22.5	45
C323	Developing Windows Forms Applications using latest version of C# and Visual Studio: Working with Flat files, Data Streams and XML files	22.5	22.5	45
C324	Developing Windows Forms Applications using latest version of C# and Visual Studio: LINQ	22.5	22.5	45
C331	C# 6.0 Fundamentals With LINQ. Data access with Entity Framework using LINQ	22.5	22.5	45
C332	Designing Web Application User Interfaces	22.5	22.5	45
C341	Building Web Applications with ASP.NET MVC: Pattern Fundamentals as applied to Microsoft Web Framework	22.5	22.5	45
C342	Building Web Applications with ASP.NET MVC: Building real life applications using Model View Controller pattern	22.5	22.5	45
C343	Distributed applications using WCF, Web API and Web Services for .NET	22.5	22.5	45
C351	Introduction to JavaScript & jQuery	22.5	22.5	45
C361	Building Single Page Applications with AngularJS	22.5	22.5	45
	Final Exam	-	2	2
Total:		301.5	303.5	605

Microsoft SQL Server, Database Development & Administration

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level **positions** of SQL DBA, SQL Applications Developer, Programmer Analyst, SQL Software Designer, SQL Server Developer, etc., where they will be expected to develop, create, and modify general computer applications software or specialized utility programs. The successful graduates will be able to analyze user needs and develop software solutions, understand basic database design principles and implement them in SQL Server, have knowledge of the fundamentals of writing Transact-SQL queries that retrieve or modify data, design software or customize software for client use with the aim of optimizing operational efficiency.

The length of the program is **605** clock hours over a period of **34** weeks. All students must complete the program with a minimum of 605 clock hours. The total cost - \$16,000.00 including tuition and fees.

Upon successful completion of the program, graduates will be awarded a Diploma.

Although ICCT will assist students with job placement, finding a job is the individual responsibility of the student. ICCT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course #	Course Name	Clock Hours		Total Clock Hours
		Lect.	Lab.	
C102	Computer Basics	4.5	4.5	9
C103	Introduction to Programming	4.5	4.5	9
C211	SQL Server Overview & Basic Features: Installation, Tools and Database Fundamental Concepts	22.5	22.5	45
C212	SQL Server Overview & Basic Features: Data Manipulation	22.5	22.5	45
C213	SQL Server Overview & Basic Features: T-SQL Fundamentals	22.5	22.5	45
C221	Advanced SQL Server Development: Views and Stored Procedures	22.5	22.5	45
C222	Advanced SQL Server Development: Triggers and T-SQL Essentials	22.5	22.5	45
C223	Advanced SQL Server Development: Advanced T-SQL	22.5	22.5	45
C231	SQL Administration: Architecture and Tools	22.5	22.5	45
C232	SQL Administration: SQL Server Security and Recovery	22.5	22.5	45
C233	SQL Administration: Disaster Prevention and Recovery	22.5	22.5	45
C241	SQL Services: Reporting Services (SSRS)	22.5	22.5	45
C242	SQL Services: Integration Services (SSIS)	22.5	22.5	45
C243	SQL Services: Integration Services (contnd.) (SSIS)	22.5	22.5	45
C244	SQL Master Data Services & Data Quality Services	22.5	22.5	45
	Final Exam	-	2	2
Total:		301.5	303.5	605

Business Intelligence

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level **positions** of Business Intelligence Analyst, Business Intelligence Developer, Business Support Specialist, Data Analyst, Data report writer, etc., where they will be expected to collect data and extract data from warehouses for reporting, using querying techniques; analyze current data with software applications; create summary reports of a company's current standings; present recommendations to senior management about ways in increase efficiency; oversee implementation of technological initiatives; develop new analytical models and techniques for a company to standardize data collection.

The successful graduates will be able evaluate a company's data, as well as competitor and industry data, to discover ways to improve their own company's market position; consider ways in which a company can develop new policies regarding data collection and data analysis methodologies, including ensuring integrity of data use.

The length of the program is **605** clock hours over a period of **34** weeks. All students must complete the program with a minimum of 605 clock hours. The total cost - \$16,000.00 including tuition and fees.

Upon successful completion of the program, graduates will be awarded a Diploma.

Although ICCT will assist students with job placement, finding a job is the individual responsibility of the student. ICCT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Curriculum

Course Number	Course Name	Hours
BI101	SQL Server Integration Services. Business Intelligence Development Studio (BIDS) Overview.	45
BI102	SQL Server Integration Services. Sources, Destinations and Transformations.	45
BI103	SQL Server Integration Services. SSIS Transformations.	45
BI104	SQL Server Integration Services. SSIS Transformations. Variables and Parameters.	45
BI105	SQL Server Integration Services. SSIS Transformations. Containers. Control Flow Tasks.	45
BI106	SQL Server Integration Services. Control Flow Tasks.	45
BI107	SQL Server Integration Services. Control Flow Tasks. Maintenance Tasks.	45
BI108	SQL Server Integration Services. Logging with SSIS. Event Handlers. Error Redirection. Breakpoints, Security and Deployment.	45
BI109	SQL Server Integration Services. Deployment Model. Incremental Load – advanced.	45
BI201	SQL Server Reporting Services. SSRS Overview. Creating a simple Report.	45
BI202	SQL Server Reporting Services. Formatting, Grouping and Totals. Sub-reports. Security and Deployment.	45
BI301	SQL Server Analysis Services. SSAS Overview. Creating an Analysis Services Project. Dimensions and Cubes.	54
BI302	SQL Server Analysis Services. Deploying and Browsing the Cube. Modifying Measures, Attributes and Hierarchies. Relations. Key Performance Indicators. Security and Deployment.	54
	Final Test	2
	Total Hours	605

Software Quality Assurance

This program is designed to provide high quality, specialized vocational preparation and personal enhancement that will help aspiring professionals gain the advanced knowledge and skills they need to fulfill their career ambitions in the dynamic and growing field of information technology.

The **objective** of the program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level **positions** of QA Analyst, QA Tester, QA Engineer, etc., where they will be responsible for the testing phase of the production process to ensure that final products meet the company standards.

The successful graduates will be able to design and implement testing plans for products; identify procedures and scenarios for the quality control of products and services; process product reviews and inform the development team of defects and errors; communicate quantitative and qualitative findings from test results to the development team; monitor efforts to resolve product issues and track progress; ensure that the final product satisfies the product requirements and meet end-user expectations; spot areas for improvement to enhance the product's efficiency; research the current market for similar products and compare results.

The length of the program is **605** clock hours over a period of **34** weeks. All students must complete the program with a minimum of 605 clock hours. The total cost - \$16,000.00 including tuition and fees.

Upon successful completion of the program, graduates will be awarded a Diploma.

Although ICCT will assist students with job placement, finding a job is the individual responsibility of the student. ICCT does not guarantee that any student will be placed in any of the jobs described, or placed at all.

Course Number	Course Name	Hours
QA101	Introduction to software testing - Importance of testing, testing as a career Difference between Project and product Difference between Quality Assurance and Quality Control Tool selection criteria Manual and automation testing Roles and Responsibilities of Business Analyst, Developers, Architects, Testing Team (Lead, Manager), Manual and Automation Testers, Project Managers, Configuration Management team, end users, clients and others.	18 (1 week)
QA102	Manual Testing, Software Development Life Cycle, Testing Life Cycle, Tester Role	9 (.5 weeks)
QA103	Types of Testing, Test cases, Test Plan, Software Project architecture	9 (.5 weeks)
QA201	SQL Server Overview & Basic Features: Installation, Tools and Database Fundamental Concepts	45 (2.5 weeks)
QA202	SQL Server Overview & Basic Features: Data Manipulation	45 (2.5 weeks)
QA203	SQL Server Overview & Basic Features: T-SQL Fundamentals	45 (2.5 weeks)
QA204	Advanced SQL Server Development: Views and Stored Procedures	45 (2.5 weeks)
12 weeks/ 3months	Term 1 test	3
QA301	Unit Testing, Integration Testing, Unit Testing Anti-Patterns	27 (1.5 weeks)
QA302	Automation Testing, Introducing WebDriver & WebElements; Selenium Testing Tools	27 (1.5 weeks)
QA303	Locating WebElements using WebDriver	27 (1.5 weeks)
QA304	Interacting with WebElements	27 (1.5 weeks)
	Using Java 8 Features with Selenium, Java 8 Stream API	27 (1.5 weeks)
QA303	Advanced Interaction of WebDriver, WebDriver Features, Build and Perform action	27 (1.5 weeks)
QA304	WebDriver Events, EventFiringWebDriver, Event Listener	27 (1.5 weeks)
QA305	RemoteWebDriver, The JASON wire	27 (1.5 weeks)
12 weeks/ 3months	Term 2 test	3
QA306	Selenium Grid, Understanding the hub, the node, Cross-browser testing Data-Driven Testing with TestNG, Parameterizing Tests.	27 (1.5 weeks)
QA307	Scalable Selenium Test Driver Class for Web and Mobile Application	27 (1.5 weeks)
QA308	Selenium Framework Utility Classes; Selenium Page Object Classes	27 (1.5 weeks)
QA309	WebDriver and AppiumDriver Page Object Elements; JSON Data Provider, Data Driven Test Classes, Encapsulating Data in Data-Driven Testing;	27 (1.5 weeks)
QA310	Designing a Selenium Grid;	27 (1.5 weeks)
QA311	Third Party Tools and Plugins, Working Selenium WebDriver Framework Samples	27 (1.5 weeks)
	Final Test	3
	Total Hours	603

Curriculum

Other Information

Course, Program & Policy Descriptions – Dr. Irene Klewin

Catalog Production Editor – Ms. J. Kalita

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Notes