



# DOUGLAS

Education Center

# Catalog

2011/2012

Volume 54 v.2 WEB



**Catalog Volume 54 - Version 2**  
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# Message from the President

*Dear Students,*

*Welcome to Douglas Education Center (DEC), where we create a learning environment for success. With your dedication and commitment partnered with the dedication and commitment of all DEC staff and faculty, this is the beginning of what will be a rewarding educational, social, and career-oriented experience.*

*I commend you for making the choice to attend a post-secondary institution, and I am honored that you have chosen DEC. You have already made a decision that will positively impact your future career.*

*I say career because a job could be anything, but a career will impact your entire life. A career is taking your passion and making it your life's work. You will learn, adapt, and grow everyday, both professionally and personally.*

*At DEC, we prepare you to meet the demands of the real world after graduation. Our instructors are mostly industry professionals who have actual working knowledge and experience in the programs in which they teach. Our caring and experienced administrative staff is here to assist you and support you both during your tenure at DEC and upon your graduation. Our facilities replicate real-world settings, so you have the edge on your competition. Our technology and equipment is practical and continually updated, so you always possess the most up-to-date skills relevant to the workplace.*

*I hope your time at DEC is both rewarding and enjoyable. Thirst for the knowledge and seize the opportunities afforded to you. Network with your fellow classmates and instructors, attend events and social activities, make friends that could last a lifetime, and overall, work hard and remain focused on your dreams.*

*In those dreams, envision yourself walking down that aisle, in your cap and gown, ready to receive your degree or your diploma, whatever it may be. You have done it... you have earned it. Smile, and remember, these moments are not that far away. With your desire and our commitment, I know you will succeed.*

*Thank you again for choosing DEC, and congratulations on your new and exciting start. I look forward to meeting you, and working with you in the future.*

*Sincerely,*

Jeffrey D. Imbrescia  
President



1. Douglas Education Center (DEC) was founded in 1904. That's 108 years of education!
2. DEC offers programs in the Special Make-Up Effects, Digital Film, Illustration, Fantasy Art, Graphic Design and Web, Cosmetology, Medical and Business. Please visit DEC's website for details and course information. ([www.dec.edu](http://www.dec.edu))
3. DEC offers 16 and 20 month Associate in Specialized Business Degrees, and four and eight month Diploma programs.
4. Classes begin in February, June, and October of every year.
5. Financial aid and scholarships are available to those who qualify.
6. Housing is available through Boss Development, Inc. For details, call 724-653-2224.
7. DEC maintains an active and successful career assistance service that is available, without charge, to all graduates. During the student's enrollment at DEC, the Career Services Department will help each student understand and develop his/her strengths and abilities, and maintain that relationship after graduation.
8. DEC's current programs of study:

## 2012 PROGRAMS

### ARTS

- Allan and Wilson's Digital Illustration Program
- Graphic Design & Web Program
- The Factory Digital Filmmaking Program at Douglas
- Tom Savini's Special Make-Up Effects Program
- Dorian's Fantasy Art Program

### BUSINESS

- Professional Business Technology Program

### COSMETOLOGY

- Cosmetology Program
- Cosmetology Teacher/Salon Manager Program
- Esthetics Program
- Esthetician and Nail Technologist Program
- Master Cosmetology Program

### MEDICAL

- Health Information Technology Program
- Medical Assistant Program
- Medical Billing Clerk Program
- Medical Unit Clerk Program

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# 2012-2013

## 2012

### SPRING SEMESTER

Spring Semester Begins . . . . . February 8  
 Last Day of Add/Drop . . . . . February 21  
 First Report Period . . . . . March 29  
 Spring Break . . . . . April 6  
 Classes Resume . . . . . April 10  
 Spring Semester Ends . . . . . May 24

**Semester Break: May 25 - June 10**

## 2012

### SUMMER SEMESTER

Summer Semester Begins . . . . . June 11  
 Last Day of Add/Drop . . . . . June 22  
 Fourth of July Holiday . . . . . July 4  
 Classes Resume . . . . . July 5  
 First Report Period . . . . . August 1  
 Labor Day Holiday . . . . . September 3  
 Classes Resume . . . . . September 4  
 Summer Semester Ends . . . . . September 25

**Semester Break: September 26 - October 2**

## 2012

### FALL SEMESTER

Fall Semester Begins . . . . . October 3  
 Last Day of Add/Drop . . . . . October 16  
 First Report Period . . . . . November 21  
 Thanksgiving Break . . . . . November 22  
 Classes Resume . . . . . November 26  
 Holiday Break . . . . . December 19  
 Classes Resume . . . . . January 2  
 Fall Semester Ends . . . . . January 31

**Semester Break: February 1 - February 6**

## 2013

### SPRING SEMESTER

Spring Semester Begins . . . . . February 7  
 Last Day of Add/Drop . . . . . February 20  
 First Report Period . . . . . March 28  
 Spring Break . . . . . March 29  
 Classes Resume . . . . . April 2  
 Spring Semester Ends . . . . . May 24

**Semester Break: May 25 - June 10**

## 2013

### SUMMER SEMESTER

Summer Semester Begins . . . . . June 11  
 Last Day of Add/Drop . . . . . June 24  
 Fourth of July Holiday . . . . . July 4  
 Classes Resume . . . . . July 5  
 First Report Period . . . . . August 1  
 Labor Day Holiday . . . . . September 2  
 Classes Resume . . . . . September 3  
 Summer Semester Ends . . . . . September 25

**Semester Break: September 26 - October 2**

## 2013

### FALL SEMESTER

Fall Semester Begins . . . . . October 3  
 Last Day of Add/Drop . . . . . October 16  
 First Report Period . . . . . November 22  
 Thanksgiving Break . . . . . November 28  
 Classes Resume . . . . . December 2  
 Holiday Break . . . . . December 19  
 Classes Resume . . . . . January 2  
 Fall Semester Ends . . . . . January 31

**Semester Break: February 1 - February 5**

• *Schedule subject to change* •  
*Students will be properly notified of any changes.*



## *Welcome to Douglas Education Center*

Your catalog is an excellent resource for understanding the administrative and academic standards that apply to you. Students are strongly encouraged to read their catalog cover to cover. The information contained within is essential in guiding students through their tenure at Douglas Education Center (DEC).

DEC reserves the right to supplement, withdraw, or change this catalog. Students will be notified upon implementation of any changes to the catalog. The President has final authority in the interpretation and implementation of the catalog.

*Your catalog  
provides knowledge...  
and knowledge  
is power!*

### **Mission**

The mission of Douglas Education Center is twofold. Our first responsibility is to provide students with a quality education that will develop the attitudes, skills and techniques necessary to enter and succeed in their chosen field of study. Our second responsibility is to provide prospective employers with well-trained personnel. The curricula of Douglas Education Center is designed to maintain high standards of performance upon which these future employers can depend. Douglas Education Center has the obligation to create an educational atmosphere that will not only foster the highest standards of excellence in all students, but also help these students develop an awareness of social responsibility and ethical behavior.

### **Philosophy**

The philosophy of Douglas Education Center, established in 1904, was developed through years of educational experience and knowledge.

The core of this philosophy is the belief that students of diverse ages and backgrounds can work together effectively in the classroom, thereby growing in skill, knowledge and maturity beyond the normal expectations, to achieve any goal they may desire.

The educational programs at DEC are oriented toward meeting the needs of its students by developing professionalism, leadership, and technical, interpersonal and communication skills.

DEC offers an understanding, friendly and considerate environment where students feel welcome and cared for by the administration and faculty. At Douglas Education Center, students are thought of as individual personalities and are, therefore, treated as individuals. The school is concerned with the human element and strives to develop the potential of each student. This is done by determining the strengths and weaknesses of each student and the type and amount of assistance he or she needs.

### **Statement of Control**

Douglas School of Business, Inc.,  
d/b/a Douglas Education Center  
is a privately held corporation.

The Chief Operating Officer of  
Douglas School of Business, Inc.,  
is Jeffrey D. Imbrescia.

The Board of Directors is comprised of  
Jeffrey D. Imbrescia.

### **Corporate Officers**

***Jeffrey D. Imbrescia, C.P.A.***  
Chief Executive Officer, President and Treasurer  
M.S. Robert Morris University  
B.S. Indiana University of PA



## Accreditation

Accreditation is evidence that an institution maintains an approved course of study, that it employs a competent faculty of instructors, that it has adequate facilities and equipment, that it is supported by an enrollment of students sufficient to give assurance of stability and permanency, and that it enjoys a reputation of ethical and honorable dealings with the public.

Douglas Education Center is accredited by the Accrediting Council for Independent Colleges and Schools and is approved to award Associate in Specialized Business Degrees and Diplomas.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation.

### Accrediting Council for Independent Colleges and Schools

750 First Street, N.E. Suite 980  
Washington, DC 20002-4241  
(202) 336-6780

## Licensing

Douglas Education Center is licensed by the Commonwealth of Pennsylvania Department of Education, State Board of Private Licensed Schools. The Cosmetology Academy at Douglas Education Center is licensed by the Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, State Board of Cosmetology.

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
(717) 783-8228

Bureau of Professional and Occupational Affairs  
Department of State  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2699

## Authorization

Douglas Education Center is authorized by the Pennsylvania Department of Education, State Board of Private Licensed Schools, to award diplomas upon the successful completion of the academic requirements of the respective programs.

The authorization to award Associate in Specialized Business Degrees has been granted to Douglas Education Center by the Pennsylvania Department of Education, Degree Granting Division of the State Board of Private Licensed Schools.

Douglas Education Center is approved by the United States Department of Education for federal student financial assistance programs such as:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (student employment)
- The William Ford Federal Direct Loan Program
- Direct Plus Loan for Parents of Dependent Students
- Federal Consolidation Loans

## Approvals

### *DEC is also approved by:*

- Pennsylvania Higher Education Assistance Agency (PHEAA) for PHEAA grants
- Pennsylvania Department of Education for Training Veterans
- Commonwealth of Pennsylvania, Office of Vocational Rehabilitation for the training of rehabilitation students (OVR)
- U.S. Citizen and Immigration Service for attendance by non-immigrant students
- Westmoreland-Fayette Workforce Investment Board
- Southwest Corner Workforce Investment Area-Washington, Greene and Beaver Counties

## Advisory Board

- Larry Albensi** - Maverick Dental Laboratories
- Seth Caton** - Outreach and Recruitment Specialist, Dads Matter of Fayette County Private Industry Council of Westmoreland/Fayette, Inc.
- Lou Cipriani** - Sales Representative, Lamar Advertising
- Faith Dickenson** - Founding President, Women in Film
- Michael Forgione** - Geological/Technical Manager Tri-State Energy Holdings, LLC
- Kevin Hartman** - Your Shale Team
- Leslee Helon** - Philip Pelusi Salon
- Jeff Burks Mascara** - CEO, Southwestern PA Human Services, Inc.
- Francine Mendicino** - Independent Artist
- Lisa Neil** - President, Southwest Training Services, Inc.
- Donna Ramusivich** - Senior Vice President, Monongahela Valley Hospital
- MaryAnn Skiba** - Independent Special Effects Artist
- James Stankiewicz** - Valley Tire Co.
- George Stockman** - Owner, Salon Show Off
- Lohri Turner** - Cosmetologist, Spa Life



## PRESIDENT

**Jeffrey D. Imbrescia, C.P.A.**  
Chief Executive Officer / President

**Carrie Holman**  
Executive Assistant

## EDUCATION

**Patricia A. DeConcilis, Esquire**  
Vice President of Academic Affairs

**Susan Rountree**  
Director of Academic Progress

**N. Renee McDowell**  
Academic Affairs Coordinator

## BUSINESS OFFICE / BURSAR

**Jay Clayton**  
Chief Financial Officer / Business Development / Bursar

**Melissa Pritts**  
Accountant

**Lauren Sostarich**  
Accountant

**Charles Wolfe**  
Purchasing Agent

## FINANCIAL AID

**Alison Pfender**  
Director of Financial Aid

**Michael Crosby**  
Financial Aid Officer

**Amanda Phillips**  
Financial Aid Officer / Student Loan Repayment Coordinator

## CAREER SERVICES / LIBRARY

**Donna Stairs**  
Career Services Manager

**Bonni Smiley**  
Career Services Coordinator

**Jason Hager**  
Career Services Coordinator

## ADMISSIONS / STUDENT SERVICES

**Sherry Lee Walters**  
Director of Enrollment Services  
International Primary Designated School Official

**Loretta Castana**  
Admissions Representative

**Tony Báez Milán**  
Admissions Representative

**Victoria Cochran**  
Admissions Representative / Recruiter

**Dawn Walker**  
Admissions Representative / Recruiter

**Betty Jo Rapp**  
Receptionist / Greeter

**Josh Retos**  
Facilities Manager

## MARKETING / PUBLIC RELATIONS

**Kevin Fear**  
Director of Marketing

**Katharine Kellar**  
Public Relations Coordinator

## PORTFOLIO AND CAREER DEVELOPMENT

**Patrick Sopko**  
Portfolio Development Coordinator

## INFORMATION TECHNOLOGY

**Wayne Nagle**  
Director of Information Technology

## MAINTENANCE

**Scott Halas**  
Maintenance Supervisor

**Pete Papanonakis**  
Maintenance Supervisor

## ALLAN AND WILSON'S DIGITAL ILLUSTRATION PROGRAM

**Dorian Cleavenger**  
Lead Instructor

## COSMETOLOGY PROGRAMS

**Karen Nelson**  
Director of Cosmetology

**Gary Nestor**  
Director of Cosmetology Education

## GRAPHIC DESIGN AND WEB PROGRAM

**Adrienne Sommer**  
Lead Instructor

## MEDICAL PROGRAMS

**Ellen Pritchard, R.N.**  
Medical Coordinator

## BUSINESS PROGRAM

**Jay Clayton**  
Director of Business Program

**Rene Karnash**  
Lead Instructor

## THE FACTORY DIGITAL FILMMAKING PROGRAM AT DOUGLAS

**Robert Tinnell**  
Director of Digital Filmmaking Program

## TOM SAVINI'S SPECIAL MAKE-UP EFFECTS PROGRAM

**Alan Assad**  
Program Supervisor

**Jerry Gergely**  
Technical Director

## PROGRAM SIGNATORS

**Tom Savini**  
Tom Savini LTD.  
Seminar / Overview / Guest Lecturer  
*Tom Savini's Special Make-Up Effects Program*

**Jim Allan**  
A.S.T. The Art Institute of Pittsburgh  
*Allan and Wilson's Digital Illustration Program*

**Phil Wilson**  
A.S.T. The Art Institute of Pittsburgh  
*Allan and Wilson's Digital Illustration Program*

**Dorian Cleavenger**  
A.S.T. The Art Institute of Pittsburgh  
*Dorian's Fantasy Art Program*

## EDUCATION CONSULTANT

**Alan Assad**  
M.Ed. University of Pittsburgh  
BFA Industrial Design Carnegie Mellon University  
*Allan and Wilson's Digital Illustration Program*  
*Graphic Design & Web Program*  
*Tom Savini's Special Make-Up Effects Program*

## EDUCATION / PORTFOLIO CONSULTANT

**Greg Nicotero**  
Co-Owner KNB EFX Group since 1988  
Company of Academy Award - Outstanding Achievement in Make-up - 2004  
Emmy Award - Outstanding Achievement in Visual Effects- 2002  
British Academy Award - Outstanding Achievement in Make-up - 2004  
Academy of Science Fiction, Fantasy and Horror - Outstanding  
Achievement in Make-up 1998, 2004  
*Tom Savini's Special Make-Up Effects Program*



## VICE PRESIDENT OF ACADEMIC AFFAIRS

### Patricia A. DeConcilis, Esquire

Juris Doctor  
 Duquesne University School of Law  
 M.Ed. California University of Pennsylvania  
 B.A. Seton Hill College

### Gregory Allan | *Art Programs*

B.S. The Art Institute of Pittsburgh

### Tony Báez Milán | *Art Programs*

B.A. Columbia College-Hollywood

### Holly Barnett | *Medical Programs*

A.S.B. Douglas Education Center

### Dwight Chalmers | *Art Programs*

Recording Arts Specialized Associates Degree Full Sail Center for the Recording Arts

### Dorian Cleavenger | *Art Programs*

A.S.T. The Art Institute of Pittsburgh

### Charlotte Durka

Diploma, General Cosmetology, Pittsburgh Beauty Academy  
 Diploma, Cosmetology Teacher, Pittsburgh Beauty Academy  
 Licensed Cosmetology Teacher

### Bobbi Fine | *Art Programs*

A.S.B. Douglas Education Center

### Jerry Gergely | *Art Programs*

### Vic Gregorini | *Business Program*

M.Ed. California University of Pennsylvania  
 B.S. California University of Pennsylvania

### Carrie Holman | *Cosmetology Programs*

Diploma, General Cosmetology, Pittsburgh Beauty Academy  
 Diploma, Cosmetology Teacher, Pittsburgh Beauty Academy  
 Diploma, Esthetics, Pittsburgh Beauty Academy  
 Licensed Cosmetology Teacher

### René Karnash | *All Programs*

M.S. California University of PA  
 B.S. Indiana University of PA

### Donna Koltash, R.N. | *Art Programs*

B.S. Maranatha Baptist Bible College  
 R.N. Southside Hospital School of Nursing  
 A.S.B. Douglas Education Center

### Jesse Lechok | *Art Programs*

A.S.T. The Art Institute of Pittsburgh

### Jonathan McCallum | *Art Programs*

B.A. Columbia College-Hollywood

### Brian Montecalvo | *Art Programs*

B.S. Indiana University of Indiana  
 A.S.T. The Art Institute of Pittsburgh

### Karen Nelson | *Cosmetology Programs*

Diploma, General Cosmetology, Pittsburgh Beauty Academy  
 Diploma, Cosmetology Teacher, Pittsburgh Beauty Academy  
 Licensed Cosmetology Teacher

### Gary Nestor | *Cosmetology Programs*

Diploma General Cosmetology Uniontown Beauty Academy  
 Diploma Cosmetology Teacher Uniontown Beauty Academy  
 Licensed Cosmetology Teacher

### Christopher Patrick | *Art Programs*

A.S.B. Douglas Education Center

### Bonnie Pitzarella | *Art Programs, Cosmetology Programs*

AS.T. Cosmetology Management Pittsburgh Beauty Academy  
 Licensed Cosmetology Teacher

### Ellen Pritchard R.N. | *Medical Programs*

R.N. Washington Hospital School of Nursing

### William Ritter | *Art Programs*

A.S.B. Douglas Education Center

### Shawn Ronzio | *Art Programs*

A.S.T. The Art Institute of Pittsburgh

### Bernard A. Sarra | *Business Program*

B.S. California University of Pennsylvania

### Carrie Schaller | *Medical Programs*

Diploma Career Training Academy  
 Certified Phlebotomy Technician International Academy of Phlebotomy Sciences

### Adrienne Sommer | *Art Programs*

B.S. Point Park University  
 A.S.T. The Art Institute of Pittsburgh

### G. Nick Smith | *Art Programs*

### Brad Stalnaker | *Art Programs*

B.F.A. West Virginia University

### Samuel Stein | *All Programs*

M.A.T. Chatham University  
 Dual B.S. Degrees Syracuse University

### Jeffrey Tinnell | *Art Programs*

B.A. College of William and Mary

### Robert Tinnell | *Art Programs*

B.A. Columbia College-Hollywood  
 A.A. Fairmont State College

art programs

Art

p r o g r a m s

**Associate in Specialized Business Degree Programs**

**Allan and Wilson's Digital Illustration Program**

**Graphic Design & Web Program**

**The Factory Digital Filmmaking Program at Douglas**

**Tom Savini's Special Make-Up Effects Program**

**Diploma Program**

**Dorian's Fantasy Art Program**



# Allan and Wilson's Digital Illustration Program

## Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide students with the skills necessary for a career in the illustration art business. An illustrator is a fine artist who illustrates for books, magazines, newsletters, websites, brochures, stamps, greeting cards, billboards, exhibits, murals, concept art, motion picture "mattes," and any commercial item. Students work with a range of traditional and digital media including watercolor, acrylic, mixed media, and computer software. Final student portfolios contain illustrations for advertising, book (children's books, book covers), sequential, institutional, editorial, fantasy and scientific/medical applications.

Course #	Title	Theory	Lab	Externship	Credit
IL102	Perspective and Foreshortening	25	50		3
IL104	Color and Painting	25	50		3
IL501	Introduction to Digital Illustration	25	50		3
IL110	Dynamic Figure Drawing	25	50		3
GE101*	Anatomy and Anthropology	50	25		4
IL106	Conceptual Art and Design	25	50		3
IL303	Acrylic Illustration I	25	50		3
IL210	Fantasy Art for the Publishing Industry	25	50		3
IL502	Digital Illustration I	25	50		3
GE201*	Art Appreciation	50	25		4
IL204	Basic Airbrush Illustration	25	50		3
IL302	Pastel and Color Pencil Illustration	25	50		3
IL503	Digital Illustration II	25	50		3
IL311	Fantasy Art for the Film & Video Game Industries	50	25		4
GE401*	The Psychology of Personalities	50	25		4
IL504	Advanced Digital Illustration	25	50		3
IL402	Mixed Media Illustration	25	50		3
IL404	Studio Work / Portfolio	25	50		3
IL410	Fantasy Art for the Product Industry	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>625</b>	<b>875</b>	<b>100</b>	<b>67</b>

\* General education courses are denoted with an asterisk.

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

4	Semesters
62.5	Weeks
67	Credits

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/il](http://www.dec.edu/il)**

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.



## Graphic Design & Web Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide a strong foundation in the basic principles of art design as they apply to the professions of advertising, entertainment, information and education. Students develop art, business and technology skills to be equipped for entry-level employment in the graphic design field. Graduates will be able to utilize professional computer programs to produce graphic art ready for both in-house and external business applications that include both print and electronic media.

Course #	Title	Theory	Lab	Externship	Credit
107	Microsoft Office Word I	25	50		3
GD101	Design and Composition	25	50		3
GD103	Computer Art	25	50		3
GD203	Photo Manipulation	25	50		3
GD204	Layout and Type	25	50		3
GD206	Advanced Photo Manipulation	25	50		3
GD302	Graphic Design	25	50		3
GD304	Fundamentals of Web	25	50		3
GE105*	Communications	50	25		4
GE201*	Art Appreciation	50	25		4
GD202	2D Animation	25	50		3
GD306	Advanced Computer Art	25	50		3
GD401	Web Design and Publishing	25	50		3
GD404	Desktop Publishing I	25	50		3
GE401*	The Psychology of Personalities	50	25		4
GD402	Multi-Media Presentation	25	50		3
GD403	Advanced Graphic Design	25	50		3
GD406	Advanced Web Design	25	50		3
GD407	Desktop Publishing II	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>600</b>	<b>900</b>	<b>100</b>	<b>66</b>

\* General education courses are denoted with an asterisk.

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

<b>4</b>	<b>Semesters</b>
<b>62.5</b>	<b>Weeks</b>
<b>66</b>	<b>Credits</b>

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/gd](http://www.dec.edu/gd)**

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.



# The Factory Digital Filmmaking Program at Douglas

## Associate in Specialized Business Degree Program

**Objective:** To prepare students with the skills to become filmmakers, producers, editors, gaffers, grips, and directors. They will receive hands on experience with props, wardrobe and sets. This program will also prepare students in a variety of other facets of filmmaking including marketing and distribution of finished products.

Course #	Title	Theory	Lab	Externship	Credit
DP102	Film History	50	25		4
DP103	Introduction to Editing	25	50		3
DP104	Cinematography I	25	50		3
DP204	Directing	25	50		3
GE201*	Art Appreciation	50	25		4
DP101	Producing Independent Films	25	50		3
DP203	Documentary Film Making	25	50		3
DP210	Tools of Digital Storytelling I	50	25		4
DP212	Cinematography II	10	15		1
DP214	Production and Post Production Audio	25	25		2
DP301	Screenwriting and Analysis	25	50		3
DP307	Studio Production	25	50		3
DP312	Master Lighting	10	15		1
DP314	Tools of Digital Storytelling II	25	50		3
DP316	Pre-Production and Production Methods and Strategies	25	25		2
DP408	Genre Film Appreciation and Analysis	25	50		3
GE105*	Communications	50	25		4
DP305	Writing and Production Lab	45	30		4
DP410	The Final Product	50	100		6
1000	Professional Skills Workshop	50	25		4
GE401*	The Psychology of Personalities	50	25		4
<b>Totals</b>		<b>670</b>	<b>830</b>		<b>67</b>

4	Semesters
60	Weeks
67	Credits

\* General education courses are denoted with an asterisk.

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/df](http://www.dec.edu/df)**

*Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.*



## Tom Savini's Special Make-Up Effects Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide students with the skills necessary for a career in the special make-up effects and show design businesses. This program of study develops student competencies in four skill areas of special effects to equip the graduate for careers with theater companies, cosmetic companies, department stores, television studios, film and photographers studios, special effects labs, architectural restoration firms, amusement parks, entertainment design and fabrication companies, costume companies, computer special effects firms, display design firms, museums, science centers, and prosthetic sculpting and mold making studios. Four main skill areas covered in this program include Make-Up Application, Mold Making and Casting, Animation Fabrication, and Exhibit and Display Design.

Course #	Title	Theory	Lab	Externship	Credit	
TS101	Sculpture I / Overview of the Program	50	100		6	
TS102	Cosmetic Make-Up	50	25		4	
TS202	Foundations of Make-Up Effects	25	50		3	
GE101*	Anatomy and Anthropology	50	25		4	
TS103	Hair and Beards	25	50		3	
TS201	Sculpture II	50	100		6	
TS203	Mold Making and Casting	25	50		3	
GE201*	Art Appreciation	50	25		4	
TS301	Advanced Make-Up Effects	25	50		3	
TS302	Beginning Animatronics	50	100		6	
TS303	Advanced Mold Making and Casting	25	50		3	
GE401*	The Psychology of Personalities	50	25		4	
TRACK 1	TS304	Professional Skills Workshop / Make-Up Portfolio	50	25		4
	TS402	Advanced Animatronics	50	100		6
	TS404	Special Effects Props	25	50		3
	TS406	Tom Savini's Portfolio Review	25	50		3
TRACK 2	IL204	Basic Airbrush Illustration	25	50		3
	TS304	Professional Skills Workshop / Make-Up Portfolio	50	25		4
	TS404	Special Effects Props	25	50		3
	TS405	Fashion and Performance Make-Up	25	50		3
	TS406	Tom Savini's Portfolio Review	25	50		3
		<b>Totals</b>	<b>625</b>	<b>875</b>		<b>65</b>

Fourth semester students are given the choice of taking track 1 or track 2. This decision must be made no later than the middle of the third semester.

\* General education courses are denoted with an asterisk.

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

4	Semesters
60	Weeks
65	Credits

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ts](http://www.dec.edu/ts)**

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# Dorian's Fantasy Art Program

## Diploma Program

**Objective:** To prepare the students with the skills necessary to become professional fantasy/sci-fi artists as to meet the industries growing needs for original thinkers and designers. This program will also cover specific fields such as conceptual art, fairy tale illustration, creature/character designing, special weapons/vehicle designs and comic art/storyboarding.

Course #	Title	Theory	Lab	Externship	Credit
IL110	Dynamic Figure Drawing	25	50		3
IL204	Basic Airbrush Illustration	25	50		3
IL210	Fantasy Art for the Publishing Industry	25	50		3
IL303	Acrylic Illustration I	25	50		3
IL311	Fantasy Art for the Film and Video Game Industries	50	25		4
<b>Totals</b>		<b>150</b>	<b>225</b>		<b>16</b>

<b>1</b>	<b>Semester</b>
<b>15</b>	<b>Weeks</b>
<b>16</b>	<b>Credits</b>

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/dfa](http://www.dec.edu/dfa)**

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medical programs

# Medical

p r o g r a m s

## **Associate in Specialized Business Degree Programs**

**Health Information Technology Program**

**Medical Assistant Program**

## **Diploma Programs**

**Medical Billing Clerk Program**

**Medical Unit Clerk Program**



## Health Information Technology Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide a strong foundation in the basic principles of medical business technology, billing and coding. This program highlights accounting, anatomy/physiology, medical terminology, electronic health records, billing, coding, and the use of the latest technology and software in the medical business field today. This program provides for a high degree of training in anatomy/physiology and medical terminology, which are the primary tools needed for medical billing and CPT/ICD-9-CM coding. It also introduces students to ICD-10-CM coding which is a code set that will be required after October 2013. Graduates are prepared for various entry-level positions in such areas as medical billing, medical accounting and office management, coding, and medical claims adjusting for insurance.

Course #	Title	Theory	Lab	Externship	Credit
107	Microsoft Office Word I	25	50		3
221	Principles of Electronic Health Records	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
135	Basic Accounting	50	25		4
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
211	Ancillary Services	25	50		3
217	Insurance Procedures	25	50		3
GE401*	The Psychology of Personalities	50	25		4
136	Advanced Accounting	50	25		4
109	Microsoft Office Access I	25	50		3
222	Principles of Health Care Reimbursement	25	50		3
210	Pathophysiology	50	25		4
220	Fundamentals of Medical Coding	25	50		3
111	Microsoft Office Excel I	25	50		3
201	Medical Office Procedures	25	50		3
205	Fundamentals of Medical Terminology and Anatomy III with Medical Transcription	50	25		4
219	Advanced Coding	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>700</b>	<b>800</b>	<b>100</b>	<b>71</b>

\* General education courses are denoted with an asterisk.

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

4	Semesters
62.5	Weeks
71	Credits

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/hit](http://www.dec.edu/hit)**

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## Medical Assistant Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to provide graduates with skills and knowledge necessary for entry-level medical assisting positions. This course highlights phlebotomy skills, injections, EKGs, and electronic records. The student will be prepared to function as a clinical and office professional for the physician, or obtain employment in hospital departments such as laboratory and EKG. They will also be prepared to work in such settings as clinics, physicians' offices, nursing homes, hospitals, and ancillary hospital departments.

Course #	Title	Theory	Lab	Externship	Credit
221	Principles of Electronic Health Records	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
208	Clinical Procedures I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
107	Microsoft Office Word I	25	50		3
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
209	Clinical Procedures II	25	50		3
211	Ancillary Services	25	50		3
GE401*	The Psychology of Personalities	50	25		4
210	Pathophysiology	50	25		4
212	Laboratory	25	50		3
213	Clinical Processes	25	50		3
216	Diagnostic and Procedural Coding	25	50		3
217	Insurance Procedures	25	50		3
201	Medical Office Procedures	25	50		3
222	Principles of Health Care Reimbursement	25	50		3
214	Office Procedures	25	50		3
215	Advanced Clinical Procedures	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>650</b>	<b>850</b>	<b>100</b>	<b>68</b>

\* General education courses are denoted with an asterisk.

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

<b>4</b>	<b>Semesters</b>
<b>62.5</b>	<b>Weeks</b>
<b>68</b>	<b>Credits</b>

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ma](http://www.dec.edu/ma)**

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## Medical Billing Clerk Program

### Diploma Program

**Objective:** This eight-month program is designed to provide graduates with the skills and knowledge necessary for entry-level medical billing positions. The students will be prepared to perform functions necessary to running the front desk, completing insurance claim forms utilizing the guidelines required by each insurance entity, and accurately coding the diagnosis and procedure codes for each encounter. These graduates will be prepared to work in such settings as clinics, physician's offices, nursing homes, hospitals, and insurance companies.

Course #	Title	Theory	Lab	Externship	Credit
107	Microsoft Office Word I	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
211	Ancillary Services	25	50		3
217	Insurance Procedures	25	50		3
220	Fundamentals of Medical Coding	25	50		3
201	Medical Office Procedures	25	50		3
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
210	Pathophysiology	50	25		4
219	Advanced Coding	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>350</b>	<b>400</b>	<b>100</b>	<b>36</b>

2	Semesters
32.5	Weeks
36	Credits

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/mb](http://www.dec.edu/mb)**

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## Medical Unit Clerk Program

### Diploma Program

**Objective:** This eight-month program provides the student with the skills for employment in the entry-level receptionist positions in the medical office and unit clerk positions in the hospital setting. This program is designed to develop competency in skill areas of word processing, medical terminology, and electronic health records. Graduates will enter the workforce as medical unit clerks and front desk personnel in any type of medical facility.

Course #	Title	Theory	Lab	Externship	Credit
221	Principles of Electronic Health Records	25	50		3
119	Business Mathematics	25	50		3
202	Fundamentals of Medical Terminology and Anatomy I	50	25		4
203	Fundamentals of Medical Terminology and Anatomy II	50	25		4
107	Microsoft Office Word I	25	50		3
217	Insurance Procedures	25	50		3
204	Fundamentals of Medical Terminology and Anatomy III	50	25		4
210	Pathophysiology	50	25		4
211	Ancillary Services	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>375</b>	<b>375</b>	<b>100</b>	<b>37</b>

\* General education courses are denoted with an asterisk.

<b>2</b>	<b>Semesters</b>
<b>32.5</b>	<b>Weeks</b>
<b>37</b>	<b>Credits</b>

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/muc](http://www.dec.edu/muc)**

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business program

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# Business

p r o g r a m

**Associate in Specialized Business Degree Program**

**Professional Business Technology Program**



## Professional Business Technology Program

### Associate in Specialized Business Degree Program

**Objective:** This sixteen-month program is designed to prepare the student for a career in the business field by providing a strong foundation in the basic principles of business. Courses cover a variety of topics including accounting, entrepreneurship, management, marketing, and sales; students also learn and can become certified in various applications within the Microsoft Office Suite. Graduates are prepared for various entry-level positions in areas such as administrative assisting, banking, customer service, data entry, insurance, finance, payroll accounting, retail and sales.

Course #	Title	Theory	Lab	Externship	Credit
135	Basic Accounting	50	25		4
130	Introduction to Computers and Business	25	50		3
116	Keyboarding I	25	50		3
GE102*	English	50	25		4
GE103*	Mathematics I	25	50		3
136	Advanced Accounting	50	25		4
107	Microsoft Office Word I	25	50		3
114	Microsoft Office Outlook and Publisher	25	50		3
119	Business Mathematics	25	50		3
GE105*	Communications	50	25		4
131	Introduction to Sales and Marketing	50	25		4
132	Financial Planning and Management	50	25		4
108	Microsoft Office Word II	25	50		3
110	Microsoft Office PowerPoint	25	50		3
111	Microsoft Office Excel I	25	50		3
104	Computerized Payroll Accounting and Taxation	50	25		4
134	Entrepreneurship and Small Business	25	50		3
109	Microsoft Office Access I	25	50		3
133	Integrated Office Projects	25	50		3
1000	Professional Skills Workshop	50	25		4
1001	Externship			100	2
<b>Totals</b>		<b>700</b>	<b>800</b>	<b>100</b>	<b>70</b>

<b>4</b>	<b>Semesters</b>
<b>62.5</b>	<b>Weeks</b>
<b>70</b>	<b>Credits</b>

\* General education courses are denoted with an asterisk.

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/pbt](http://www.dec.edu/pbt)**

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cosmetology programs

# Cosmetology

p r o g r a m s

## Diploma Programs

**Cosmetology Program**

**Cosmetology Teacher / Salon Manager Program**

**Esthetics Program**

**Esthetician and Nail Technologist Program**

## Associate in Specialized Business Degree Program

**Master Cosmetology Program**



## Cosmetology Program

### Diploma Program

**Objective:** This twelve-month full-time (1350 clock hour) program is designed to assist the student in successfully passing the State Board of Cosmetology Licensing Examination.

Teachers will prepare the students for careers in cosmetology using lecture and lab components. Students are given hands-on experience, as well as the practical theory, in areas such as shampooing, hair shaping, hair styling, permanent waving, hair color, hair straightening, skin care, manicuring, scalp treatment and overall care of hair types and textures.

This program prepares the student to comprehend and understand the practices of cosmetology including areas of professional attitude, salon management, bacteriology, sterilization and sanitation. Students will study the sciences of cosmetology including such topics as histology, trichology, chemistry, physiology, cosmetic dermatology, and electricity. This program (or an equivalent) is a prerequisite for the Cosmetology Teacher/Salon Manager Program.

Course #	Title	HOURS
CCP706	Chemicals I	112.5
CCP 708	Professional Practices/Salon Management I	24.5
CCP 716	Science I	28.0
CCP 801	Hair Design/Hair Sculpture I	112.5
CCP 812	Nails and Skin	60.0
CCP 102	Clinic Assistant I	112.5
CCP 707	Chemicals II	67.5
CCP 718	Professional Practices/Salon Management II	30.0
CCP 717	Science II	15.0
CCP 802	Hair Design/Hair Sculpture II	112.5
CCP 830	Clinic I	225
CCP 200	State Board Preparation	112.5
CCP 803	Hair Design/Hair Sculpture III	60.0
CCP 831	Clinic II	225
CCP 1000	Career Development Strategies for the Cosmetology Industry	52.5
<b>Total Hours</b>		<b>1350</b>

**1350 Hours**  
**45 Weeks**

Cosmetology students may sit for the licensing examination when they have successfully completed 1250 hours of the cosmetology curriculum.

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/cos](http://www.dec.edu/cos)**

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## Cosmetology Teacher/Salon Manager Program

### Diploma Program

**Objective:** This program will prepare the student for an entry-level instructional position within the field of cosmetology. Students who wish to enter into the Instructor Program must graduate from an approved 1250 clock hour program in cosmetology (or its equivalent) prior to being accepted into the Cosmetology Teacher/Salon Manager Program.

The student will be taught teaching techniques for subject matter related to cosmetology curricula. Professional Practices and Salon Management will give the student a well-rounded view of the field of cosmetology instruction. Students will be exposed to teaching methods and techniques and will learn how to prepare lesson plans, course outlines, make classroom presentations and demonstrations, and understand the various student evaluation methods. There will be practical experience in clinical management under direct supervision of the instructor.

Students will be taught the rules and regulations of the Pennsylvania Board of Cosmetology required to obtain a teacher's license.

Course #	Title	HOURS
CCT300	Teaching Techniques	112.5
CCT301	Teaching Methodologies	52.5
CCT730	Salon Management	225.0
CCT728	Professional Practices	60.0
CCT850	Student Teaching	150.0
<b>Total Hours</b>		<b>600</b>

<b>600</b>	<b>Hours</b>
<b>20</b>	<b>Weeks</b>

Cosmetology students may sit for the teacher licensing examination when they have successfully completed 500 hours of the cosmetology teacher curriculum.

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ctsm](http://www.dec.edu/ctsm)**

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## Esthetician and Nail Technologist Program

### Diploma Program

**Objective:** This 750 clock hour diploma program provides the student with the opportunity to obtain two limited licenses, Esthetics and Nail Technology within the exciting field of cosmetology. This program will teach the student the basics of manicuring, pedicuring, and nail enhancements as well as customized facials, skin analysis, pre-and post consultations, temporary hair removal and basic makeup techniques. When the student completes this program he/she will be eligible to sit for the Pennsylvania State Board examinations in the areas of Esthetics and Nail Technology.

Course #	Title	HOURS
CEP 101	Professional Practices/Science	140.0
CEP 201	Facial Treatments/Temporary Hair Removal/Body Treatments	160.0
CEP 301	State Board Preparation for Esthetics	30.0
CEP 501	Make-up	60.0
CEP701	Skin Re-surfacing	60.0
CNT201	Nail Science	126.0
CNT301	Nail Treatments/Pedicuring	144.0
CNT501	State Board Preparation for Nails	30.0
<b>Total Hours</b>		<b>750</b>

<b>750</b>	<b>Hours</b>
<b>25</b>	<b>Weeks</b>

Students may sit for the Esthetics examination when they have successfully completed 300 hours of the esthetician curriculum.  
 Students may sit for the Nail Tehcnology examination when they have successfully completed 200 hours of the Nail Technology curriculum.

**For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/esnt](http://www.dec.edu/esnt)**

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## Esthetics Program

### Diploma Program

**Objective:** This 450 clock hour program qualifies the student for an advanced position in the field of esthetics. The student will acquire a broad range of knowledge in customized facial and body treatments, skin analysis, pre-and post-consultations and preparing a client for home skin care. The student will also have an understanding of anatomy, physiology of the skin and the body's systems as they pertain to esthetics. Also included in this program are the techniques and skills needed to perform temporary hair removal and make-up applications. Upon completion of this program the student will be able to sit for the Pennsylvania State Board Exam for Esthetician.

Course #	Title	HOURS
CEP 101	Professional Practices/Science	140.0
CEP 201	Facial Treatments/Temporary Hair Removal/Body Treatments	160.0
CEP 301	State Board Preparation for Esthetics	30.0
CEP 501	Make-up	60.0
CEP701	Skin Re-surfacing	60.0
<b>Total Hours</b>		<b>450</b>

<b>450</b>	<b>Hours</b>
<b>15</b>	<b>Weeks</b>

Esthetician students may sit for the licensing examination when they have successfully completed 300 hours of the esthetician curriculum.

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/es](http://www.dec.edu/es)

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## Master Cosmetology Program

### Associate in Specialized Business Degree Program

**Objective:** The Master Cosmetology Program is a five (5) semester Associate in Specialized Business Degree Program that prepares the student to sit for the State Board of Cosmetology Examination in addition to allowing them to choose an area of specialization in the cosmetology field. During the fourth semester the student will be given the opportunity to choose an area of concentration for his or her final semester from the areas of Esthetics, Media Make-Up or Cosmetology Teacher.

The Esthetics concentration will be directed toward teaching the student the latest skin care techniques, including European facials, skin re-surfacing and makeup techniques. The Media Make-Up specialization will focus on additional make-up courses and training the student in make-up for film, television, and runway. The Cosmetology Teacher concentration will provide the students with the skills needed to develop and write curricula, lesson plans and deal with various teaching techniques. Upon completion of the Cosmetology Teacher concentration, the student will be eligible to sit for the State Board of Cosmetology Teacher Examination.

	Course #	Title	LECTURE CONTACT HOURS	LAB CONTACT HOURS	INTERN CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
1st SEMESTER	CP706	Chemicals I	30	60	0	90	4
	CP708	Professional Practices/Salon Management I	45	0	0	45	3
	CP716	Science I	45	0	0	45	3
	CP801	Hair Design/Hair Sculpture I	30	120	0	150	6
	CP812	Nails and Skin	15	30	0	45	2
	GE201*	Art Appreciation	50	25	0	75	4
	<b>TOTAL for 1st Semester</b>			<b>215</b>	<b>235</b>	<b>0</b>	<b>450</b>
2nd SEMESTER	CP707	Chemicals II	15	30	0	45	2
	CP717	Science II	15	0	0	15	1
	CP718	Professional Practices/Salon Management II	30	0	0	30	2
	CP802	Hair Design/Hair Sculpture II	20	90	0	110	4
	CP830	Clinic I	0	175	0	175	5
	GE102*	English	50	25	0	75	4
	<b>TOTAL for 2nd Semester</b>			<b>130</b>	<b>320</b>	<b>0</b>	<b>450</b>
3rd SEMESTER	CP200	State Board Preparation	15	75	0	90	3
	CP803	Hair Design/Hair Sculpture III	15	75	0	90	3
	CP831	Clinic II	0	195	0	195	6
	GE103*	Mathematics I	25	50	0	75	3
	<b>TOTAL for 3rd Semester</b>			<b>55</b>	<b>395</b>	<b>0</b>	<b>450</b>
4th SEMESTER	CP832	Clinic III	0	207	0	207	6
	GE106	Speech	15	3	0	18	1
	GE401	The Psychology of Personalities	50	25	0	75	4
	GE105*	Communications	50	25	0	75	4
	GE104*	Mathematics II	25	50	0	75	3
<b>TOTAL for 4th Semester</b>			<b>140</b>	<b>310</b>	<b>0</b>	<b>450</b>	<b>18</b>

**5th semester information on following page.**

\* General education courses are denoted with an asterisk.



## Master Cosmetology Program (continued)

Students choose one of the following three areas of specialization they wish to pursue in their 5th semester.

5th SEMESTER	Course #	Title	LECTURE CONTACT HOURS	LAB CONTACT HOURS	INTERN CONTACT HOURS	TOTAL CONTACT HOURS	TOTAL CREDIT HOURS
	<b>Teaching Specialization</b>						
	CP 300	Teaching Techniques	45	98	0	143	6
	CP 301	Teaching Methodologies	82	0	0	82	5
	CP 730	Salon Management	30	30	0	60	3
	CP 728	Professional Practices	45	45	0	90	4
	CP 850	Student Teaching	0	165	0	165	5
	<b>Total of this one semester</b>		<b>202</b>	<b>338</b>	<b>0</b>	<b>540</b>	<b>23</b>
	<b>Grand Total of Program with Teaching Specialization</b>		<b>742</b>	<b>1598</b>	<b>0</b>	<b>2340</b>	<b>96</b>
<b>Esthetics Specialization</b>							
	EP 101	Professional Practices	30	30	0	60	3
	EP 201	Sciences	105	15	0	120	7
	EP 301	Facial Treatments	45	135	0	180	7
	EP 401	Temporary Hair Removal / Body Treatments	0	30	0	30	1
	EP 501	Make-up	15	45	0	60	2
	EP 701	Skin Re-surfacing	0	90	0	90	3
	<b>Total of this one semester</b>		<b>195</b>	<b>345</b>	<b>0</b>	<b>540</b>	<b>23</b>
	<b>Grand Total of Program with Esthetics Specialization</b>		<b>735</b>	<b>1605</b>	<b>0</b>	<b>2340</b>	<b>96</b>
<b>Media Make-Up Specialization</b>							
	MM 105	Multi-Dimensional Make-Up	45	90	0	135	6
	MM 106	Cosmetic Fundamentals	15	105	0	120	4
	MM 107	Character Simulation	15	60	0	75	3
	MM 108	Professional Portfolio Development and Self-Promotion	60	60	0	120	6
	MM 109	High Definition Make-Up for Media	30	60	0	90	4
	<b>Total of this one semester</b>		<b>165</b>	<b>375</b>	<b>0</b>	<b>540</b>	<b>23</b>
	<b>Grand Total of Program with Media Make-Up Specialization</b>		<b>705</b>	<b>1635</b>	<b>0</b>	<b>2340</b>	<b>96</b>

Cosmetology students may sit for the licensing examination when they have successfully completed 1250 hours of the cosmetology curriculum.

5	Semesters
75	Weeks
96	Credits

\* General education courses are denoted with an asterisk.

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/mc](http://www.dec.edu/mc)

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Cosmetology and the Accrediting Council for Independent Colleges and Schools.



## cosmetology policies

### Books and Uniforms

Books, equipment and uniforms will be supplied by Douglas Education Center. The student equipment kit consists of all tools needed by today's cosmetology student. The cost for the above-mentioned items is included in the total tuition. The purchase of additional equipment is permitted.

### Transfer of Hours

Transferees from another cosmetology school will be evaluated for admittance by the Director of Cosmetology and the Vice President of Academic Affairs. Students will be asked to perform practical services and to take a written examination to determine student's level of placement in the DEC Cosmetology Program curricula.

Douglas Education Center reserves the right to accept or deny any, none, or all of the student's hours from another school. Upon results and review of student's practical and written examination, student's prior cosmetology hours will be applied.

The student will then be placed into the unit of the Douglas Education Center Cosmetology program as determined by the Director of Cosmetology and the Vice President of Academic Affairs.

Official school transcripts must be received prior to enrollment.

### Graduation Requirements

Students completing the Cosmetology Program will be eligible to sit for the Pennsylvania Cosmetology State Board Examination. Students will also receive a diploma of course completion from Douglas Education Center upon his/her successful completion of program requirements.

Students completing the Master Cosmetology Program will be eligible to sit for the Pennsylvania General State Board Examination at the completion of 1250 hours and will receive their Associate in Specialized Business Degree upon completion of program requirements. Students enrolled in the Teacher concentration will be eligible to sit for the Pennsylvania Teacher State Board Examination provided they are licensed in general cosmetology.

Students completing the Cosmetology Teacher / Salon Manager Program will be eligible to sit for the Pennsylvania Teacher State Board Examination. Students will also receive a diploma of course completion from Douglas Education Center upon successful completion of his/her program requirements.

Students completing the Esthetics Program will be eligible to sit for the Pennsylvania Esthetician State Board Examination. Students will also receive a diploma of course completion from Douglas Education Center upon successful completion of his/her program requirements.

Students completing the Esthetician and Nail Technologist Program will be eligible to sit for the Pennsylvania Esthetician and Nail Technology State Board Examination. Students will also receive a diploma of course completion from Douglas Education Center upon successful completion of his/her program requirements.

### Class Format

The content of our cosmetology courses are introduced in sequential order, with many topics building upon a skill previously learned in a prior class. Day classes will be held Monday through Friday 7.5 hours per day (30 hours per week). Our state-of-the-art classrooms will be used for both theoretical and practical instruction. Clinic instruction will mirror the professional atmosphere of an employment site. Instructors will monitor individual student progress.

### Satisfactory Academic Progress for Clock Hour Programs

Satisfactory academic progress (SAP) is the minimum academic standards which students must maintain. The SAP standards include a Cumulative Grade Point Average (CGPA), Pace (program completion rate), and the Maximum Time Frame in which to complete the program.

These SAP standards apply to students who enrolled in a cosmetology program after July 1, 2011. Cosmetology students who enrolled before July 1, 2011 and all other students are evaluated under the Satisfactory Academic Progress policy published on page 72 of the catalog.

SAP standards apply to all cosmetology students regardless of enrollment status, program, or financial aid eligibility. SAP standards are cumulative for all periods of enrollment.

### Evaluation Period

Students enrolled in cosmetology programs are evaluated according to the schedule listed below. Evaluations are done after a student attends the specified number of clock hours in each program.

Program	# of Evaluations	Evaluation Points
General Cosmetology	3	450, 900, 1350
Esthetician and Nail Technologist	2	375, 750
Cosmetology Teacher	2	300, 600
Esthetics	1	450

### Cumulative Grade Point Average (CGPA)/Pace

The Cumulative Grade Point Average measures the quality of a student's coursework. The CGPA is calculated using the method described earlier in the Grading System section of the catalog. A student is considered in good academic standing if he/she maintains a cumulative grade point average of C or better.

Pace measures a student's progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of clock hours attended by the number of clock hours offered/scheduled, that is, the student's attendance percent. A student must have cumulative attendance of 90% at the end of each evaluation period.

A student who successfully completes only the minimum pace percentage will have to continue beyond the normal program length. Douglas Education Center requires that all courses be successfully completed in order to graduate from the program.

### Maximum Time Frame

A student must complete his/her program within 150% of the normal program length as measured in clock hours offered/scheduled and expressed in weeks. For example, if the program is 1350 clock hours in length, the Maximum Time Frame



is 2025 hours (1350 X 150%). This means a student cannot be offered/scheduled for more than 2025 clock hours of coursework to earn the 1350 clock hours needed to complete the program. The Maximum Time Frame for a transfer student or a student changing programs is adjusted based on the number of clock hours the student needs to complete the program. Transfer hours will be subtracted from the normal program length, with the new program length multiplied by 150% to determine the Maximum Time Frame for completing the program. For example, if the program is normally 1350 clock hours, and the student transfers in 350 hours, he/she only needs to complete 1000 clock hours to complete the program. The Maximum Time Frame is 1500 clock hours (1000 X 150%).

Time spent on leave of absence or withdrawn is not used in this calculation. A leave of absence will extend the student's completion date and maximum time frame.

Program	Weeks in Program	Maximum Clock Hours	Timeframe Weeks
General Cosmetology	45	2025	68
Esthetician and Nail Technologist	25	1125	38
Cosmetology Teacher	20	900	30
Esthetics	15	675	23

### Academic/Financial Aid Warning

A student not meeting the CGPA and Pace requirements will be placed on academic/financial aid warning until the next evaluation point. The student will receive written notification of academic/financial aid warning from the Vice President of Academic Affairs. The written notification will describe what the student must do to regain satisfactory progress.

A student who meets the SAP standards at the end of the next evaluation period will be removed from warning. A student, who fails to meet SAP standards at the end of the warning period, must appeal to remain in school. The student may continue in a probation status until the end of the next evaluation period.

A student who fails to meet the SAP standards at the end of the probationary period may be dismissed. Only under mitigating circumstances will the Vice President of Academic Affairs allow the student to remain in school.

### Course Repetitions

A student must repeat coursework when he/she earns less than a "C" grade. The repeat grade is used in determining grade average. A student may repeat coursework with a grade other than F or W to receive a better grade.

A student may not receive financial aid for repeated clock hours/coursework.

### Incomplete Grades

An "Incomplete" (I) grade will be given to a student who does not completely fulfill the requirements of a course. An earned grade will replace the "I" grade if the student successfully completes the unfinished coursework.

Incomplete grades are not calculated in the CGPA or Pace. Satisfactory academic progress is determined after the "I" grade is replaced.

### Withdrawals

A student withdrawing from the institution will receive a "W" grade for each course started but not completed. "W" grades are not included in the calculation of the Cumulative Grade Point Average (CGPA). Clock hours associated with "W" grades are counted as hours attempted but not earned in calculating the Pace and Maximum Time Frame.

### Non-credit/Remedial Coursework

Douglas Education Center does not offer non-credit or remedial cosmetology courses.

### Changing Programs/Additional Credentials

When a student changes programs or wants to enroll in another program to seek an additional credential, any courses applicable to the new program/credential must be included in the CGPA and Maximum Time Frame for the new program. The Maximum Time Frame will be adjusted for the new program/additional credential just as it is for students who transfer in hours from another institution.

### Mitigating Circumstances

Douglas Education Center understands that a student may encounter unusual or unexpected circumstances that may impact his/her satisfactory academic progress. A student who feels his/her lack of SAP is due to mitigating circumstances may appeal academic warning, probation or dismissal as outlined in their notification of unsatisfactory academic progress. The Vice President of Academic Affairs may waive SAP standards for mitigating circumstances.

Mitigating circumstances include, but are not limited to, poor health, personal or family crisis, or other significant occurrences outside the control of the student. The student must submit a written request for a SAP review due to mitigating circumstances to the Vice President of Academic Affairs according to the schedule stated in the notification letter. The written request must include the reason for not making SAP and what has changed that will allow the student to regain and maintain SAP. Documentation of special circumstances should be submitted along with the request. The request should demonstrate that these conditions had an adverse impact on the student's satisfactory progress.

### Appeals

A student may appeal his/her academic warning, probation or dismissal by submitting a written request to the Vice President of Academic Affairs according to the schedule stated in the notification letter.

If the appeal is granted, the student will be notified in writing of his/her SAP status for the next evaluation period. If the student fails to regain SAP by the end of the next evaluation period, the student will be dismissed. A student who is dismissed for SAP reasons, and fails to win his/her appeal, may apply to be readmitted after a waiting period of one semester.

### Financial Aid Ramifications

A student may receive Federal Student Aid while enrolled and making satisfactory academic progress.

A Federal Student Aid recipient may only receive aid during the Academic/Financial Aid Warning and Probation periods if he/she successfully completes the hours, weeks and coursework in the prior payment period.

The Financial Aid Office will notify a student if its satisfactory academic progress determination impacts the student's eligibility for Federal Student Aid.

A student may appeal his or her loss of financial aid by submitting a written request, with attached documentation of mitigating circumstances, to the Director of Financial Aid according to the schedule stated in the notification letter.

Students may regain federal student aid eligibility as soon as they meet SAP standards or otherwise meet all the conditions for disbursement.



## Description of Course Numbering System

- All Business Program core specific courses begin with the number one (1).
- All Medical Program core specific courses begin with the number two (2).
- All Graphic Design & Web Program core specific courses begin with the letters "GD".
- All Tom Savini's Special Make-Up Effects Program core specific courses begin with the letters "TS".
- All Allan and Wilson's Digital Illustration Program and Dorian's Fantasy Art core specific courses begin with the letters "IL".
- All The Factory Digital Filmmaking Program at Douglas core specific courses begin with the letters "DP".
- All Cosmetology Program core specific courses begin with the letters "CP", "EP", "MM", "CCP", "CEP", "CCT", or "CNT".
- All General Education courses begin with the letters "GE".

GE101 - GE-401	General Education
104 - 136	Business
201 - 222	Medical
1000	Professional Skills Workshop
1001	Externship
CP102 - CP850 EP101 - EP701 MM105-MM109 CP300 - CP850	Master Cosmetology Esthetics Program Specialization Media Make-Up Specialization Cosmetology Teacher Specialization
CCP102 - CCP1000 CCT300 - CCT850	Cosmetology Cosmetology Teacher / Salon Manger
CEP101-CEP701 CNT101-CNT501	Esthetics Esthetician and Nail Technologist Program
GD101 - GD407	Graphic Design & Web Program
IL102 - IL410	Allan and Wilson's Digital Illustration Program
IL110 - IL311	Dorian's Fantasy Art Program
TS101 - TS406	Tom Savini's Special Make-Up Effects Program
DP101 - DP410	The Factory Digital Filmmaking Program at Douglas

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## GE101 ANATOMY AND ANTHROPOLOGY

This course covers the skeletal and muscular systems of the human body of various anthropological groups. Proportion, the relationship of parts, is emphasized. There is a mid-term and a final exam.\*

*Prerequisites: None*  
*Credits: 4*

## GE102 ENGLISH

This course teaches language foundations which include the mechanics of writing and writing with style. Students will review grammar skills and learn to prepare and proofread reports.\*

*Prerequisites: None*  
*Credits: 4*

## GE103 MATHEMATICS I

This course addresses problem solving, numeration systems, real number systems, introduction to Algebra, percents, geometry, and measurements.\*

*Prerequisites: None*  
*Credits: 3*

## GE104 MATHEMATICS II

Students will learn the fundamentals of consumer math, sets & logic, probability, statistical concepts and their uses, and the graphing of equations.\*

*Prerequisites: GE103*  
*Credits: 3*

## GE105 COMMUNICATIONS

Students learn various methods of communication and their importance in life. Nonverbal communication, technical communication, developing and using graphic and visual aids, and oral presentations will be covered.\*

*Prerequisites: None*  
*Credits: 4*

## GE106 SPEECH

Students learn to prepare short oral presentations and present them to the class.\*

*Prerequisites: None*  
*Credits: 1*



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## GE201 ART APPRECIATION

This course covers the impact of the visual arts in society, historically and contemporaneously, with an analysis of art aesthetics. Also, the nature of two-dimensional and three-dimensional visual communications is covered, including both fine arts and applied arts.\*

*Prerequisites: None*  
*Credits: 4*

## GE401 THE PSYCHOLOGY OF PERSONALITIES

This class presents students with an overview of Psychology, how we think and behave based on our biology and our experiences. After this base of knowledge is taught, the focus is on personality typology, a way of understanding our own as well as others' perspectives. Students will learn to use this knowledge in professional and personal relationships.\*

*Prerequisites: None*  
*Credits: 4*

## 104 COMPUTERIZED PAYROLL ACCOUNTING AND TAXATION

Emphasizes the methods of computing wages and salaries, the methods of keeping records, and preparation of government reports. This is accomplished by classroom lectures and hands-on computer exercises. This course includes a computerized project requiring the student to record all the payroll information for a business during a three-month period.\*

*Prerequisites: 135*  
*Credits: 4*

## 107 MICROSOFT OFFICE WORD I

Students will become proficient in the use of Microsoft Office Word 2010, the most popular word processing software available. Students will learn how to create, edit, format, print, and save commonly used documents, such as letters and memos. They will practice applying character, line, paragraph and page formatting options to create a polished document. Students will also use tables, templates, and graphics to add visual interest to their documents. This course also includes the Word Core Microsoft Office Specialist Exam.\*

*Prerequisites: None*  
*Credits: 3*

## 108 MICROSOFT OFFICE WORD II

Students will be taught more advanced skills in Microsoft Office Word 2010, the most powerful word processing software available. They may demonstrate their proficiency by passing the Word Expert Microsoft Office Specialist Exam near the end of the course. Students will further enhance their documents by using advanced graphic techniques. They will create and manipulate electronic forms and macros, create mass mailings using the mail merge feature, and practice workgroup techniques like tracking changes and comparing and merging documents. Finally, they will learn how to add various types of references to long documents such as a table of contents, footnotes and endnotes, and citations.\*

*Prerequisites: 107*  
*Credits: 3*

## 109 MICROSOFT OFFICE ACCESS I

Students will become proficient in the use of Microsoft Office Access 2010, a powerful software application used to create and manage relational databases. They will practice the creation, modification and use of tables, queries, forms, and reports. Students will also use wizards and commands like find, sort, and filter to analyze data within the database.\*

*Prerequisites: 107*  
*Credits: 3*

## 110 MICROSOFT OFFICE POWERPOINT

Students will become proficient in the use of Microsoft Office PowerPoint 2010, a powerful but easy-to-use presentation program for use in creating professional-quality presentations. They may demonstrate their proficiency by passing the PowerPoint Microsoft Office Specialist Exam near the end of the course. Students will practice creating, modifying, and delivering presentations on screen.\*

*Prerequisites or Corequisites: 107*  
*Credits: 3*

## 111 MICROSOFT OFFICE EXCEL I

Students will become proficient in the use Microsoft Office Excel 2010, the most popular spreadsheet software available. Students will learn how to create, edit, format, print, and save workbooks. They will practice creating and manipulating formulas, functions, and ranges. Students will also create and modify various types of charts. This course also includes the Excel Core Microsoft Office Specialist Exam.\*

*Prerequisites or Corequisites: 107*  
*Credits: 3*



*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## 114 MICROSOFT OFFICE OUTLOOK & PUBLISHER

Student will become familiar with Microsoft Office Outlook 2010, an email, contact, and scheduling program, and Microsoft Office Publisher 2010, a desktop publishing program. They may demonstrate their proficiency by passing the Outlook Microsoft Office Specialist Exam near the end of the course. Students will create, forward, reply to, attach to, and manage email messages. They will create, modify, customize, and manage appointments, events, tasks, and meetings. Students will also create and manage contacts. In Publisher, students will create, modify and print various types of publications using the principles of design.\*

*Prerequisites: None*  
*Credits: 3*

## 116 KEYBOARDING I

This course teaches students to key the alphabetic and numeric keys “by touch” using proper techniques. Basic functions of creating, formatting, saving, printing and opening documents are also learned. In addition to learning new formatting functions, students will apply basic language art skills while proofreading and revising documents.\*

*Prerequisites: None*  
*Credits: 3*

## 119 BUSINESS MATHEMATICS

This course covers mathematics in the business world. Fractions, decimals, base, rate and portion, cash discounts, banking, retail merchandising and payroll will be taught.\*

*Prerequisites: None*  
*Credits: 3*

## 130 INTRODUCTION TO COMPUTERS AND BUSINESS

Students will be introduced to the basics of computers and business. In the first part of the class, students will learn about the types of computers, how computers work, maintaining computer systems, dealing with computer-related issues, hardware and software fundamentals, as well as how to work with the Windows operating system. A brief introduction to Microsoft Word, Excel, PowerPoint and Access will be taught, followed by networking and Web basics. In the second part of the class, students will learn about the changing nature of business, business economics, the global nature of business, as well as business ethics, communication and formation. A brief introduction to small business, finance, marketing, management and operations will also be taught.\*

*Prerequisites: None*  
*Credits: 3*

## 131 INTRODUCTION TO SALES AND MARKETING

Students will be introduced to the basics of sales and marketing. In the first part of the class, students will learn about personal selling, building trust, sales ethics and understanding buyers. They will learn communication skills including preparing sales dialogues and planning sales presentations. Students will be taught to communicate value, address concerns, expand customer relationships and how to effectively lead themselves as salespeople. In the second part of the class, students will learn about the world of marketing including analyzing market opportunities and making product, distribution, promotion, communication and pricing decisions.\*

*Prerequisites: None*  
*Credits: 4*

*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## 132 FINANCIAL PLANNING AND MANAGEMENT

Students will be introduced to the basics of financial planning and management. In the first part of the class, students will learn about the foundations of financial planning, managing basic assets, managing credit, managing insurance needs, managing investments and retirement and estate planning. In the second part of the class, students will learn about the history of management, planning and decision making, organizing teams, managing individuals, leading and controlling.\*

**Prerequisites:** None  
**Credits:** 4

## 133 INTEGRATED OFFICE PROJECTS

This culminating course provides the opportunity to blend the strengths of various Microsoft Office programs to produce powerful outcomes. Students will use Microsoft Word, PowerPoint, Excel, Access, Outlook and Publisher to perform various office tasks.\*

**Prerequisites:** 107, 108, 110, 111  
**Corequisites:** 109  
**Credits:** 3

## 134 ENTREPRENEURSHIP AND SMALL BUSINESS

Students will be introduced to the basics of entrepreneurship and small business. Students will learn about business planning, implementation, controlling and evaluating performance.\*

**Prerequisites:** None  
**Credits:** 3

## 135 BASIC ACCOUNTING

Introduce the student to the basic accounting cycle and generally accepted accounting procedures applied in manual accounting systems in conjunction with learning the basic elements of QuickBooks Pro. Additionally students learn fundamental elements of payroll accounting.\*

**Prerequisites:** None  
**Credits:** 4

## 136 ADVANCED ACCOUNTING

A study of the nature of promissory notes, notes receivable, discounting notes receivable, and contingent liability. This course introduces the student to uncollectible accounts, valuation of inventories, and depreciation and retirement of assets. Students learn practical and creative use of computerized accounting with the completion of a computerized simulation.\*

**Prerequisites:** 135  
**Credits:** 4

## 201 MEDICAL OFFICE PROCEDURES

The objective of this course is to train the student in areas of front office skills that are a requirement for most of our offered medical diploma and degree programs. This course emphasizes medical-secretarial procedures and stresses exercises in judgment, independent action, and the use of proper coping mechanisms in times of chaos. The topics range from initial duties of answering the telephone and making appointments through more advanced duties, such as computerized billing and completion of insurance forms. Projects and simulations are distributed throughout the course for practical application and evaluation.\*

**Prerequisites:** 202  
**Prerequisites or Corequisites:** 203 and 216 or 217 or 220  
**Credits:** 3

## 202 FUNDAMENTALS OF MEDICAL TERMINOLOGY AND ANATOMY I

This course introduces the student to the human body as a marvelous, intriguing creation. Each chapter explains in detail how a body system performs a function or a related group of functions. Each chapter presents roots, prefixes, suffixes, abbreviations, commonly used drugs, diagnostic tests, diagnoses, and surgical reports.\*

**Prerequisites:** None  
**Credits:** 4

## 203 FUNDAMENTALS OF MEDICAL TERMINOLOGY AND ANATOMY II

This course is a continuation of Fundamentals of Medical Terminology I. The course completes the major body systems, diagnostic/surgical procedures, and the associated drugs. After completing this course, the student will have a basic foundation of anatomy and physiology, along with the associated medical terminology.\*

**Prerequisites or Corequisites:** 202  
**Credits:** 4

## 204 FUNDAMENTALS OF MEDICAL TERMINOLOGY AND ANATOMY III

This course is a continuation of Fundamentals of Medical Terminology II. This course is only taken by Medical Unit Clerk students. It introduces the student to additional medical terminology and advanced specialty areas.\*

**Prerequisites or Corequisites:** 203  
**Credits:** 4



*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## 205 FUNDAMENTALS OF MEDICAL TERMINOLOGY AND ANATOMY III WITH MEDICAL TRANSCRIPTION

This course is a continuation of Fundamentals of Medical Terminology II. The course introduces the student to additional medical terminology and advanced specialty areas. A continuation of Principles of Electronic Health Records in which medical documents dictated by physicians are transcribed by the student.\*

**Prerequisites:** 203, 206

**Credits:** 4

## 208 CLINICAL PROCEDURES I

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting Profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will distinguish and perform Universal Precautions, Aseptic Technique, Autoclaving procedures, and the physical examination with room preparation. It also touches on the patient's medical record. Clinical highlights of this course include: vital signs including temperature, pulse, respirations, and blood pressure; autoclaving techniques; communication skills; interviewing techniques; and documentation skills.\*

**Prerequisites:** None

**Credits:** 3

## 209 CLINICAL PROCEDURES II

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting Profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will learn to assist the physician with physical examinations, assist with minor surgery, provide eye and ear care, cold and heat therapy, and assist with ambulation.\*

**Prerequisites:** 208

**Credits:** 3

## 210 PATHOPHYSIOLOGY

In this segment of the training, students will utilize their knowledge of normal body structure and function to visualize and comprehend how each system reacts to disease. Also emphasized are the customary diagnostic and laboratory tests, treatments, drugs and surgical interventions used in the process of healing.\*

**Prerequisites:** 202 / **Prerequisite or Corequisite:** 203

**Credits:** 4

## 211 ANCILLARY SERVICES

This upper level course will broaden the medical student's knowledge by adding to his/her medical terminology base. This course expands upon the laboratory and diagnostics tests most commonly ordered, as well as the patient preparation and precautions required for each test. This course also examines basic pharmacology and explores the most commonly prescribed medications. The side effects and reactions associated with these drugs will also be discussed in this course.\*

**Prerequisites or Corequisites:** 202

**Credits:** 3

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## 212 LABORATORY

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting profession. This course is one of four (4) clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will perform venipuncture and phlebotomy techniques, specimen collection and a variety of laboratory testing on blood, urine and other body secretions. The student will become confident in his/her ability to use the microscope and obtain accurate test results.\*

**Prerequisites:** 208

**Corequisites:** 213

**Credits:** 3

## 213 CLINICAL PROCESSES

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting profession. This course is one of four (4) clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will perform venipuncture and phlebotomy techniques, specimen collection and a variety of laboratory testing on blood, urine and other body secretions. The student will become confident in his/her ability to use the microscope and obtain accurate test results.\*

**Prerequisites:** 208

**Corequisites:** 212

**Credits:** 3

## 214 OFFICE PROCEDURES

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will be taught the principles of pharmacology, electrocardiography, the principles of pulmonary function testing, x-rays and diagnostic radiology, and the proper procedure for the administration of medication via the oral, intramuscular, subcutaneous, and intradermal and rectal routes. Clinical highlights of this course include: patient education, administration of oral drugs, administration of intramuscular, subcutaneous, and intradermal medications, performing ECG's, and proper drug calculation and preparation of medications for administration.\*

**Prerequisites:** 209

**Corequisites:** 215

**Credits:** 3

## 215 ADVANCED CLINICAL PROCEDURES

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will be taught the principles of pharmacology, electrocardiography, the principles of pulmonary function testing, x-rays and diagnostic radiology, and the proper procedure for the administration of medication via the oral, intramuscular, subcutaneous, and intradermal and rectal routes. Clinical highlights of this course include: patient education, administration of oral drugs, administration of intramuscular, subcutaneous, and intradermal medications, performing ECG's, and proper drug calculation and preparation of medications for administration.\*

**Prerequisites:** 209 **Corequisites:** 214

**Credits:** 3

## 216 DIAGNOSTIC AND PROCEDURAL CODING

This course was designed to teach students the basic fundamentals of ICD-9 coding and CPT coding for physicians' offices. This specially developed course covers the coding of diagnoses, diagnostic procedures, and surgical interventions for the purpose of insurance billing. The course was designed with the direct assistance of the Department of Medical Records, Monongahela Valley Hospital.\*

**Prerequisite or Corequisite :** 202

**Credits:** 3

## 217 INSURANCE PROCEDURES

This course was designed to teach students the basic fundamentals of the insurance profession as related to medicine. This section of instruction covers types of medical coverage, types of insurance forms, correct methods of preparing insurance forms, and diagnostically related groupings. This course also briefly covers medical law and ethics.\*

**Prerequisite or Corequisite:** 202

**Credits:** 3

## 219 ADVANCED CODING

This course was designed to help students fine tune their ICD-9-CM coding skills. It covers E-codes, V-codes, and late effects. In this segment of the training the student will learn to analyze medical reports, lab and diagnostic reports, operative reports, pathology reports, and discharge summaries. Analytical skills will be utilized to ensure that all diagnoses for reimbursement have been identified for payment. This course focuses on prioritizing diagnoses for hospital patients.\*

**Prerequisites:** 220

**Credits:** 3



*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## 220 FUNDAMENTALS OF MEDICAL CODING

This course is designed to teach students the basic fundamentals of ICD-9 coding and CPT coding for physicians offices. This specially developed course is the entry level course that covers the coding of diagnoses, diagnostic procedures, and surgical interventions for the purpose of insurance billing. The course material has been designed to cover the basics in this course and then expound on this knowledge in Advanced Coding.\*

***Prerequisites or Corequisites : 202***

***Credits: 3***

## 221 PRINCIPLES OF ELECTRONIC HEALTH RECORDS

This course introduces students to electronic health records (EHR). It covers the background information students need to know about incorporating and using EHR's in both outpatient and inpatient settings. It also introduces students to Practice Partners software, one of the commonly used EHR systems that are available. For the Dictation portion of this class, students are monitored individually in the classroom by the instructor for this course. Each student is able to advance through the tape series at his/her own progression. The tapes were designed in conjunction with our school advisory committee and Monongahela Valley Hospital Department of Medical Records. They consist of beginning documents taped by an instructor and then proceed to actual physician dictation covering a wide range of patient diagnoses and treatments. The student is required to complete all reports contained on the tape series. In addition, timed writings will be given to continue to build and maintain speed and accuracy scores acquired in previous levels.\*

***Prerequisites or Corequisites:***

***Must have taken or be taking simultaneously 202 and 107***

***Credits: 3***

## 222 PRINCIPLES OF HEALTHCARE REIMBURSEMENT

This course introduces students to the main reimbursement systems used to compute healthcare reimbursements in the US today. It covers the commonly used terminology and acronyms familiar to the industry, as well as, touches on the basics of how each system computes its payment. The second part of this course is designed to build on the information learned in Principles of Electronic Health Records. It is an application project that walks students through the use of a common EHR software called SpringCharts. The students will learn the basic functions and use of this common software that they can then apply to the use of any EHR software that they encounter.\*

***Prerequisites: 217, 221***

***Credits: 3***

## 1000 PROFESSIONAL SKILLS WORKSHOP

Professional Skills Workshop is designed to help students attain and utilize the skills necessary to obtain gainful employment. Great emphasis is placed on self-awareness, self-concept, and the student's comprehension of their own personal psychodynamics. Emphasis is also placed on career search techniques such as networking and researching resume writing and job-related letters. The course utilizes contemporary text material and third party articles, which depict current trends in employment. Course structure includes lectures, class participation and interaction, guest speakers, and specialized projects in career planning, career searching and interviewing.\*

***Prerequisites: None***

***Credits: 4***

## 1001 EXTERNSHIP

Externship is the final segment of the majority of the programs and is a mandatory requirement for graduation. The Externship consists of 100 hours of hands-on technical experience relative to the student's field of study. This practical experience is designed to provide a smooth transition into the workplace. Douglas' Career Services Department assists in arranging for an externship at a location and which is based on the ability to provide technical experience relative to the student's chosen profession.\*

***Prerequisites: All courses prior to the final semester***

***Credits: 2***

See Career Services on page 84 for more information.



## CP200 STATE BOARD PREPARATION

This course will teach students the practical routines needed to successfully pass the Pennsylvania State Board Exam. This course will also prepare students to sit for the 110 question written exam.

*Prerequisites: CP707, CP717, CP718, CP802, CP830*  
*Credits: 3*

## CP300 TEACHING TECHNIQUES

Teaching Techniques covers general aspects of curriculum development, preparing lesson plans, techniques used to modify lesson plans to suit student needs, and the importance of adequate teacher preparation.

*Prerequisites: None*  
*Credits: 6*

## CP301 TEACHING METHODOLOGIES

Teaching Methodologies provides more advanced teaching skills dealing with curriculum development and classroom presentation. Students' presentations and communication skills are practiced and refined. This course also includes instruction in advanced cosmetology skills.

*Prerequisite: None*  
*Credits: 5*

## CP706 CHEMICALS I

During this course students will be taught the chemistry of hair color and its application. Chemical procedures for mixing and applying haircolor are taught along with permanent waving.

*Prerequisites: None*  
*Credits: 4*

## CP707 CHEMICALS II

Hair color techniques such as de-colorizing, re-colorizing, and special effects color will be taught during this course. Advanced texturizing techniques and reformation techniques will be taught thus preparing students for the workplace.

*Prerequisites: CP 706*  
*Credits: 2*

## CP708 PROFESSIONAL PRACTICES / SALON MANAGEMENT I

One of the most important areas we address with our students is the importance of professionalism and professional ethics, in the workplace. Students are taught the proper salon etiquette.

*Prerequisites: None*  
*Credits: 3*

## CP716 SCIENCE I

This course is a composite of many science related courses - histology, chemistry, physiology, cosmetic dermatology, electricity, anatomy and microbiology.

*Prerequisites: None*  
*Credits: 3*

## CP717 SCIENCE II

This course focuses on Pennsylvania State Laws and Regulations. It teaches the student sanitation and sterilization regulations.

*Prerequisites: CP716*  
*Credits: 1*

## CP718 PROFESSIONAL PRACTICES / SALON MANAGEMENT II

This course teaches the student the professional aspects that should be practiced by a cosmetologist both personally and in the workplace. The student is also taught how to manage his/her clientele as well as the operation of the salon.

*Prerequisites: CP708*  
*Credits: 2*



## CP728 PROFESSIONAL PRACTICES

Professional Practices will cover communication and presentation skills, dealing with difficult customers, networking and multi-tasking.

*Prerequisites: None*  
*Credits: 4*

## CP730 SALON MANAGEMENT

Students will create a fictitious salon complete with employees, inventory and payroll. They will learn the important aspects of salon management. This course will cover the layout and running of a virtual salon including hiring, training, budgeting, inventory and retailing.

*Prerequisites: None*  
*Credits: 3*

## CP801 HAIR DESIGN / HAIR SCULPTURE I

Hair Design/Hair Sculpture will encompass all aspects of cutting and finishing. A scientific approach is taken to teach ladies' hair sculpture, giving students a fundamental guideline to know and understand the theory of hair sculpture and design, as well as the technical skills needed to perform haircuts and finishing. The design portion of the course will teach all basic skills necessary for hair design.

*Prerequisites: None*  
*Credits: 6*

## CP802 HAIR DESIGN / HAIR SCULPTURE II

This course is a continuation of Hair Design/Hair Sculpture I. The techniques of cutting and design are applied to men's hair sculpting techniques to create today's contemporary looks. Hair design/Hair Sculpture II also includes wiggery, hair extensions and braiding.

*Prerequisites: CP801*  
*Credits: 4*

## CP803 HAIR DESIGN / HAIR SCULPTURE III

Hair Sculpture and Hair Design III is an advanced course in which students are taught long hair design, multicultural design and advanced sculpting techniques.

*Prerequisites: CP802*  
*Credits: 3*

## CP812 NAILS AND SKIN

This course will instruct students in the methods to recognize various problems and provide the solutions to skin and nail conditions. Basic facials and manicures will be taught in this course.

*Prerequisites: None*  
*Credits: 2*

## CP830 CLINIC I

This is the students' first opportunity to perform on the general public. All of the skills learned during their first semester of study will be utilized. Instructors will monitor their progress and are available to answer any questions the student may have. Requirements for this course are: 10 hair sculptures, 10 blow-dry designs, 10 texturizing services, 10 color applications, 5 facials and 5 manicures.

*Prerequisites: CP706, CP708, CP716, CP801, CP812*  
*Credits: 5*

## CP831 CLINIC II

Students will perform all services upon the public in order to refine and perfect their cosmetology skills. Requirements for this course are: 15 hair sculptures, 15 air-formed designs, 15 texturizing services, 15 color applications, 5 facials, 5 manicures, 10 thermal designs and 5 reformation services.

*Prerequisites: CP830*  
*Credits: 6*

## CP832 CLINIC III

All the skills taught are perfected during this course. The student will practice on the general public and finish their portfolio using actual clients. Requirements for this course are: 20 hair sculptures, 20 air-formed designs, 20 texturizing services, 20 color applications, 10 facials, 10 manicures and 15 thermal designs.

*Prerequisites: CP831*  
*Credits: 6*

## CP850 STUDENT TEACHING

Student teaching implements all cosmetology skills in a classroom and clinic environment. Student teachers will assist instructors with class preparation and presentation. Student teachers will act as a sage in overseeing students.

*Co-Requisites: CP300, CP301, CP728, CP730*  
*Credits: 5*



## **EP101 PROFESSIONAL PRACTICES**

This course is an introduction to esthetics. The student will learn about ancient and modern times, set-up and supplies for esthetic skin care. This course prepares the student to address pre-and post-consultations, home care, product chemistry, and creating patient profiles. The student will also explore exciting career opportunities in medical esthetics.

*Prerequisites: None*  
*Credits: 3*

## **EP201 SCIENCES**

This course is comprised of natural sciences, which include anatomy and physiology of the skin, the body's endocrine, circulatory, and immune systems. Pharmacology and dermatology referral are taught.

*Prerequisites: None*  
*Credits: 7*

## **EP301 FACIAL TREATMENTS**

This course provides the student with the ability to identify skin types, the morphology of skin care and customized treatments, along with the skills to provide a client with the proper knowledge of products and procedures for post-treatment care.

*Prerequisites: None*  
*Credits: 7*

## **EP401 TEMPORARY HAIR REMOVAL / BODY TREATMENTS**

This course provides the student with an understanding of temporary hair removal and its contents, and the uses of hard and strip waxes, proper techniques and procedures for waxing specific areas of the body are taught. This course also provides an understanding of the value of body services in the spa or salon.

*Prerequisites: None*  
*Credits: 1*

## **EP501 MAKE-UP**

The objective of this course is to train the student to choose make-up products for a client using color theory, facial proportion and shape, utilizing day, evening and corrective applications. This course goes beyond the basics, with an introduction to theatrical and photography make-up applications.

*Prerequisites: None*  
*Credits: 2*

## **EP701 SKIN RE-SURFACING**

In this course students will learn the difference between evasive and non-evasive skin re-surfacing methods. Students will be exposed to the theory of chemical as well as machine re-surfacing.

*Prerequisites: None*  
*Credits: 6*



## MM105 MULTI-DIMENSIONAL MAKE-UP

In this course, students will use liquid latex, and wax to create make-up effects such as scars, bullet holes, cuts and bruises.

*Prerequisites: None*  
*Credits: 6*

## MM106 COSMETIC FUNDAMENTALS

In this course, students will learn how to recognize facial shapes, change the appearance of the face with lighting and shadowing, the correct application of make-up for both men and women, and proper product usage. Students will touch on make-up applications for a variety of situations (day, evening, bridal, etc).

*Prerequisites: None*  
*Credits: 4*

## MM107 CHARACTER SIMULATION

In this course, students will learn to create appearances crossing various genres. Theatrical, cultural, historical, fantasy, and body make-ups will all be explored.

*Prerequisites: None*  
*Credits: 3*

## MM108 PROFESSIONAL PORTFOLIO DEVELOPMENT AND SELF PROMOTION

In this course, students will have the opportunity to work with a professional photographer to develop a portfolio of their work. Students will also learn how to promote themselves in the market and the best ways to find a job in this competitive industry.

*Prerequisites: None*  
*Credits: 6*

## MM109 HIGH DEFINITION MAKE-UP FOR MEDIA

In this course, students will learn make-up techniques for print work (both color and black and white), high fashion, television and film. Students will study lighting techniques and how to apply make-up for high definition cameras.

*Prerequisites: None*  
*Credits: 4*



## **CCP102 CLINIC ASSISTANT I**

Clinic assistants will get exposure to the clinic in a real salon situation assisting advanced students by shampooing and observing client consultations.

*Clock Hours: 112.5*

## **CCP200 STATE BOARD PREPARATION**

This course will teach students the practical routines needed to successfully pass the Pennsylvania State Board Exam. This course will also prepare students to sit for the 110 question written exam.

*Clock Hours: 112.5*

## **CCP706 CHEMICALS I**

During this course students will be taught the chemistry of hair color and its application. Chemical procedures for mixing and applying haircolor are taught along with permanent waving.

*Clock Hours: 112.5*

## **CCP707 CHEMICALS II**

Hair color techniques such as de-colorizing, re-colorizing, and special effects color will be taught during this course. Advanced texturizing techniques and reformation techniques will be taught thus preparing students for the workplace.

*Clock Hours: 67.5*

## **CCP708 PROFESSIONAL PRACTICES/ SALON MANAGEMENT I**

One of the most important areas we address with our students is the importance of professionalism and professional ethics, in the workplace. Students are taught the proper salon etiquette.

*Clock Hours: 24.5*

## **CCP716 SCIENCE I**

This course is a composite of many science related courses - histology, chemistry, physiology, cosmetic dermatology, electricity, anatomy and microbiology.

*Clock Hours: 28.0*

## **CCP717 SCIENCE II**

This course focuses on Pennsylvania State Laws and Regulations. It teaches the student sanitation and sterilization regulations.

*Clock Hours: 15*

## **CCP718 PROFESSIONAL PRACTICES/ SALON MANAGEMENT**

This course teaches the student the professional aspects that should be practiced by a cosmetologist both personally and in the workplace. The student is also taught how to manage his/her clientele as well as the operation of the salon.

*Clock Hours: 30*

## **CCP801 HAIR DESIGN/ HAIR SCULPTURE I**

Hair Design/Hair Sculpture will encompass all aspects of cutting and finishing. A scientific approach is taken to teach ladies' hair sculpture, giving students a fundamental guideline to know and understand the theory of hair sculpture and design, as well as the technical skills needed to perform haircuts and finishing. The design portion of the course will teach all basic skills necessary for hair design.

*Clock Hours: 112.5*

## **CCP802 HAIR DESIGN/ HAIR SCULPTURE II**

This course is a continuation of Hair Design/Hair Sculpture I. The techniques of cutting and design are applied to men's hair sculpting techniques to create today's contemporary looks. Hair Sculpture and Hair Design II is a course in which students are taught long hair design, multicultural design and advanced sculpting techniques.

*Clock Hours: 112.5*

## **CCP803 HAIR DESIGN/ HAIR SCULPTURE III**

Hair design/Hair Sculpture III includes wiggery, hair extensions and braiding. Students will also be given the opportunity to have photographs taken of their work for their portfolio.

*Clock Hours: 60.0*



## CCP812 NAILS AND SKIN

This course will instruct students in the methods to recognize various problems and provide the solutions to skin and nail conditions. Basic facials and manicures will be taught in this course.

*Clock Hours: 60.0*

## CCP830 CLINIC I

This is the students' first opportunity to perform on the general public. All of the skills learned during their first semester of study will be utilized. Instructors will monitor their progress and are available to answer any questions the student may have. Requirements for this course are: 10 hair sculptures, 10 blow-dry designs, 10 texturizing services, 10 color applications, 5 facials and 5 manicures.

*Clock Hours: 225.0*

## CCP831 CLINIC II

Students will perform all services upon the public in order to refine and perfect their cosmetology skills. Requirements for this course are: 15 hair sculptures, 15 air-formed designs, 15 texturizing services, 15 color applications, 5 facials, 5 manicures, 10 thermal designs and 5 reformation services.

*Clock Hours: 225.0*

## CCP1000 CAREER DEVELOPMENT STRATEGIES FOR THE COSMETOLOGY INDUSTRY

The newly developed Career Development Strategies for the Cosmetology Industry course is designed to prepare the student for all phases of the job search and interviewing process as they enter the workplace as well as how to professionally interact with their clientele and colleagues. This course will cover best practices for how to create their own brand/image, research employment opportunities, network, social media, creating resume's and portfolios, interviewing tips and protocol. This course was created in response to the growing numbers of entrepreneurs in the world today. Our goal is for our graduates to be as prepared as possible to obtain a position in an established salon or spa or to start their own businesses.

*Clock Hours: 52.5*

## CEP101 PROFESSIONAL PRACTICES/SCIENCES

This course is an introduction to esthetics. The student will learn about ancient and modern times, set-up and supplies for esthetic skin care. This course prepares the student to address pre-and post-consultations, home care, product chemistry, and creating patient profiles. This course is also comprised of natural sciences, which include anatomy and physiology of the skin, the body's endocrine, circulatory, and immune systems. Pharmacology and dermatology referral are taught. The student will also explore exciting career opportunities in medical esthetics.

*Clock Hours: 140.0*

## CEP201 FACIAL TREATMENTS/TEMPORARY HAIR REMOVAL/BODY TREATMENT

This course provides the student with the ability to identify skin types, the morphology of skin care and customized treatments, along with the skills to provide a client with the proper knowledge of products and procedures for post-treatment care. An understanding of temporary hair removal and its contents, and the uses of hard and strip waxes, proper techniques and procedures for waxing specific areas of the body are taught. This course also provides an understanding of the value of body services in the spa or salon.

*Clock Hours: 160.0*

## CEP301 STATE BOARD PREPARATION FOR ESTHETICS

This course will prepare the student to sit for the Pennsylvania State Board Exam for Esthetics. In this course there are both theory and practical applications.

*Clock Hours: 30.0*

## CEP501 MAKE-UP

The objective of this course is to train the student to choose make-up products for a client using color theory, facial proportion and shape, utilizing day, evening and corrective applications. This course goes beyond the basics, with an introduction to theatrical and photography make-up applications.

*Clock Hours: 60.0*



## CEP701 SKIN RE-SURFACING

In this course students will learn the difference between evasive and non-evasive skin re-surfacing methods. Students will be exposed to the theory of chemical as well as machine re-surfacing.

*Clock Hours: 60*

## CNT201 NAIL SCIENCE

This course combines the sciences of the anatomy and physiology, and bacteriology. The student will learn about infectious agents and the importance of sanitation, disinfection, and salon safety, as well as product chemistry, and procedures to identify nail disorders and conditions

*Clock Hours: 126.0*

## CNT301 NAIL TREATMENTS/PEDICURING

This course provides the student with the skills necessary for performing manicures as well as techniques used in applying nail tips, nail wraps, gel nails, acrylic overlays and sculptured nails. Nail art will be included in this course. This course will train the student to provide the client with a full service pedicure. The student will learn the proper use of implements; massage techniques and supplies used in a pedicure service as well as aromatherapy and its uses. Students will be taught creative applications to satisfy their clients' unique personalities.

*Clock Hours: 144.0*

## CNT501 STATE BOARD PREPARATION FOR NAILS

This course will prepare the student to sit for the Pennsylvania State Board Exam for Nail Technology. In this course there are both theory and practical applications.

*Clock Hours: 30.0*

## CCT300 TEACHING TECHNIQUES

Teaching Techniques covers general aspects of curriculum development, preparing lesson plans, techniques used to modify lesson plans to suit student needs, and the importance of adequate teacher preparation.

*Clock Hours: 112.5*

## CCT301 TEACHING METHODOLOGIES

Teaching Methodologies provides more advanced teaching skills dealing with curriculum development and classroom presentation. Students' presentations and communication skills are practiced and refined. This course also includes instruction in advanced cosmetology skills.

*Clock Hours: 52.5*

## CCT728 PROFESSIONAL PRACTICES

Professional Practices will cover communication and presentation skills, dealing with difficult customers, networking and multi-tasking.

*Clock Hours: 60.0*

## CCT730 SALON MANAGEMENT

Students will create a fictitious salon complete with employees, inventory and payroll. They will learn the important aspects of salon management. This course will cover the layout and running of a virtual salon including hiring, training, budgeting, inventory and retailing.

*Clock Hours: 225*

## CCT850 STUDENT TEACHING

Student teaching implements all cosmetology skills in a classroom and clinic environment. Student teachers will assist instructors with class preparation and presentation. Student teachers will act as a sage in overseeing students.

*Clock Hours: 150.0*



*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## GD101 DESIGN AND COMPOSITION

This course covers the elements of design and the principles of composition. Design process and practice are also covered. Students solve both design and composition exercises and basic graphic design problems.\*

*Prerequisites: None*  
*Credits: 3*

## GD103 COMPUTER ART

The creation of vector-based graphics and illustrations forms the basis of this course. How to produce a simple 2D design is taught in an organized progression of steps to form the basis for more advanced courses for development of design skills in Adobe Illustrator and other vector-based programs.\*

*Prerequisites: None*  
*Credits: 3*

## GD202 2D ANIMATION

Students will create Character, Graphic, and Text animation using Adobe Flash. Students gain the concept of motion graphics in accordance with web design, television, film, and computer animation.\*

*Prerequisites: GD103*  
*Credits: 3*

## GD203 PHOTO MANIPULATION

This course involves the creation and manipulation of photographic images through the use of the computer. Students are taught how to scan an image into the computer and use Adobe Photoshop to digitally transform it into new imagery.\*

*Prerequisites: None*  
*Credits: 3*

## GD204 LAYOUT AND TYPE

In this course the elements of page composition and the use and specification of type for print production is covered. Students produce thumbnails and layouts in pencil, pen and digitally in the solution of type design problems.\*

*Corequisites: GD101*  
*Credits: 3*

## GD206 ADVANCED PHOTO MANIPULATION

In this course students are taught how to use the tools and techniques learned in GD203, a prerequisite for this

course, in real-world ways. They will learn how to bring in pixel-based images, edit them for various purposes and output them to various media. The course will focus on acquiring, managing and re-tasking images as well as developing an understanding of industry standards for images in print as well as web applications.\*

*Prerequisites: GD203*  
*Credits: 3*

## GD302 GRAPHIC DESIGN

Graphic Design projects are completed in this class covering basic design and corporate design problems. Students complete client presentations using PhotoShop, Illustrator and InDesign.\*

*Prerequisites: GD204*  
*Credits: 3*

## GD304 FUNDAMENTALS OF WEB

Course Description: In this course students learn basic HTML and CSS coding. How to set up web pages and sites using code is explored. Also, web development programs are introduced. Students produce a web site using a WYSIWYG program.\*

*Prerequisites: None*  
*Credits: 3*

## GD306 ADVANCED COMPUTER ART

The continuation of vector-based graphics and illustration production forms the basis of this course. How to produce a complex, layered 2D design is taught in an organized progression of steps to form the basis for more advanced courses for development of design skills in Adobe Illustrator and other vector-based programs.\*

*Prerequisites: GD103*  
*Credits: 3*

## GD401 WEB DESIGN & PUBLISHING

How to design, construct, and publish a web site on the internet is the basis for this course. Students are introduced to the various scripting and styling languages used and are instructed in the use of Adobe Dreamweaver.\*

*Prerequisites: GD304*  
*Credits: 3*



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## GD402 MULTIMEDIA PRESENTATION

In this course students learn to produce desktop presentations incorporating animation, graphic, and sound. They develop fully resolved multimedia projects. Students prepare the Multimedia presentation to be used within a computer program or within a web site utilizing Adobe Flash.\*

*Prerequisites: GD202*

*Credits: 3*

## GD403 ADVANCED GRAPHIC DESIGN

Advanced Graphic Design projects are completed in this class covering corporate identity packages, advertising and 3-D design. Students complete layouts and client presentations as well as 3-D mock-ups.\*

*Prerequisites: GD302*

*Credits: 3*

## GD404 DESKTOP PUBLISHING I

A desktop publisher operates alternately in the role of designer, writer, typesetter, illustrator, photographer, production artist, separator and printer. This course will cover the fundamentals of Desktop Publishing including page layout, graphic importing, pagination and basic pre-press with Adobe InDesign.\*

*Prerequisites: GD302*

*Credits: 3*

## GD406 ADVANCED WEB DESIGN

In this course students will acquire the skills necessary to build practical web sites and will learn how these skills can be put to use in real-world scenarios using HTML and CSS.\*

*Prerequisites: GD401*

*Credits: 3*

## GD407 DESKTOP PUBLISHING II

An intermediate course in Adobe InDesign. Students will learn how to create advertisements and page layouts.\*

*Prerequisites: GD404*

*Credits: 3*

*“An  
education  
is one  
thing no  
one can  
take away  
from you.”*



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## IL102 PERSPECTIVE AND FORESHORTENING

A foundation course in basic drawing. Students learn to draw three-dimensional forms through observation and application of perspective principles. These skills will be applied to basic shapes, man-made objects and the human form.\*

*Prerequisites: None*  
*Credits: 3*

## IL104 COLOR AND PAINTING

This fundamental course provides an introduction to the principles of color and an exploration of color theory as it relates to illustration. The psychological and cultural aspects of color will be examined in making appropriate illustration decisions.\*

*Prerequisites: None*  
*Credits: 3*

## IL106 CONCEPTUAL ART AND DESIGN

Students will be able to create new concepts and ideas for a variety of professional fields and markets (i.e., product design, production art for videos, movies, and commercials, conceptual art for creature/sci-fi movies, etc.)\*

*Prerequisites: None*  
*Credits: 3*

## IL110 DYNAMIC FIGURE DRAWING

In this course, pencil techniques will be implemented to render the human figure as well as various animals in action and repose in an effort to gain a comprehensive understanding into the biomechanics if anatomy.\*

*Prerequisites: None*  
*Credits: 3*

## IL204 BASIC AIRBRUSH ILLUSTRATION

This introduction to airbrush rendering will discuss terminology, materials and equipment. Basic illustrative techniques utilizing the airbrush as a rendering tool will be introduced and applied. Drawing skills, composition, color application, light and shadow and the use of textures will be emphasized.\*

*Prerequisites: None*  
*Credits: 3*

## IL210 FANTASY ART FOR THE PUBLISHING INDUSTRY

In this course the various markets and styles will be explored covering not only the artwork and techniques implemented but the business aspect of the industry as well, such as: contracts, royalties, image specifications and reproduction rights.\*

*Prerequisites: None*  
*Credits: 3*

## IL302 PASTEL & COLOR PENCIL ILLUSTRATION

This course deals with the basic aspect of composition in illustration using pastels and color pencils. Students will focus on photographic reference and composition as applicable to graphic illustration.\*

*Prerequisites: IL201*  
*Credits: 3*

## IL303 ACRYLIC ILLUSTRATION I

An in-depth examination of painting with emphasis on application of value and tonal studies using acrylic. Students will focus on composition using a wide variety of techniques including washes, dry brush and many others.\*

*Prerequisites: None*  
*Credits: 3*

## IL311 FANTASY ART FOR THE FILM AND VIDEO GAME INDUSTRIES

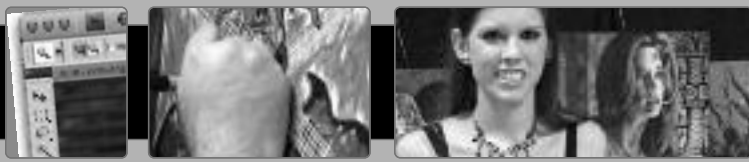
This course will explore, explain and implement the various styles and techniques used in the largest growing visual art market of today. From conceptualizing to production art, the different arenas of this media will be covered, such as: storyboarding, character design, creature design, costume design and set design.\*

*Prerequisites: None*  
*Credits: 4*

## IL402 MIXED MEDIA ILLUSTRATION

This course explores the basic and advanced aspects of drawing and painting with various media as related to illustration. The application of these techniques is emphasized while developing a series of illustrative studies.\*

*Prerequisites: All Courses 1st through 3rd Semesters*  
*(excluding general education courses)*  
*Credits: 3*



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## IL404 STUDIO WORK / PORTFOLIO

Basic business principles and practices are covered as the students develop a portfolio of work that represents, to potential employers, their mastery skills and abilities to solve practical problems. Students are guided in presentation techniques, resume preparation and conducting a job search. Final portfolios should contain work that is applicable to advertising, book (children's books, book covers), sequential institution, editorial, fantasy or scientific/medical illustration.\*

**Prerequisites:** *All Courses 1st through 3rd Semesters (excluding general education courses)*  
**Credits:** 3

## IL410 FANTASY ART FOR THE PRODUCT INDUSTRY

In this course various products will be examined as well as the use of art to market and illustrate these items to their proper demographics. Different and diverse illustrative styles will be implemented as to gain a comprehensive understanding into successful product marketing and advertising.\*

**Prerequisites:** *None*  
**Credits:** 3

## IL501 INTRODUCTION TO DIGITAL ILLUSTRATION

In this course, students are introduced to the tools and techniques for creating traditional looking sketches and graphic illustration within the digital computer environment. Students use digital tablets and pens as the primary interface devices and both raster and vector based image making software to produce their digital illustrations.\*

**Prerequisites:** *None*  
**Credits:** 3

## IL502 DIGITAL ILLUSTRATION I

In this course, students are introduced to Adobe Photoshop as a painting environment. Photoshop layers, masks, filters and tools are taught for the purpose of giving artists the ability of replicating traditional paintings and illustrations.\*

**Prerequisites:** *IL501*  
**Credits:** 3

## IL503 DIGITAL ILLUSTRATION II

Students are taught, in this course, advanced Adobe Photoshop techniques and tools. Students are required to experiment with different methods and to create unusual imagery. The goal is for each student to produce original and captivating illustrations.\*

**Prerequisites:** *IL502*  
**Credits:** 3

## IL504 ADVANCED DIGITAL ILLUSTRATION

In this course, students work extensively with Corel Painter 11. Traditional painting medias such as oils, watercolors, and acrylics are replicated and applied to commercial illustrations.\*

**Prerequisites:** *IL503*  
**Credits:** 3



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## TS101 SCULPTURE I / OVERVIEW OF THE PROGRAM

This course begins with a two-day overview of the program presented by Tom Savini. Students will receive an oral presentation by Tom Savini concerning what they will learn in this program and what the program is meant to give them. Students will view visuals of work in the field by Tom Savini and others selected by him. Students will view excerpts of film in which Tom Savini created the special make-up effects and will have an opportunity to ask questions of the program's mentor.

The program will also introduce the student to sculpture and show the basic sculpting techniques. The tools, materials, and processes needed for successful special make-up effects sculptures are covered in this course. The focus of instruction is in oil-based clay sculpting. Sculptures are done of various objects with the emphasis on replicating their form, texture and detail.\*

*Prerequisites: None*  
*Credits: 6*

## TS102 COSMETIC MAKE-UP

This course provides the student with comprehensive theory and state-of-the-art, progressive techniques essential to the success of the beauty make-up artist for film, television and print. All aspects of straight, corrective, classic beauty, glamour and current fashion make-up design and application are covered.\*

*Prerequisites: None*  
*Credits: 4*

## TS103 HAIR AND BEARDS

In this course students learn the art of hairpiece making. Application techniques for hand laying hair, punching hair, and for lace hairpieces are covered. Period beards and moustaches are completed.\*

*Prerequisites: None*  
*Credits: 3*

## TS201 SCULPTURE II

In this course experiments with different sculpting clays are completed. Sculptures done must capture non-tangible qualities such as mood, expression, emotion, attitudes and action. Sculptures of human, animal and hybrid characters are created.\*

*Prerequisites: TS101*  
*Credits: 6*

## TS202 FOUNDATIONS OF MAKE-UP EFFECTS

Various techniques that are used to create make-up effects are covered in this course. Effects are done with and without latex appliances. Both basic effects, such as bruises and scars, and complex effects, such as bullet holes and cut throats, are taught. Also, foam latex appliances are produced and applied.\*

*Prerequisites: None*  
*Credits: 3*

## TS203 MOLD MAKING AND CASTING

In this course students learn the principles of three dimensional make-up. Students are taught lifecasting of the face, sculpting a one-piece prosthetic make-up, the formulation of foam latex rubber and the application of a final prosthetic make-up.\*

*Prerequisites: None*  
*Credits: 3*

## TS301 ADVANCED MAKE-UP EFFECTS

In this course students complete multi-piece make-up appliances. The techniques and materials necessary for producing and applying complex make-up effects are covered. From the correct design and location of appliances to the application of hair, to the proper production of foam parts, to the final coloring, realism is emphasized.\*

*Prerequisites: TS203*  
*Credits: 3*

## TS302 BEGINNING ANIMATRONICS

This course introduces students to shop tools and shop safety, as well as basic uses for cable-controlled movements in the field of animatronics.\*

*Prerequisites: TS201*   *Corequisites: TS303*  
*Credits: 6*

## TS303 ADVANCED MOLD MAKING & CASTING

This course covers complex methods of making molds and casts. Multi-piece molds are completed and castings are done using various materials. Students are introduced to the newest in a wide range of mold making and casting materials.\*

*Prerequisites: TS203*   *Corequisites: TS302*  
*Credits: 3*



*\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.*

## **TS304 PROFESSIONAL SKILLS WORKSHOP / MAKE-UP PORTFOLIO**

Professional Skills Workshop is designed to help students attain and utilize the skills necessary to obtain gainful employment. Great emphasis is placed on self-awareness, self-concept, and the student's comprehension of his/her own personal psychodynamics. Emphasis is also placed on career search techniques such as networking and researching resume writing and job-related letters. The course utilizes contemporary text material and third party articles, which depict current trends in employment.

The second part of the course involves the creation and manipulation of Photographic images. Students will practice exercises step by step through the learning process of working with scanning images, digital photography, creating text effects, optimizing graphics, and color correction. Students will also apply their knowledge to create a sample sheet due at the end of this course. Students are taught how to create simple web pages upon completion of a sample sheet.\*

***Prerequisite or Corequisite:***  
***All Courses 1st through 3rd Semesters***  
***Credits: 4***

## **TS402 ADVANCED ANIMATRONICS**

Students will design and build a complete radio controlled creature head.\*

***Prerequisites: TS302***  
***Credits: 6***

## **TS404 SPECIAL EFFECTS PROPS**

Students will learn the techniques of prop fabrication and set design. Stone walls, break-away bottles, retractable, rubber, and bleeding props will be produced and demonstrated. Students will learn various techniques of prop design and fabrication and how these props are used in the industry.\*

***Prerequisites: None***  
***Credits: 3***

## **TS405 FASHION AND PERFORMANCE MAKE-UP**

Students complete make-ups for runway models and other fashion and live performers. Also, fashion make-up for recorded performances is completed. In addition, students utilize airbrush techniques to create special beauty make-up effects.\*

***Prerequisites: TS102***  
***Credits: 3***

## **TS406 TOM SAVINI'S PORTFOLIO REVIEW**

Students complete their portfolios using lecture information and personal critiques from instructor. Instructor reviews each student's portfolio and recommends changes and improvements. A KNB EFX Group member makes a personal appearance each semester to individually critique student work. Students use these recommendations to complete their portfolios.\*

***Prerequisites: All Courses 1st through 3rd semester***  
***(excluding general education courses)***  
***Credits: 3***



\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

## DP101 PRODUCING INDEPENDENT FILMS

The objective of this course is to explore the process involved in producing an independent film. Independent films are those projects produced outside of the traditional Hollywood system. The student will learn to choose projects based on budget, location and marketability. Students will become exposed to significant independent filmmakers and their work. Students will begin to develop their fourth semester final projects – using this class to workshop their concepts with each other and the instructor.\*

*Prerequisites: None*  
*Credits: 3*

## DP102 FILM HISTORY

Film History takes a look at the beginnings of film when two French Brothers named Lumiere turned a hobby into one of the greatest industries of all time. The course will cover cinema history from the late 1800s through today's digital age. It will track the changing world in relationship to film. It will explore films of other countries and will show how differing political views are exhibited on the screen.\*

*Prerequisites: None*  
*Credits: 4*

## DP103 INTRODUCTION TO EDITING

This course introduces the students to the fundamental techniques of the digital editing of film. Students will gain not only an understanding of why editing is crucial to visual storytelling, but how to themselves edit films utilizing editing software. They will also be exposed to the techniques utilized by script supervisors to maintain continuity on films.\*

*Prerequisites: None*  
*Credits: 3*

## DP104 CINEMATOGRAPHY I

The objective of this course is to develop students' visual and technical filmmaking skills in a practical and professional atmosphere. Students will gain an understanding of how the digital video camera works as well as how supporting equipment works – including the dolly/jib and GlideCam as well as the onstage grip/electrical equipment. Strong emphasis will be placed on safety and the proper approaches to using electricity. Finally, a significant portion of the course will be devoted to learning the fundamentals of professional lighting.\*

*Prerequisites: None*  
*Credits: 3*

## DP203 DOCUMENTARY FILMMAKING

This course examines artistic and technical styles for documentary filmmaking. Interview methods, structure, theme, shooting and editing approaches will all be explored. Students will learn different approaches by viewing a series of documentaries. They will be taught the importance of an objective viewpoint and research. Each student will be instructed to present an outline referencing sources for a documentary production.\*

*Prerequisites: DP103, DP104*  
*Credits: 3*

## DP204 DIRECTING

Students will learn all of the responsibilities of being a digital film director. They will learn how to communicate with cast and crew using the language of the industry. Each student will direct and act within classroom exercises. Starting with the analysis of a script the class will explore every aspect of directing including casting, setting a scene, continuity, coverage, directing an edit and controlling the set. Special emphasis will be placed on hands-on directing of scenes by students in order to gain an overall understanding of the demands placed on the director.\*

*Prerequisites: None*  
*Credits: 3*

## DP210 TOOLS OF DIGITAL STORYTELLING I

Students will be exposed to an overview of the evolution of storytelling and mass communication. Students will become familiar with the software needed to create compelling looks, styles, digital compositing, limited animation and effects - both in promotional materials and narrative films.\*

*Prerequisites: None*  
*Credits: 4*

## DP212 CINAMATOGRAPHY II

This course will build upon the technical skills students gained in Cinematography I, with an emphasis on a deeper understanding of the equipment and methodologies employed by cinematographers and their crews.\*

*Prerequisites: DP104*  
*Credits: 1*

\*All DEC credit hour courses will include the mandatory US Department of Education required amount of out-of-class clock hour assignments.

**DP214 PRODUCTION AND POST-PRDUCTION AUDIO**

Students will learn the various techniques used in capturing sound during a film shoot. They will get hands-on experience with the different devices used to record sound and when to use them. Boom, lavalier, shotgun and wireless microphones will all be used in a laboratory setting. Once sound has been recorded for a variety of scenes, students will then assemble the audio with picture. They will learn how to add special effects, music, enhancements and foley tracks to a film.\*

*Prerequisites: DP104*  
*Credits: 1*

**DP301 SCREENWRITING AND ANALYSIS**

This course introduces students to the techniques of writing for the screen, building a basis for all future writing. Through lectures and examples on page and screen the instructor will choose a specific topic that students will then dissect. Skills will be developed using classroom discussions and group exercises.\*

*Prerequisites: None*  
*Credits: 3*

**DP305 WRITING AND PRODUCTION LAB**

For the purposes of artistic expression, this class will balance a mix of lecture and lab in order to facilitate students' creation of original screenplays and productions. Lab time allows students to use all school's facilities needed for completion of their final projects. All lab hours are conducted on campus and are non-supervised, with the exception of shooting, with instructor's approval. Students must perform at least one of the positions on a production: director, director of photography, editor or producer or they must complete an original feature-length screenplay or a short screenplay to be produced as part of the class.\*

*Prerequisites: All Courses 1st through 3rd Semesters (excluding general education courses)*  
*Credits: 4*

**DP307 STUDIO PRODUCTION**

The objective of this course is to develop students' digital filmmaking skills in a practical and professional atmosphere. A series of films will be produced in this workshop, including an instructional film, commercial, and several dramatic shorts. Instructor will assign students various crew positions in an effort to expose them to all aspects of the filmmaking process.\*

*Prerequisites: None*  
*Credits: 3*

**DP312 MASTER LIGHTING**

This course exposes students to advanced lighting techniques through a combination of reverse-engineering wherein they replicate lighting situations from professional motion pictures as well as resolving practical lighting challenges typically countered in filmmaking.\*

*Prerequisites: None*  
*Credits: 1*

**DP314 TOOLS OF DIGITAL STORYTELLING II**

Students will become familiar with the software needed to create compelling looks, styles, digital compositing, limited animation and effects - both in promotional materials and narrative films.\*

*Prerequisites: DP210*  
*Credits: 1*

**DP316 PRE-PRODUCTION AND PRODUCTION METHODS AND STRATEGIES**

The objective of this course is to provide students with the necessary understanding of the practical and logistical aspects of properly planning for and executing a production. Students will gain insight into the various roles the production team play both in the production office and on-set. Students will become familiar with the formats and protocols professionals use when pre-producing a film.\*

*Prerequisites: None*  
*Credits: 2*

**DP408 GENRE FILM APPRECIATION AND ANALYSIS**

The objective of this course is to expose students to a variety of genre films (i.e., comedies, westerns, etc.) with an emphasis on horror films, and to then study sequences from those films in order to gain an understanding of how best to manipulate the audience in an applicable circumstance.\*

*Prerequisites: None*  
*Credits: 3*

**DP410 THE FINAL PRODUCT**

During this course students will get hands-on experience in a variety of positions during the creation of a digital production. All aspects of filmmaking will be put to use while students work hand-in-hand with film industry professionals. Education and experience from prior semesters will be used in the field in a professional setting. A short film of professional quality will be completed during this course in which students will be credited for their work and have a DVD copy for their portfolio.\*

*Prerequisites: All Courses 1st through 3rd Semesters (excluding general education courses)*  
*Credits: 6*



# ADMISSIONS

## Admissions Requirements

• A prospective student seeking admission to Douglas Education Center must be a high school graduate or hold a General Education Development (GED) Diploma.

• High school seniors who have not yet graduated should submit a partial transcript, which indicates their expected graduation date. Upon graduation an official transcript is required.

*Douglas Education Center admits, trains and refers students without regard to race, religion, age, national origin, sex or handicap. Douglas Education Center does not discriminate against the "legally protected individual."*

1. Request an application form from the Admissions Department or go to our website: [www.dec.edu](http://www.dec.edu) for a downloadable application.

2. Complete and sign the application form and mail it to the school. **An application fee of fifty dollars (\$50) must accompany the application. Students receiving TAA funding are not required to make payment. The TAA Agency will pay the application fee directly to Douglas Education Center after the student completes their first semester.** The fee can be paid in any of the following manners:

- Personal or Certified Check
- Money Order
- Cash
- MasterCard, Visa, Discover or American Express
- Agency Funding Resources

3. Request that an official high school transcript be sent directly to the Admissions Department. Applicants who have taken the GED Exam must submit official evidence of satisfactory performance.

4. Furnish the Admissions Department with post-secondary official transcripts. When applying for transfer of credit you must also supply course descriptions.

**All transfer of credit requests must be submitted to the Vice President of Academic Affairs no later than two weeks after the semester start date of the student's first semester attending Douglas Education Center. No transfer of credit requests will be accepted after this date. No exceptions.**

5. Schedule an interview with the Admissions Department. Interviews may be conducted in person, via telephone, postal mail or e-mail. Prospective students are encouraged to visit Douglas Education Center. School tours may be arranged by contacting the Admissions Department.

Telephone: (724) 684-3684 Ext. 2100  
1-800-413-6013 Ext. 2100

Address: Douglas Education Center  
Admissions Department  
130 Seventh Street  
Monessen, PA 15062

E-mail: [dec@dec.edu](mailto:dec@dec.edu)  
Website: [www.dec.edu](http://www.dec.edu)

### Additional Information:

- All programs require successful completion of the Wonderlic Scholastic Level Examination with a minimum score of 17.
- Medical Assistant students enrolling at Douglas Education Center must have a completed health clearance from a licensed physician before beginning school. **SEE PG. 74-75 FOR DETAILS.**
- Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.
- Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.
- Those accepted will receive a formal letter of acceptance.

## Time of Entrance

In order to allow enough time for receiving transcripts, interviewing, and financial aid processing, the prospective student should apply as early as possible. By applying well in advance of the starting semester, the prospective student has a greater chance of securing enrollment.

## Transfer of Credit

The applicant must provide a transcript from the institution and a course description for each course for which transfer of credit is requested. The Vice President of Academic Affairs will review the transcript and course description(s) to determine whether transfer of credit will be approved or denied. The prior course(s) must have been successfully completed with a C grade or higher.

**All transfer of credit requests must be submitted to the Vice President of Academic Affairs no later than two weeks after the semester start date of the student's first semester attending Douglas Education Center. No transfer of credit requests will be accepted after this date. No exceptions.**

Transfer credits are recorded in the school's educational management software as hours earned toward program completion. Grades earned at a previous institution are not included in the calculation of the Grade Point Average (GPA) at Douglas Education Center. Transfer credits do not affect the Course Completion Rate calculation. Transfer credits are used in determining the Maximum Time Frame.

All educational institutions reserve the right to determine which credits, if any, they will accept from another institution. Douglas Education Center makes no guarantee or promise that it will accept credits earned at another institution or that Douglas Education Center credits will transfer into another post-secondary institution. Nothing in this catalog or any other publication or document published and distributed by Douglas Education Center implies transferability of credits into another college or career school.

## Re-Entry

When a student who previously withdrew from Douglas Education Center wishes to re-enter, their re-entry will be evaluated on an individual basis by a committee of DEC faculty and administration. A recommendation will be made to the President. The President will make the final decision on re-entry.

## Advanced Standing

Provisions are made in the curriculum so that students with prior training in a subject may enter classes in that subject at a higher level of instruction. Advanced Standing will be considered for students who have had special high school or college preparation, or have advanced proficiency in a specific skill area. Advanced placement tests must be taken and the student is responsible for all fees. Students who receive Advanced Standing must still fulfill the program credit requirement.

Advanced standing credits are recorded as hours earned toward a program, but the grade points are not averaged into the student's Q.P.A. Also, advanced standing credits are not factored into the calculation for determination of the minimum requirements for Satisfactory Academic Progress.

**All requests for Advanced Standing must be made to the Director of Enrollment Services no later than thirty (30) days prior to the date the student begins classes.**

**No requests will be accepted after that date.**

## Advanced Standing Test

If a student has significant work experience in a certain subject, he or she may choose to test out of a course by taking a version of the final exam for that particular course. The cost of each exam is \$75. A student may take only one exam for a particular course. He or she must score an 80% or higher on the exam in order to receive Advanced Standing for that course. These tests are arranged by the Vice President of Academic Affairs, and must be completed by the end of the second week of the semester (the drop/add period).

## International Students

This school is authorized under federal law to enroll non-immigrant alien students (M-1 Visa).

International applicants are required to submit the following application documentation:

- Request an application form from the Admissions Department or go to our website: [www.dec.edu](http://www.dec.edu) for a downloadable application.
- Complete and sign the application form and mail it to the school. Application fee in the amount of \$50 payable via money order or certified funds to Douglas Education Center (in U.S. dollars).
- Complete official records of all studies taken in each school

attended, including secondary. All official records should include years of attendance and grades for all examinations taken, certifying that the candidate has completed the equivalent of at least twelve years of primary and secondary education of high academic quality. Official records must be originals or copies certified by the appropriate official of the school attended. Documents which are in a language other than English must be accompanied by certified exact translations. These official records must be mailed directly to Douglas Education Center in a sealed envelope from the educational institution. **Optional:** Official transcripts and course descriptions from colleges and universities, technical and professional schools.

- TOEFL scores evidencing written and verbal proficiency in English (if the applicant's native language is other than English). To qualify for admission, applicants must score a 400 (paper version) or 97 (computer version) on the examination. Note: Douglas Education Center reserves the right to require an admitted student to make up English deficiencies at his/her own expense and, possibly, without degree credit.
- Schedule an interview with the Admissions Department. Interviews may be conducted in person, via telephone, postal mail or e-mail. Prospective students are encouraged to visit Douglas Education Center. School tours may be arranged by contacting the Admissions Department.

*Telephone:* (724) 684-3684 Ext. 2100  
1-800-413-6013 Ext. 2100

*Address:* Douglas Education Center  
Admissions Department  
130 Seventh Street  
Monessen, PA 15062

*E-mail:* [dec@dec.edu](mailto:dec@dec.edu)

*Website:* [www.dec.edu](http://www.dec.edu)

### Additional Information:

- Successful completion of the Wonderlic Scholastic Level Examination.
- Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.
- Documentation evidencing medical insurance during your entire period of stay in the United States.
- Documentation evidencing the student's financial ability to pay for his or her education and support himself/herself while attending school at Douglas Education Center.
- Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.
- Those accepted will receive a formal letter of acceptance.
- Must meet with the Director of Enrollment Services regarding Form I-539 at the beginning of second semester.

**M-1 Visa must be extended after twelve months course of study (I-539 filing fee paid for by student).**

# costs and fees



Costs effective October 3, 2011

<b>ART PROGRAMS</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>4th Semester</b>	<b>Program TOTALS</b>
<b>Tom Savini's Special Make-Up Effects Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$7,750	\$7,750	\$7,750	\$7,750	<b>\$31,000</b>
<b>Books</b>	\$430	\$50	\$20	\$105	<b>\$605</b>
<b>Supplies</b>	\$1,540	\$1,240	\$945	\$2,295	<b>\$6,020</b>
<b>Semester Totals</b>	<b>\$9,870</b>	<b>\$9,040</b>	<b>\$8,715</b>	<b>\$10,250</b>	<b>\$37,875</b>
<b>Graphic Design &amp; Web Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,525	\$5,525	\$5,525	\$5,525	<b>\$22,100</b>
<b>Computer</b>	\$2,600	\$0	\$0	\$0	<b>\$2,600</b>
<b>Books</b>	\$370	\$290	\$230	\$265	<b>\$1,155</b>
<b>Supplies</b>	\$430	\$190	\$30	\$145	<b>\$795</b>
<b>Semester Totals</b>	<b>\$9,075</b>	<b>\$6,005</b>	<b>\$5,785</b>	<b>\$6,035</b>	<b>\$26,900</b>
<b>Allan and Wilson's Digital Illustration Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,525	\$5,525	\$5,525	\$5,525	<b>\$22,100</b>
<b>Computer</b>	\$2,700	\$0	\$0	\$0	<b>\$2,700</b>
<b>Books</b>	\$325	\$205	\$90	\$145	<b>\$765</b>
<b>Supplies</b>	\$1,160	\$580	\$535	\$205	<b>\$2,480</b>
<b>Semester Totals</b>	<b>\$9,860</b>	<b>\$6,310</b>	<b>\$6,150</b>	<b>\$5,975</b>	<b>\$28,295</b>
<b>The Factory Digital Filmmaking Program at Douglas</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$8,000	\$8,000	\$8,000	\$8,000	<b>\$32,000</b>
<b>Books</b>	\$255	\$215	\$345	\$105	<b>\$920</b>
<b>Equipment</b>	\$1,190	\$1,190	\$1,190	\$1,190	<b>\$4,760</b>
<b>Semester Totals</b>	<b>\$9,595</b>	<b>\$9,405</b>	<b>\$9,535</b>	<b>\$9,395</b>	<b>\$37,760</b>
<b>Dorian's Fantasy Art Program</b>	Application Fee \$50 Registration Fee \$100 Graduation Fee \$100				<b>\$250</b>
<b>Tuition</b>	\$4,200				<b>\$4,200</b>
<b>Books</b>	\$70				<b>\$70</b>
<b>Supplies</b>	\$1,050				<b>\$1,050</b>
<b>Semester Totals</b>	<b>\$5,570</b>				<b>\$5,570</b>

The goal of Douglas Education Center is to provide a high quality education that will train our graduates in the skills necessary to be competitive in today's current employment market. In order to operate this institution with the highest level of efficiency and to provide the best education possible, tuition increases may be necessary. In the event of any tuition increases, students will be properly notified. Books and supplies may be adjusted with no prior notice to students on a semester by semester basis.



Costs effective October 3, 2011

<b>MEDICAL PROGRAMS</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>4th Semester</b>	<b>Program TOTALS</b>
<b>Medical Assistant Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,350	\$5,350	\$5,350	\$5,350	<b>\$21,400</b>
<b>Books</b>	\$865	\$165	\$635	\$815	<b>\$2,480</b>
<b>Exam / Certifications</b>	\$0	\$0	\$0	\$480	<b>\$480</b>
<b>Supplies</b>	\$305	\$200	\$720	\$350	<b>\$1,575</b>
<b>Semester Totals</b>	\$6,670	\$5,715	\$6,705	\$7,095	<b>\$26,185</b>
<b>Health Information Technology Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$4,500	\$4,500	\$4,500	\$4,500	<b>\$18,000</b>
<b>Books</b>	\$860	\$580	\$885	\$615	<b>\$2,940</b>
<b>Exam / Certifications</b>	\$0	\$0	\$0	\$320	<b>\$320</b>
<b>Supplies</b>	\$80	\$20	\$10	\$140	<b>\$250</b>
<b>Semester Totals</b>	\$5,590	\$5,100	\$5,395	\$5,675	<b>\$21,760</b>
<b>Medical Unit Clerk Program</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$100			<b>\$250</b>
<b>Tuition</b>	\$4,000	\$4,000			<b>\$8,000</b>
<b>Books</b>	\$845	\$395			<b>\$1,240</b>
<b>Exam / Certifications</b>	\$0	\$320			<b>\$320</b>
<b>Supplies</b>	\$320	\$140			<b>\$460</b>
<b>Semester Totals</b>	\$5,315	\$4,955			<b>\$10,270</b>
<b>Medical Billing Clerk Program</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$100			<b>\$250</b>
<b>Tuition</b>	\$4,000	\$4,000			<b>\$8,000</b>
<b>Books</b>	\$970	\$480			<b>\$1,450</b>
<b>Exam / Certifications</b>	\$0	\$220			<b>\$220</b>
<b>Supplies</b>	\$60	\$395			<b>\$455</b>
<b>Semester Totals</b>	\$5,180	\$5,195			<b>\$10,375</b>

<b>BUSINESS PROGRAMS</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>4th Semester</b>	<b>Program TOTALS</b>
<b>Professional Business Technology Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$3,775	\$3,775	\$3,775	\$3,775	<b>\$15,100</b>
<b>Books</b>	\$1,050	\$750	\$485	\$620	<b>\$2,905</b>
<b>Exams / Certifications</b>	\$0	\$200	\$300	\$200	<b>\$700</b>
<b>Supplies</b>	\$140	\$5	\$0	\$155	<b>\$300</b>
<b>Semester Totals</b>	<b>\$5,115</b>	<b>\$4,730</b>	<b>\$4,560</b>	<b>\$4,850</b>	<b>\$19,255</b>

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# costs and fees



Costs effective October 3, 2011

<b>COSMETOLOGY PROGRAMS</b>	<b>1st Unit</b>	<b>2nd Unit</b>	<b>3rd Unit</b>	<b>Program TOTALS</b>
<b>*Cosmetology Program</b>	Application Fee \$50 Registration Fee \$100		Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,050	\$5,050	\$5,050	<b>\$15,150</b>
<b>Books</b>	\$430	\$0	\$0	<b>\$430</b>
<b>Supplies</b>	\$975	\$240	\$345	<b>\$1,560</b>
<b>Exam / Certifications</b>	\$0	\$0	\$150	<b>\$150</b>
<b>Unit Totals</b>	<b>\$6,605</b>	<b>\$5,290</b>	<b>\$5,645</b>	<b>\$17,540</b>
<b>Cosmetology Teacher/Salon Manager Program</b>	Application Fee \$50 Registration Fee \$100 Graduation Fee \$100			<b>\$250</b>
<b>Tuition</b>	\$4,650			<b>\$4,650</b>
<b>Books</b>	\$360			<b>\$360</b>
<b>Supplies</b>	\$160			<b>\$160</b>
<b>Exam / Certifications</b>	\$150			<b>\$150</b>
<b>Unit Totals</b>	<b>\$5,570</b>			<b>\$5,570</b>
<b>Esthetics Program</b>	Application Fee \$50 Registration Fee \$100 Graduation Fee \$100			<b>\$250</b>
<b>Tuition</b>	\$2,550			<b>\$2,550</b>
<b>Books</b>	\$310			<b>\$310</b>
<b>Supplies</b>	\$860			<b>\$860</b>
<b>Exam / Certifications</b>	\$150			<b>\$150</b>
<b>Unit Totals</b>	<b>\$4,120</b>			<b>\$4,120</b>
<b>Esthetician and Nail Technologist Program</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$100		<b>\$250</b>
<b>Tuition</b>	\$2,550	\$1,730		<b>\$4,280</b>
<b>Books</b>	\$310	\$220		<b>\$530</b>
<b>Supplies</b>	\$860	\$635		<b>\$1,495</b>
<b>Exam / Certifications</b>	\$0	\$300		<b>\$300</b>
<b>Unit Totals</b>	<b>\$3,870</b>	<b>\$2,985</b>		<b>\$6,855</b>

\*Students enrolled in the General Cosmetology Program and active prior to October 3rd, 2011 will continue under the semester credit-based payment criteria and will be assessed charges reflected in the Cosmetology Program above.

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Costs effective October 3, 2011

<b>COSMETOLOGY PROGRAMS</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>4th Semester</b>	<b>5th Semester</b>	<b>Program TOTALS</b>
<b>Master Cosmetology Program with Teacher Specialization</b>	Application Fee \$50 Registration Fee \$100				Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,050	\$5,050	\$5,050	\$5,050	\$4,850	<b>\$25,050</b>
<b>Books</b>	\$480	\$160	\$225	\$240	\$480	<b>\$1,585</b>
<b>Supplies</b>	\$1,165	\$240	\$345	\$0	\$160	<b>\$1,910</b>
<b>Exam / Certifications</b>	\$0	\$0	\$150	\$0	\$150	<b>\$300</b>
<b>Semester Totals</b>	\$6,845	\$5,450	\$5,770	\$5,290	\$5,740	<b>\$29,095</b>
<b>Master Cosmetology Program with Esthetics Specialization</b>	Application Fee \$50 Registration Fee \$100				Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,050	\$5,050	\$5,050	\$5,050	\$4,850	<b>\$25,050</b>
<b>Books</b>	\$480	\$160	\$225	\$240	\$380	<b>\$1,485</b>
<b>Supplies</b>	\$1,165	\$240	\$345	\$0	\$835	<b>\$2,585</b>
<b>Exam / Certifications</b>	\$0	\$0	\$150	\$0	\$0	<b>\$150</b>
<b>Semester Totals</b>	\$6,845	\$5,450	\$5,770	\$5,290	\$6,165	<b>\$29,520</b>
<b>Master Cosmetology Program with Media Make-Up Specialization</b>	Application Fee \$50 Registration Fee \$100				Graduation Fee \$100	<b>\$250</b>
<b>Tuition</b>	\$5,050	\$5,050	\$5,050	\$5,050	\$4,850	<b>\$25,050</b>
<b>Books</b>	\$480	\$160	\$225	\$240	\$170	<b>\$1,275</b>
<b>Supplies</b>	\$1,165	\$240	\$345	\$0	\$1,185	<b>\$2,935</b>
<b>Exam / Certifications</b>	\$0	\$0	\$150	\$0	\$0	<b>\$150</b>
<b>Semester Totals</b>	\$6,845	\$5,450	\$5,770	\$5,290	\$6,305	<b>\$29,660</b>

The goal of Douglas Education Center is to provide a high quality education that will train our graduates in the skills necessary to be competitive in today's current employment market. In order to operate this institution with the highest level of efficiency and to provide the best education possible, tuition increases may be necessary. In the event of any tuition increases, students will be properly notified. Books and supplies may be adjusted with no prior notice to students on a semester by semester basis.



## Explanation of Charges

### Application Fee

Douglas Education Center charges a \$50 application fee. See page 50 Enrollment Procedures for methods of fee payment.

### Books and Supplies

Book and/or supply charges are assessed each semester as indicated in the costs and fees section of the catalog. Charges vary by program and semester. Books and supplies may be purchased in the Book and Supply Room at the Eighth Street Arts Building. However, students have the option to purchase them independently.

Necessary supplies are provided for each program. Students with different work ethics and interests may need to purchase additional materials. Books and supplies become the property of the student upon issuance. Students may purchase additional or replacement items in the Book and Supply Room at the current price. Douglas Education Center may change the books and/or supplies provided each semester due to availability, new materials, changes in vendors, changes in editions, and updates in the programs.

*Douglas Education Center reserves the right to adjust book and supply costs.*

### Computer Fees

Laptops are required for certain programs including Graphic Design & Web, the Allan and Wilson Digital Illustration, the Factory Digital Filmmaking Program at Douglas (DF). The programs costs include a computer fee for a laptop and software upon enrollment in all 1st semester equivalent courses.

The equipment/software provided is selected to meet the current program needs using budgeted funds and technology available at the time of the semester start. Future students will be provided equipment/software that may be more advanced as technology improves and costs decline. Laptops are non-returnable and the warranties are provided by the manufacturer, not DEC.

The laptops and software remain the property of DEC until all 1st semester FT equivalent financial obligations to DEC are satisfied and financial aid monies are earned 100 percent. The DF software remains the property of DEC until all 4th semester FT equivalent financial obligations to DEC are satisfied and financial aid monies are earned 100 percent. Students withdrawing with a balance in this scenario will be charged a laptop restocking fee of \$225.00.

### Certification / Exam Fees

Certain programs may indicate fees for certifications or exams. If a student must take an exam or certification more than one time (for any reason), the student is responsible for any additional costs.

### Tuition

Tuition in the Costs and Fees schedules is reflected at Full-Time student status.

\*Full-Time status is at least 12 credits. Any semester below 12 credits and above 17 credits is charged a per credit rate based upon program enrollment:

• Graphic Design & Web Program	\$335/credit
• Tom Savini's Special Make-Up Effects Program	\$485/credit
• The Factory Digital Filmmaking Program at Douglas	\$485/credit
• Allan and Wilson's Digital Illustration Program	\$325/credit
• Dorian's Fantasy Art Program	\$260/credit
• Medical Degree Programs	\$315/credit
• Medical Diploma Programs	\$225/credit
• Business Program	\$215/credit
• General Cosmetology Program/Master Cosmetology Program	\$300/credit
• **General Education Courses	\$300/credit

\*\*applied to students not enrolled in a program

For clock hour cosmetology programs, Full-Time status is 450 hours per unit. Any unit below and above 450 hours will be charged a per hour rate indicated below:

• Cosmetology Programs	\$11/Hour
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*\*Douglas Education Center (DEC) may schedule certain programs more than 17 credits in a semester as a part of the approved program. DEC will not assess additional credit charges for these regularly scheduled or DEC scheduled programs. DEC does not charge per credit fees for externships.*

Douglas Education Center invoices students each semester. Charges for tuition, books and supplies can be paid using:

- Financial Aid – grants, scholarships, student loans, parent loans, student employment
- Agency Financing – Veterans' benefits, OVR, job retraining benefits, etc.
- Check, Money Order, Cash
- Mastercard, Visa, Discover, or American Express

All students are encouraged to apply for financial assistance. Arrangements for payment of educational costs not paid by an estimated source of financial aid must be made prior to or on the first day of classes. Installment payment arrangements are available. Questions concerning methods, sources or schedule of payments should be directed to the Business Office/Bursar's Office extension 2201.

Douglas Education Center reserves the right to adjust tuition. Students are given sixty (60) days prior notice.

### Other Fees

Returned check fee	\$25.00
Copy of transcripts	\$5.00
Duplicate certificate fee	\$15.00
Duplicate certificate w/ cover	\$50.00
Advanced standing exam fee	\$75.00
Computer re-stocking fee	\$225.00

### Delinquent Accounts

Students will not be given an A.S.B. Degree, Diploma, or a Transcript of Record, until school indebtedness has been fully paid.

In addition, student accounts must be current and paid in full prior to the start of the subsequent semester. Under extraordinary circumstances, the President may permit a student to start with a prior semester balance.

## Refund Policies

### Cancellation Policy

The application fee will be refunded if the applicant is rejected by the school for enrollment. The application fee will also be refunded if the prospective student cancels the application within five (5) calendar days of submitting the application or signing an enrollment agreement if no classes have been attended, lessons completed or materials used. A verbal request for cancellation must be confirmed in writing within five (5) calendar days of the request. Douglas Education Center will retain the entire application fee if written cancellation is not received within the prescribed time frame.

If enrollment is canceled after five calendar days of application or signing the enrollment agreement but before the start of classes, all payments made to the school will be refunded within 30 days except for the application fee.

### Books and Supplies Refund Policy

Books and supplies become the property of the student upon issuance and are generally non-refundable. However, a student who returns books and supplies within 20 days of purchase or within 20 days of the last date of attendance in that semester and in the same condition received (unopened, unmarked, etc.) may be entitled to a refund as determined by Douglas Education Center.

Books and supplies must be picked up within the first two weeks of classes. Students will not be permitted to attend classes after this deadline unless they have picked up their books and supplies or indicated those not needed and provided their own.

### Computer Fee Refund Policy

Laptops and software are non-returnable. If a student withdraws under the scenario where Douglas Education Centers still retains ownership of the laptop and software (see Computer Fees Policy), the laptop and software will be credited to the account and a Computer Restocking Fee of \$225.00 assessed.

### Certification / Exam Fees Refund Policy

These fees are refundable in the semester charged only if the certification/exam has not been taken or ordered for the student.

### Graduation Fee Refund Policy

Graduation fees are assessed in each program's final semester. When a student begins to attend class in this final semester, this fee is non-refundable. If a student does not attend graduation ceremonies, the fee is non-refundable.



## Tuition Refund Policy

Douglas Education Center will earn all or a portion of the tuition charged when a student begins a semester but fails to complete it for any reason. The last date of attendance is used to calculate the amount of earned tuition. If applicable, the student's account will be credited with any unearned tuition credit.

A refund will be posted to the student's account within 30 days of the official withdrawal or the date Douglas Education Center determines the student is no longer in attendance.

To officially withdraw, a student must notify the Vice President of Academic Affairs or Education Department and complete the withdrawal process.

The Tuition Refund Schedule is based on calendar days in the semester, not class days.

## Tuition Refund Schedule

Withdrawal Date (Calendar Days)	Charge	Refund
Day 1 through 14 of the semester	0%	100%
Day 15 through 25% of the semester	45%	55%
25.1% through 50% of the semester	70%	30%
50.1% through 100% of the semester	100%	0%

The above percentages apply to tuition only. All other charges are non-refundable.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him/her to continue.

The refund policy outlined above is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal financial aid that must be returned to the federal government by the school and/or the student.

Some students receive financial assistance from agencies and funding sources other than the federal student aid programs. Refunds will be made to other financial aid programs in accordance with each individual funding source's refund policies.

## Return of Title IV Federal Financial Aid Policy

To officially withdraw, a student must notify the Vice President of Academic Affairs or Education Department and complete the withdraw process.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, Federal Stafford Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). The Federal Smart Grant, Teach Grant and Federal Perkins Loans are also covered but Douglas Education Center does not participate in these programs.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be kept the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds, or
- the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

**If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID(1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).**

Federal student aid funds are returned in the following order: 1) Unsubsidized Stafford Loans; 2) Subsidized Stafford Loans; 3) PLUS Loans; 4) Federal Pell Grants; 5) FSEOG; 6) Other federal aid programs.

Unearned federal aid is returned within 45 calendar days of the official withdrawal date or the date the institution determines the student is no longer in attendance. A student receives written notice of any loan funds returned by Douglas Education Center, and an invoice for any balance owed the school.

If a student has earned more federal aid than has been posted to his/her account, the student may be entitled to a post withdrawal disbursement. The post withdrawal disbursement is first used by Douglas Education Center to pay outstanding charges; any remaining amount is offered to the student or parent borrower. Post withdrawal disbursements must be paid within 120 days of the student's withdrawal.

**The student is responsible for making payment arrangements with the Business Office for any balances owed to Douglas Education Center as a result of withdraw or leave of absence. Federal Financial Aid Calculations are available for review in the Financial Aid Office on an individual basis when a last day of attendance is provided.**

## Financial Aid Programs

Douglas Education Center's Financial Aid Department is here to provide assistance with tuition and/or living expenses for those students who qualify. The Financial Aid Department is staffed and organized with the students' needs in mind.

The Financial Aid Department encourages all students who apply for financial aid to begin the process early. Those seeking financial aid are required to complete a Free Application for Federal Student Aid (FAFSA). Students are encouraged to complete the application on-line by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The federal school code for DEC is 013957. Paper FAFSAs can be requested by contacting the Financial Aid Office.

Additional financial aid information and loan applications as well as other important information on sources of funding are available through the Douglas Education Center Financial Aid Department and at [www.dec.edu](http://www.dec.edu).

While attending Douglas Education Center, students must maintain satisfactory academic progress in order to continue to qualify for financial aid.



## THE DIFFERENT FORMS OF AID

These forms of financial aid do not have to be repaid:

- Federal Pell Grant
- FSEOG (Federal Supplemental Educational Opportunity Grant)
- Grants (PHEAA, other state grants, OVR, WIB, etc.)
- Scholarships
- Federal Work Study funds
- VA benefits

These forms of financial aid do have to be repaid:

- Direct Subsidized Stafford loan
- Direct Unsubsidized Stafford loan
- Direct Parent Plus loan
- Any alternative educational loan

### Federal Pell Grant Program

This grant program is funded and administered by the federal government which offers grant assistance to needy students who have not yet earned a bachelor's degree. The eligibility index for this award is computed primarily on the basis of parent/student income and assets, family size, and number in college. Currently, the maximum grant award for a full-time student is \$5,550 per academic year. All students are encouraged to apply. The filing deadline for a Federal Pell Grant is June 30 of the academic year in which the grant is to be awarded (Example: June 30, 2012, for the 2010-2012 academic year). Unlike loans, a Federal Pell Grant does not have to be repaid.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) Program is funded by the Federal government and administered by Douglas Education Center. The purpose of the FSEOG program is to provide grants to undergraduate students who have exceptional need to help pay for their postsecondary education. Priority is given to those students with exceptional financial need. Unlike the Federal Pell Grant Program, there is no guarantee that every eligible student can receive an FSEOG. The awards paid are based on the availability of FSEOG funds. Eligible students are those with the lowest expected family contribution, with priority being given to Federal Pell Grant recipients. The FSEOG Grant does not have to be repaid. The maximum award at Douglas Education Center is \$1,000 for a full-time student/per award year.

### Federal Work Study Program (Student Employment)

The Federal Work Study Program provides part-time employment to undergraduate students. The program is funded by the Federal government and administered by Douglas Education Center. Unlike FSEOG, priority is not necessarily given to students who demonstrate exceptional financial need. Federal Work-Study participants are paid an hourly wage not less than the current Federal minimum wage. Wages under the Federal Work Study Program are paid directly to the student.

### Federal Direct Loan

The Direct Loan programs (Direct Subsidized Stafford Loans for Dependent and Independent Students, Direct Unsubsidized Stafford Loans for Independent Students, Federal Direct Parent Loans for Undergraduate Students and Direct Consolidation Loans) are loan programs which **MUST** be repaid by the borrower. You must file a Free Application for Federal Student Aid (FAFSA) to determine eligibility for student loans. The Direct Loan website is [www.direct.ed.gov](http://www.direct.ed.gov).

### Direct Stafford Loan Program

A Direct Stafford Loan is a low-interest loan made to students by the Federal Government to help pay for post-secondary education.

Direct Stafford Loans are either subsidized or unsubsidized. A student may receive a subsidized loan and an unsubsidized loan for the same enrollment period. A subsidized loan is awarded on the basis of financial need. Borrowers will not be charged any interest before repayment or during authorized periods of deferment. The federal government subsidizes the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. Borrowers are charged interest from the time the loan is disbursed until it is paid in full. If the interest is allowed to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.

## Direct Stafford Loan Eligibility Requirements

- Complete a Free Application for Student Aid (FAFSA) for the appropriate academic year.
- Be a U.S. citizen or eligible non-citizen.
- Be accepted for enrollment in a participating school; or, if enrolled, be making satisfactory progress.
- Be classified as at least a half-time student working toward a degree or diploma.
- Not be in default on an educational loan or owe any education grant refund.
- If required, be registered with the Selective Services.
- Have financial need in order to receive a subsidized Stafford Loan.

### Direct Stafford Loan Limits:

A full-time, first-year dependent undergraduate student enrolled in a program whose length is at least one academic year is eligible to borrow a loan maximum of \$5,500 for that first year. (Maximum \$3,500 subsidized)

A full-time, second-year dependent undergraduate student is eligible to borrow a loan maximum of \$6,500 for the second year. (Maximum \$4,500 subsidized)

A full-time, first-year independent undergraduate student enrolled in a program whose length is at least one academic year is eligible to borrow a loan maximum of \$9,500 (at least \$6,000 of which must come from the unsubsidized program).

A full-time, second-year independent undergraduate student is eligible to borrow a loan maximum of \$10,500 (at least \$6,000 of which must come from the unsubsidized program).

*In addition to the above loan limits, a student may not receive a Stafford Loan in excess of the cost of attendance at Douglas minus any other financial aid received.*

### General Information About Direct Loan Interest Rates:

Loans disbursed under the William D. Ford Federal Direct Loan Program, have either a fixed or variable interest rate, depending on when the loan was first disbursed.

### Grace Period:

One grace period is permitted under the Direct Stafford Loan program—six months in length following completion of studies. There are no grace periods after subsequent deferments.

### Loan Fees:

Borrowers will pay a loan fee of up to 1.5% of the loan. This fee is deducted proportionately from each disbursement of the loan. This fee goes to the federal government.

### Repayment:

Repayment of Direct Stafford loans begins after the first grace period or immediately after subsequent deferments. The minimum annual payment is six hundred dollars (\$600). The repayment period may last up to ten (10) years, depending upon the amount borrowed. The schedule below illustrates repayment load incurred by the borrower. The size of the monthly payment, of course, depends upon the amount of the loan, the interest rate, and the length of the repayment period.

Date of First Disbursement	Interest Rate for Subsidized Loan
7/1/08 - 6/30/09	6.00%
7/1/09 - 6/30/10	5.60%
7/1/10 - 6/30/11	4.50%
7/1/11 - 6/30/12	3.40%



**Estimated Standard Repayment Schedules  
Direct Subsidized and Unsubsidized Stafford Loans:**

**SAMPLE REPAYMENT AMOUNTS**

The following are samples monthly loan repayments.

<u>Debt when loan enters repayment</u>	<u>Interest Rate</u>	<u>Per Month For 10 Years</u>	<u>Total</u>
\$8,000.00	4.5%	\$82.91	\$9,945.20
\$8,000.00	3.4%	\$78.73	\$9,447.60
\$15,000.00	4.5%	\$155.46	\$18,655.20
\$15,000.00	3.4%	\$147.63	\$17,715.60

**Remember, these loans must be repaid!**

**Direct PLUS Loan Program**

The Direct Plus Loans for Undergraduate Students Program (PLUS) is limited to the parents (or legal guardians) of dependent, undergraduate students who are enrolled at least half-time.

**Loan Limits:**

The yearly limit on a PLUS loan is equal to a student's cost of attendance less any other financial aid received. For example, if the cost of attendance is \$6000, and a student receives \$4000 in other financial aid, the parents could borrow up to – but not more than – \$2000.

**Eligibility Requirements:**

To be eligible for a PLUS Loan, your parent must:

- Be your natural parent, adoptive parent, legal guardian, or in some cases, stepparents.
- Be a U.S. citizen or eligible non-citizen.
- Not be in default on an educational loan or owe any education grant refunds.
- Be credit worthy.
- To be eligible for a PLUS Loan, the dependent undergraduate student must:
- Be a U.S. citizen or eligible non-citizen.
- Be accepted for enrollment in a participating school, or if enrolled, be making satisfactory progress.
- Be classified as at least a half-time student and working toward a degree or diploma.
- Not be in default on an educational loan or owe any education grant refunds.
- Be registered with the Selective Service if required.

**Direct PLUS Interest Rate:**

The interest rate on Direct Plus is fixed at 7.9%. Interest is charged on the loan from the date that the first disbursement is made until the loan is paid in full. Dependent students whose parents are unable to get plus loans are eligible to receive the independent undergraduate loan limits.

**Grace Period:**

There is no grace period for PLUS loans.

**Loan Fees:**

Parents will pay a fee of up to four percent (4%) of the loan. This fee is deducted proportionately each time a loan disbursement is made. This fee goes to the federal government to help reduce the cost of the loan. Also, if loan payments are not made when they are scheduled, parents may be charged collection costs and late fees.

**Repayment:**

Generally, repayment begins within sixty (60) days after the final loan disbursement for the period of enrollment for which parents have borrowed. Interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is still in school.

**Remember, these loans must be repaid!**

**Direct Consolidation Loan Program**

A Consolidation Loan is designed to help student and parent borrowers simplify loan repayment by allowing the borrower to consolidate several types of federal student loans with various repayment schedules into one loan.

You may consolidate just one loan into a Direct Consolidation Loan to get benefits such as flexible repayment options. If you have more than one loan, a Consolidation Loan simplifies the repayment process because you make only one payment a month. Also, the interest rate on the Consolidation Loan may be lower than what you're currently paying on one or more of your loans. If you are in default on a federal education loan, you may receive a Consolidation Loan if certain conditions are met. Married couples may consolidate their individual loans if they agree to be jointly liable for repayment even if there is a future change in their marital status. All students with federal loans (Stafford, Perkins, SLS, and PLUS) should contact the direct loan program to check their eligibility for loan consolidation. The Direct Loan Consolidation website is: [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov)

**Repayment Terms:**

Repayment extends for ten (10) years for students with less than \$7,500 in loans, twelve (12) years for students with between \$7,500 and \$10,000 in loans, fifteen (15) years for students with between \$10,000 and \$20,000 to repay. Within these constraints, lenders must offer graduated repayment schedules and monthly payments must equal at least \$50.

**Interest Rate:**

Consolidation loans disbursed under the direct loan program can have either a fixed or variable interest rate depending on when the application was received.

**State Student Assistance Programs  
Pennsylvania Higher Education Assistance  
Agency Grant Program (PHEAA)**

This grant is provided by the Commonwealth of Pennsylvania. To be eligible for this grant assistance, a student must be a legal resident of Pennsylvania for at least twelve (12) months prior to completing the FAFSA, be a high school graduate, or a recipient of a General Education Development Certificate (High School Equivalency), be enrolled in an Associate Degree in Specialized Business program, and must have submitted an application to the PHEAA Grant Program. Filing deadlines are May 1 for renewal applications and August 1 for new applications for the future award period. **Pennsylvania residents transferring from another school must provide their transcripts to the DEC Financial Aid Office prior to getting a PHEAA grant in their first semester at DEC.** Unlike loans, a PHEAA Grant does not have to be paid back.

Academic progress for state grant purposes will be checked at the end of the Spring semester each year.

**Office of Vocational Rehabilitation (OVR)**

Vocational Rehabilitation is a public service provided by the Commonwealth of Pennsylvania in cooperation with the Federal government. The prospective student must have some type of challenge (mental, physical, auditory, or visual), which has prevented the pursuit of an acceptable career to be eligible. Contact one of the local offices of the Office of Vocational Rehabilitation (O.V.R.) for additional information.



## Scholarships

Each year, Douglas Education Center awards the following talent-based Scholarships each fall to students in the arts programs:

### DEC “IDEA” (Inspiration and Dedication to Excellence Award)

#### Scholarships:

Five (5) talent-based scholarships are available at 25% of the cost of tuition for students enrolling in the following programs:

- **Graphic Design & Web Program - \$5525.00**
- **Allan and Wilson’s Digital Illustration Program - \$5525.00**
- **The Factory Digital Filmmaking Program at Douglas - \$8000.00**
- **Tom Savini’s Special Make-up Effects Program - \$7750.00**
  
- **The value of each scholarship is the total value.**

Each of the scholarships will be used toward institutional costs and will be awarded in equal installments over the program length.

All five will be awarded during the award year (July 1 – June 30) with three designated for high school seniors and two for non-traditional students. Douglas Education Center reserves the option to transfer the scholarships from one group or semester to another if not awarded.

#### Eligibility Requirements:

A student must:

1. be a graduating senior, a graduate from a high school in the United States or from an American High School Overseas, or a recipient of a Diploma through the GED Test Program;
2. be seventeen years of age or older;
3. be of good moral character; and
4. have drive, interest, and be highly motivated
5. demonstrate talent and artistic ability in their program of choice

The IDEA scholarships will be awarded to incoming students, either recent high school graduates or non-traditional students demonstrating talent and meeting the completed scholarship requirements including:

- Submitted enrollment form to Douglas Education Center prior to scholarship application
- A completed FAFSA (Free Application for Federal Student Aid) submitted to the Department of Education at least four weeks prior to the scholarship deadlines. No applicants may be in default on a Federal Student Loan
- IDEA scholarship application with written paragraph on “Who is your ‘creative’ role model and why”?
- Two references from instructors, employers, community leaders etc. describing their relationship to the applicant, how long they have known the applicant and attesting to the commitment of the student to higher education in their chosen discipline.
- A portfolio of the applicant’s work displaying their artistic abilities submitted by mail to the Scholarship Committee at Douglas Education Center. All scholarship documents must be submitted together. Individual parts/pieces will not be accepted.
- The deadlines to submit scholarship applications:
  - March 1 – High school seniors
  - August 1 – All others
- Recipients must continue to maintain Satisfactory Academic Progress as described in the school catalog in order to remain eligible from semester to semester. The scholarship is

renewable for no more than the total number of semesters required to complete the applicable program and is non-transferable. A withdrawal from school or unapproved leave may cause the recipient to forfeit the remainder of the scholarship.

- Review of the applicants shall be within but no longer than two weeks after the application due dates.
- Recipients of the scholarships will be contacted with the decision and will need to accept or decline the award within a week to ten days of the offer.

#### Scholarship Conditions:

The following conditions exist:

1. All scholarship award recommendations will be determined by the Scholarship Committee.
2. The scholarships must be utilized in the year and semester awarded
3. The scholarship funds are to be used toward any institutional costs that the student may incur.
4. Once a scholarship is awarded, no alternate recipient will be selected if he/she cancels.
5. The student cannot take cash in lieu of the scholarship.
6. The scholarship cannot be transferred to a second party.
7. An unapproved training interruption, or leave may cause the recipient to forfeit the remainder of his/her scholarship.
8. All rules and regulations of the school apply to the recipient of any scholarship.

Douglas Education Center requires that all scholarship applicants apply for all available financial aid. Applications for financial aid for scholarship participants will be completed subsequent to meetings of the Scholarship Committee. The availability of financial aid in no way has any bearing on the outcome of the scholarship awards. Awards are based on the portfolios and essays, as stated above. In the event a scholarship winner is awarded financial aid in the form of Federal PELL Grants, State PHEAA Grants, SWT, TAA, etc., or other forms of “free monies” will take precedence over the scholarship with regard to payment of institutional costs to the school.

A scholarship winner will not be required to apply for loans or make payment himself/herself toward institutional expenses that would otherwise be covered by the scholarship.



## STAR Cosmetology Scholarship

- There will be five scholarships offered for new students each award year, beginning with the Fall semester. All five scholarships are designated for recent high school seniors or non-traditional students attending either the General or Master Cosmetology Programs at Douglas Education Center.

- Please note: A “recent high school senior” is anyone who is a senior or is graduating high school in the spring and then attending DEC in the Fall of the same year. Ex. Graduated high school in May 2012 and will be attending DEC in the Fall/October 2012. A “non-traditional” student is anyone else. Non-traditional students do not go directly from high-school to college.

- The total monetary amount of each scholarship will be 25% of the tuition. The total scholarship amount will be DIVIDED and applied to each of three 450 hour units for the Cosmetology Program or five 450 hour units for the Master Cosmetology Program.

- \$3788.00 – Cosmetology Program
- \$6263.00 – Master Cosmetology Program

- **To be considered for the scholarships recent high school seniors must submit all of the following scholarship requirements.**

- Completed and submitted enrollment application to Douglas Education Center

- STAR scholarship application with a written essay on, “Why you want to enter the cosmetology industry?”

- Two reference letters; one from a teacher and one from a guidance counselor. Please have your references describe their relationship to you and how long they have known you. Your reference also must include a statement that attests to your commitment to higher education.

- A completed and submitted FAFSA. Contact the Financial Aid office for information or access the FAFSA on the web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov) No student can be in default on a Federal Student Loan.

- Submit your official high school transcripts.

- Submit your official high school attendance records. A 15% absence rate is the maximum allowed.

- **To be considered for the scholarships non-traditional students must submit all of the following scholarship requirements.**

- Completed and submitted enrollment application to Douglas Education Center

- STAR scholarship application with a written essay on, “Why you want to enter the cosmetology industry?”

- Two reference letters; one professional and one personal. Please have your references describe their relationship to you and how long they have known you. Your reference also must include a statement that attests to your commitment to higher education.

- One letter of recommendation from a salon owner. This letter must also describe their relationship to you and why they feel you would be an asset to the industry.

- A completed and submitted FAFSA. Contact the Financial Aid office for information or access the FAFSA on the web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

No student can be in default on a Federal Student Loan.

- Submit your official high school transcripts.

- The deadline to submit scholarship applications is: August 1st.

All completed scholarship applications and references must be received by the deadline for award consideration. Submit your application and references SPECIFICALLY to the STAR Scholarship Committee at Douglas Education Center. Be sure to identify your submissions with your complete contact information.

- Recipients must continue to maintain Satisfactory Academic Progress as described in the school catalog in order to remain eligible. The scholarship is renewable for no more than the total number of hours required to complete the applicable program and is non-transferable. A withdrawal from school or unapproved leave may cause the recipient to forfeit the remainder of the scholarship. Scholarships are to be used for the enrollment period initially awarded and can not be transferred to another unit if the student does not start school. Scholarships cannot be redeemed for cash or transferred to another student. Scholarships are intended for use at Douglas Education Center only.

- The Scholarship Committee shall consist of two administrative staff members of Douglas Education Center and at least one member of the cosmetology faculty. Review of the applications shall take no longer than two weeks of the due date. Scholarships will be awarded based on the merit of packets received and ability to show commitment to cosmetology as an occupation.

- Recipients of the scholarships will be contacted with the decision and will need to accept or decline the award within ten days of the offer. When feasible, high school graduates will be presented with their scholarship at their graduation ceremony. Douglas Education Center reserves the right to award any unclaimed scholarships in the following program start to applicants meeting the scholarship criteria. Should this occur, scholarship availability and applications for the following program start will be announced on the DEC website

- Scholarship conditions apply to all applicants and recipients.

## Non-Institutional Scholarships:

The following scholarships are offered to Douglas Education Center students through outside sponsorship:

- 1.) Monongahela Valley Hospital “Healthy Help” Scholarship for Medical students.
- 2.) The “Tom Savini Scholarship” for Special Make-Up Effects Program students.
- 3.) The “Jeff Tinnell Scholarship” for Digital Film Production Program students.
- 4.) The Tom Balya Charitable Fund for Westmoreland County students.
- 5.) The Greater Rostraver Chamber of Commerce Scholarship for Business students.



## facilities & equipment

Located in Westmoreland County, Pennsylvania, and just a mere 30 miles from Pittsburgh, Monessen is a town filled with rich culture and tradition. Students making Monessen their home can enjoy home-cooked meals at local restaurants, see a bit of history at the Heritage Museum and the Library, or pick up supplies or a coffee before class at shops around town. The town is small and welcoming and always eager to greet the next batch of students. Monessen is full of creative students from all over the country coming together to study, have fun and make lasting memories together. It is an environment like no other because it combines the best of the old with the best of the new. It's a place you'll be proud to call home.

Douglas Education Center spans five city blocks in Monessen, Pennsylvania. The main administration building is located at 130 Seventh Street. This four-story brick building houses administrative offices, conference rooms, computer labs with Wi-Fi Internet access, and a guest lounge.

All instructional facilities are climate-controlled, cheerfully designed, well-equipped and comfortably furnished. The equipment and technology are contemporary and state-of-the-art. All classrooms have Wi-Fi access. Upgrades are made continuously to keep abreast of the evolving marketplace.

### 7th Street Administration Building

#### Room

1st Flr Under Renovation

201	Financial Aid
203	Marketing / Public Relations
204	Office
205	Guest Lounge
301	Business Office / Bursar
302	Business Office
303	Business Office
305	Executive Assistant
309	President's Office
401	Conference Room
402	Education Department
403	Vice President of Academic Affairs
404	Education Department
405	Information Technology

#### Administrative Offices

All offices are open Monday through Friday from 8:30 a.m. to 5:00 p.m. If you require meeting with an office or individual, please schedule an appointment with the appropriate person. The Director of Financial Aid and Bursar must be informed of any change in name, address or telephone number. Wi-Fi access is available.

#### 401 Conference Room

The conference room is available to DEC staff and students for meetings and presentations. The room includes a large table with chairs, water cooler, conference call capability and a pull-down screen for projections. Wi-Fi access is available.

### Mona Ruth Imbrescia Welcome Center / Design Studio

#### Room

2nd Floor	Admissions BOSS Development, Inc. (Housing)
100	Classroom Laptop / Lecture Lab
101	Classroom
102	Classroom
103	Classroom Laptop / Lecture Lab

#### Welcome Center / Admissions Department

As unique as Douglas Education Center itself, the newly renovated castle-themed Mona Ruth Imbrescia Welcome Center provides an experience unlike anything you have ever seen before. We combine cutting-edge digital technology into your campus tour with friendly, knowledgeable guides, and traditional Southwestern, Pennsylvania hospitality. Our Admissions Department will provide answers on how DEC can start you on your career path.

#### 100 - 103 Multi-Purpose Classroom and Computer Labs

This area is equipped with contemporary furniture and lighting. Wi-Fi capability is available for laptop and desktop computers for Internet access, networking and printing. This space is used for lecturing and group projects. It also houses PC computers equipped with Windows OS and Microsoft Office 2010.

### Medical Technology Building

101	Classroom A/B
102	Clinical Procedures Laboratory A
103	Teacher's Office
104	Clinical Procedures Laboratory B

#### 102 Clinical Procedures Laboratory A

This medical laboratory houses a fully-equipped, simulated physician's office setting designed to accommodate competency-based learning concepts. This lab will house a wide variety of instruments and equipment used in the execution of medical assisting duties in the physician's office such as otoscopes, ophthalmoscopes, sphygmomanometers, autoclaves, surgical instruments, a state-of-the-art instructional demonstration mannequin, an automated vital sign monitor, and an electronic blood pressure arm. Wi-Fi access is available.

#### 104 Clinical Procedures Laboratory B

This medical laboratory houses a fully-equipped, simulated physician's office setting designed to accommodate competency-based learning concepts. This lab will house a wide variety of instruments and equipment used in the execution of medical assisting duties in the physician's office such as otoscopes, ophthalmoscopes, sphygmomanometers, a state-of-the-art instructional demonstration mannequin, blood drawing chairs, centrifuges, incubators, and venipuncture supplies. Wi-Fi access is available.

#### 101 Classroom A/B

This is a large lecture area where all non-clinical classes are taught. The rooms are adjoining and can accommodate small or large classes. Wi-Fi access is available.



## Digital Film Building

The Digital Film Building, home of the The Factory Digital Filmmaking Program at Douglas, is located at 535 Schoonmaker Avenue and is attached to Douglas Education Center's Van Keulen Complex. Completely refurbished inside and out, the Digital Film Building houses professional facilities for both production and post-production, as well as plentiful classrooms and office space. Wi-Fi access is available.

Room	
101	Office
102	Editing Suite / Classroom
103	Theater
104	Classroom 2
105	Equipment Center
106a	Mixing Room
106b	ADR / Foley
107	Office Art Department
201	Production Office
202	Make-Up and Wardrobe Department Dressing Rooms A B C D
203	Sound Stage Staging Area
301	Office
302	Office
303	Office
304	Conference Room / Classroom

### 102 Editing Suite / Classroom

Home to the editing classes, this room is also the go-to site for students' visual effects work. Boasting a 55-inch LCD monitor, the room's ultra-fast dual quad processor computer and accompanying software packages, allow students to produce professional results in a timely fashion.

### 103 Theater

With comfortable seating for 50+ and a state-of-the-art projection and sound system, the theater provides students with a high-quality atmosphere for screening films and projects.

### 104 Classroom 2

This large classroom has its own digital projection system so that instructors may use a large screen to demonstrate software applications, as well as screen films and class projects.

### 106 (a&b)

This suite of two rooms houses the facilities audio post-production suite. Anchored by a Tascam mixing board, the studio offers digital projection for mixing films as well as recording foley and ADR. The room is set up for professional sound design, offering multiple software applications including Pro-tools, Nuenda and Audition.

### 107 Art Department

The art department is home to the scene dock, shop, wardrobe, set decorating and prop rooms.

### 201 Production Office

The production office is home to the 4th semester students and their productions. The workspace has been set up to model a real-world production office and it is from here that students handle the logistical and administrative phases of the production process.

### 202 Make-Up and Wardrobe Department

A large complex devoted to make-up, wardrobe and dressing rooms.

### 203 Sound Stage

A facility complete with grip/electrical package, dolly, jib, and glidecam package. The stage also features a large green screen and trap door leading to a pit in the floor.

## Van Keulen Complex

The Van Keulen Complex located at 531 Schoonmaker Avenue, includes Career Services, offices, the Learning Resource Center, Computer Resource Center, a conference center, a banquet hall, and two multi-purpose seminar rooms. Graduations and orientations are held at the Van Keulen Complex as well as special workshops.

Floor	1	Career Services Department Computer Resource Center Learning Resource Center Classrooms Student Cafe (Wi-Fi Access) Computer Labs
	2	Banquet Hall
	3	Multi Purpose Hall (Graduation & Orientation)
	4	Reception Area

### Learning Resource Center

The Learning Resource Center is designed to facilitate the educational goals and objectives of Douglas Education Center by providing instructional support sources and programs to enhance and supplement classroom instruction and the student's learning experience. This facility allows students to become more knowledgeable with current business and administrative operations through the multitude of resource books and magazines available. Hours are posted at the door.

### Computer Resource Center

This state-of-the-art facility helps students become proficient in today's business and administrative operations through Internet access, multimedia presentations and many software applications. Software packages will expand as courses demand it. The CRC houses computer equipment and software in the technology and design fields. Wi-Fi access is available. Hours are posted at the door.

### Computer Labs 1 and 2

These computer labs house 45 PC computers. Software packages include:

Lab 1 - Windows OS, Microsoft Office 2010, and Internet Explorer for internet access.

Lab 2 - Windows OS, Microsoft Office 2010, Adobe Creative Suite (Photoshop, Illustrator, InDesign, Dreamweaver, Flash). Software packages expand as required by classroom curricula. Wi-Fi access is available.



## 8th Street Arts Building

The 8th Street Arts Building, home to Tom Savini's Special Make-Up Effects Program, is located at 108 Eighth Street. This building houses faculty offices, specialized workshop-style classrooms, studios, the book room and the supply room. Wi-Fi access is available.

### Room

101	Foam Mixing Room
103	Mold Making / Sculpting Studio
109	FX Workshop
110	FX Fabrication Room
110b	Fabrication Room (ventilation)
111	Finishing Room
112	Machine Shop
113	Mold Room
201	Office
202	Sculpting Studio
203	Make-Up Studio
205	Make-Up Effects Studio
206	Faculty Lounge
301	Multi-Purpose Sculpting Room
302	Office
304	Photography Studio
306	Office
402	Break Room
403	Multi-Purpose Sculpting Room
406	Office
501	Book Distribution Center
502	Supply Distribution Center

### 101 Foam Mixing Room

This well-ventilated room is used for the preparation of foam rubber and polyfoams.

### 103 Mold Making / Sculpting Studio

This large workshop is equipped with a continuous counter top area and a twin sink unit.

### 109 FX Workshop

This is the assembly area for 3D mechanical FX projects.

### 110 / 110b FX Fabrication Room

This room is equipped with mold baking ovens and space for students to assemble and store projects. A ventilation room is attached.

### 111 Finishing Room

This is where fiberglass and resin FX projects will be laid-up and formed. All finishing of surfaces will be completed. There are spraying stations equipped to handle air tools and airbrushes.

### 112 Machine Shop

A machine shop equipped with drill presses, a lathe, mill, sanders, a bandsaw and hand tools to fabricate various FX and animatronic projects.

### 113 Mold Room

This room is used as an overflow room for mold-making and sculpting.

### 202 Sculpting Studio

This studio is used for the modeling, design and creation of 3D artwork.

### 203 Make-Up Studio

Utilizing theatrical style mirrors, this room is well illuminated with fourteen individual make-up stations.

### 205 Make-Up Effects Studio

This room is designed for multi-purpose use with both sculpting and make-up stations.

### 301 Multi-Purpose Sculpting Room

This studio is used for the modeling, design and creation of 3D artwork.

### 304 Photography Studio

This digital photography studio is equipped with a digital camera, lights, and backdrops. It is designed to photograph students' work for portfolios in preparation for graduation review and professional presentation. Students may also use their own camera and video equipment to preserve their work.

### 403 Multi-Purpose Sculpting Room

This studio is used for the modeling, design and creation of 3D artwork.

### 501 Book Distribution Center

This room is the book distribution center for the school.

### 502 Supply Distribution Center

This room is the supply distribution center for the school.



## The Cosmetology Academy

The Cosmetology Academy, home to the cosmetology programs, is located on the corner of Fourth Street and Schoonmaker Avenue. It houses offices, specialized classrooms, a library, and a student clinic. Wi-Fi access is available.

Room	101	Classroom
	102	Classroom
	103	Esthetics Lab
	201	Director of Cosmetology/Supervisor
	202	Classroom
	203	Break Room
	204	Learning Resource Center
	205	Office
	206	Classroom
	207	Shampoo Room
	300	Student Clinic
	301	Classroom
	302	Classroom

### 204 The Learning Resource Center

The Learning Resource Center is designed to facilitate the educational goals and objectives of The Cosmetology Academy at Douglas Education Center by providing instructional support sources and programs to enhance and supplement classroom instruction and the individual's learning experience. This state-of-the-art facility helps students become proficient in today's cosmetology operations through books and magazines, Internet access, multimedia presentation and software applications. Software packages expand as courses demand it. The LRC houses PCs and software. There are tapes and DVDs available for lectures and demonstrations.

### 300 Student Clinic

This area houses the latest in salon equipment. Freestanding double-sided stations, self-ventilating manicure tables, facial and make-up areas as well as three back wash shampoo stations. Students refine all skills in a professional atmosphere.

## Design and Career Training Center

The Design and Career Training Center, home to the graphic design and illustration programs, is located at 525 Schoonmaker Avenue. It houses the Portfolio and Career Development Center, specialized classrooms, Studio Workshop and offices. Wi-Fi access is available.

### 102 Studio Workshop

This studio houses workspaces suitable for hands-on painting, drawing, and airbrushing classes. Airbrush stations with regulators and quick connectors are available.

### 202 - 205 Multi-Purpose Classroom and Computer Labs

This area is equipped with contemporary furniture and lighting. Wi-Fi capability is available for laptop and desktop computers for Internet access, networking and printing. This space is used for lecturing and group projects.

### 201 Portfolio and Career Development Center

The Portfolio and Career Development Center (P&CD) is an extension of the Career Services Department. Services at The Center include professional photographs of student work, information on how to light pieces for photography purposes, how to use social networking and help with layout and design to be able to create a competitive and compelling portfolio. Facilities include large-format printing, projecting, scanning and photographing.



# academic information

## Grading System

Students receive a grade at the end of each course. Grades measure student performance and course proficiency based on quizzes, tests, projects, assignments, classroom participation, attendance, work habits, and attitude.

Letter Grade	%	Description	Quality Points
A	90 – 100	Excellent	4.0
B	80 – 89	Above Average	3.0
C	70 – 79	Average	2.0
D	60 – 69	Below Average	1.0
F	Below 60	Failing	0.0
I		Incomplete	
W		Withdrawal	
T		Transfer Credit	

At the end of each semester, a student is given a letter grade for each scheduled course. As noted above, grades are assigned a specific number of Quality Points (QP). The Total Quality Points (TQP) earned per course is determined by multiplying the quality points for the grade by the number of credits the course is worth. The semester Grade Point Average (GPA) is determined by dividing the total number of quality points earned by the number of credits attempted for each course.

Example			Quality	Total Quality
	Credits	Grade	Points (QP)	Points (TQP)
TS103 Hair and Beards	3	A	4.0	12.0
TS201 Sculpture II	6	A	4.0	24.0
Mold Making & Casting	3	A	4.0	12.0
GE201 Art Appreciation	4	B	3.0	12.0
<b>TOTALS</b>	<b>16</b>			<b>60.0</b>

TQP = # of credits X QP

GPA = 60 TQPs divided by 16 credits attempted

GPA = 3.75

## Grade Reports

Grade reports are issued at the mid-point of each semester. Final grades are issued at the end of each semester.

Progress records are kept current and are available for review. Each instructor will issue periodic grades based on quizzes, tests, projects, and/or classroom participation. Final examinations are given at the instructors' discretion.

Students who miss scheduled examinations due to

unavoidable circumstances may be given special consideration at the discretion of the instructor and/or Vice President of Academic Affairs.

At the beginning of each course a course overview is distributed to students for their retention. Completed assignments/projects are recorded by each instructor and are averaged with test scores (if required) and percentage of student attendance in determining the final grade for the course.

## Unit of Credit

Douglas Education Center awards semester credit hours. A semester credit hour is equivalent to

- Fifteen (15) hours of classroom instruction with appropriate homework and study,
- Thirty (30) hours of laboratory instruction, and
- Fifty (50) hours of internship/externship instruction.

## Grade Level

Grade level is based on the normal length of the program in both credits and number of semesters. Douglas Education Center uses the following schedule to determine students' grade level.

### *Master Cosmetology Program (5 semesters)*

Grade Level 1	1 – 24 credits
Grade Level 2	25 – 48 credits
Grade Level 3	49 or more credits

### *All Other Programs (4 or Fewer Semesters)*

Grade Level 1	1 – 24 credits
Grade Level 2	25 or more credits

## Drop Add Period

Classes may be dropped or added to a student's schedule during the first 10 school days of a semester. Courses may be added subject to the class schedule, class capacity, and student availability; and must be pre-approved by the business office.

Books and supplies must be picked up within the first 10 days school days of each semester. Students will not be permitted to attend classes after this deadline until they have picked up their books and supplies or indicated those not needed and have provided their own. Any classes missed due to this policy will count as unexcused absences for the student.



## Transfer of Credit

All Douglas Education Center applicants who have attended another post-secondary institution will be given the option of applying for transfer of credit for any course(s) taken at that institution which parallel course(s) offered by Douglas Education Center in their chosen program of study. The applicant must provide a transcript from the institution and a course description for each course for which transfer of credit is requested. The Vice President of Academic Affairs will review the transcript and course description(s) to determine whether transfer of credit will be approved or denied. The prior course(s) must have been successfully completed with a C grade or higher.

**All transfer of credit requests must be submitted to the Vice President of Academic Affairs no later than two weeks after the semester start date of the student's first semester attending Douglas Education Center. No transfer of credit requests will be accepted after this date. No Exceptions.**

Transfer credits are recorded in the school's educational management software as hours earned toward program completion. Grades earned at a previous institution are not included in the calculation of the Grade Point Average (GPA) at Douglas Education Center. Transfer credits do not affect the Course Completion Rate calculation. Transfer credits are used in determining the Maximum Time Frame.

All educational institutions reserve the right to determine which credits, if any, they will accept from another institution. Douglas Education Center makes no guarantee of promise that it will accept credits earned at another institution or that Douglas Education Center credits will transfer into another postsecondary institution. Nothing in this catalog or any other publication or document published and distributed by Douglas Education Center implies transferability of credits into another college or career school.

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the minimum academic standards which students must maintain. The SAP standards include a Cumulative Grade Point Average (CGPA), Course Completion Rate, and the Maximum Time Frame in which to complete the program.

SAP standards apply to all students regardless of enrollment status, program, or financial aid eligibility. SAP standards for each program are cumulative for all periods of enrollment.

### Evaluation

Students' progress is evaluated at the end of each semester.

### Cumulative Grade Point Average (CGPA) / Course Completion Rate

The Cumulative Grade Point Average measures the quality of a student's coursework. The CGPA is calculated using the method described earlier in the Grading System section.

The Course Completion Rate measures a student's progress in completing the program within the Maximum Time Frame. The Course Completion Rate is calculated by dividing the number of credits earned into the number of credits attempted.

Students are considered in good academic standing if the following Cumulative Grade Point Average and Course Completion Rate are met at the specified evaluation points.

Evaluation Period	CGPA	Course Completion Rate
<b>4 or More Semester Programs</b>		
1st Semester	1.25	40%
2nd Semester	1.5	50%
3rd Semester	1.75	60%
4th Semester and After	2.0	70%
<b>3 or More Semester Programs</b>		
1st Semester	1.5	50%
2nd Semester	1.75	60%
3rd Semester and After	2.0	70%
<b>2 or More Semester Programs</b>		
1st Semester	1.5	50%
2nd Semester and After	2.0	70%
<b>1 Semester Programs</b>		
1st Semester and After	2.0	70%



A student who successfully completes only the minimum Course Completion Rate percentage will have to continue beyond the normal program length. Douglas Education Center requires that all courses be successfully completed in order to graduate from the program.

## Maximum Time Frame

Students must complete their programs within 150% of the normal program length as measured in credits attempted. For example, if the program is 64 credits in length, the Maximum Time Frame is 96 credits (64 X 150%). This means a student cannot attempt more than 96 credits of coursework to earn the 64 credits needed to complete the program.

The Maximum Time Frame for a transfer student or a student changing programs is adjusted based on the number of credits the student needs to complete the program. Transfer credits will be subtracted from the normal program length, and then multiplied by 150% to determine the Maximum Time Frame for completing the program. For example, if the program is normally 64 credits, and the student transfers in 14 credits, he/she only needs to complete 50 credits to earn the degree. The Maximum Time Frame is 75 credits (50 X 150%).

## Academic Probation

A student not meeting the CGPA and Pace requirements will be placed on academic/financial aid warning until the next evaluation point. The student will receive written notification of academic/financial aid warning from the Vice President of Academic Affairs. The written notification will describe what the student must do to regain satisfactory progress.

A student who meets the SAP standards at the end of the next evaluation period will be removed from warning. A student, who fails to meet SAP standards at the end of the warning period, must appeal to remain in school. The student may continue in a probation status until the end of the next evaluation period.

A student who fails to meet the SAP standards at the end of the probationary period may be dismissed. Only under mitigating circumstances will the Vice President of Academic Affairs allow the student to remain in school.

## Course Repetitions

Students who receive an F or W grade must repeat the course and earn a passing grade. If otherwise eligible, students may receive financial aid to pay for repeating courses with W or F grades.

Students may also repeat a course with a grade other than F or W to receive a better grade. Students who repeat courses in which they have already earned a passing grade will not be eligible for financial aid to pay for those repeated courses.

When a course is repeated, both grades are included in the CGPA calculation. When computing the Course Completion Rate and Maximum Time Frame, credits for both the original attempt and all repeat attempts will be counted.

## Incomplete Grades

An "Incomplete" (I) grade will be given to a student who does not completely fulfill the requirements of a course. An earned grade will replace the I grade if the student

successfully completes the unfinished coursework by the end of the second week of the following semester. Failure to complete the work required for a course in the time allowed will result in a failing grade for that course.

Incomplete grades are not calculated in the CGPA or Course Completion Rate. Satisfactory academic progress is determined after the I grade is replaced.

## Withdrawals

Students withdrawing from the institution or a course will receive a W grade for each course started but not completed. W grades are not included in the calculation of the Cumulative Grade Point Average (CGPA). W grades are counted as credits attempted but not earned in calculating the Course Completion Rate and Maximum Time Frame.

## Non-credit / Remedial Coursework

Douglas Education Center does not offer non-credit and remedial courses as part of its approved programs. Non-credit and remedial courses do not affect academic progress.

Douglas Education Center offers courses for no credit and individual courses for credit without being enrolled in an approved program. Satisfactory academic progress standards do not apply to these courses. Students are not eligible for financial assistance for these courses.

## Less than Fulltime Students

SAP standards are applicable to both fulltime and less than fulltime students. The Course Completion Rate and Maximum Time Frame are based on credits attempted, not calendar time. This allows the school to easily and equitably evaluate students who attend less than fulltime using the standards outlined above.

## Changing Programs / Additional Credentials

When a student changes programs or wants to enroll in another program to seek an additional credential, any courses applicable to the new program/credential must be included in the CGPA and Maximum Time Frame for the new program. The Maximum Time Frame will be adjusted for the new program/additional credential just as it is for students who transfer in credits from another institution.

## Mitigating Circumstances

Douglas Education Center understands that students may encounter unusual or unexpected circumstances that may impact their satisfactory academic progress. Students who feel their lack of SAP is due to mitigating circumstances may appeal academic probation or dismissal as outlined in their notification of unsatisfactory academic progress. The Vice President of Academic Affairs may waive SAP standards for mitigating circumstances.

Mitigating circumstances include, but are not limited to, poor health, personal or family crisis, or other significant occurrences outside the control of the student. The student must submit a written request for a SAP review due to mitigating circumstances to the Vice President of Academic Affairs according to the schedule stated in the notification letter. Documentation of special circumstances should be submitted along with the request. The request should demonstrate that these conditions had an adverse impact on the student's satisfactory progress.



## Appeals

A student may appeal his/her academic probation or dismissal by submitting a written request to the Vice President of Academic Affairs according to the schedule stated in the notification letter.

If the appeal is granted, the student will be notified in writing of his/her SAP status for the next semester. If the student fails to regain SAP by the end of the next semester, the student will be dismissed. A student who is dismissed for SAP reasons, and fails to win his/her appeal may apply to be readmitted after a waiting period of one semester.

## Satisfactory Academic Progress - Financial Aid Ramifications

You must be making satisfactory academic progress towards the completion of an associate degree in order to remain eligible for federal financial aid at DEC. To be making satisfactory academic progress for federal financial aid, you must:

Achieve at least the GPA required for satisfactory academic progress status.

Attempt not more than 150% of the credits normally required for the degree. Withdrawals from either programs or courses that are recorded on your transcript will be counted in your cumulative record of credits attempted and could adversely affect your ability to meet satisfactory academic progress.

Please see academic information pages 70-71 of the DEC catalog for course completion rates and maximum time frame.

The financial aid office checks satisfactory academic progress at the end of each payment period/semester. Students who have not made satisfactory academic progress will be placed on "financial aid warning". A student's warning status will last for one payment period/semester. The student can continue to receive federal financial aid during the warning period. Students who do not make satisfactory academic progress during the warning period lose their aid eligibility. Students then have the right to appeal their loss of financial aid. A successful appeal will allow the student to be placed on "financial aid probation".

The appeal process must be presented to the Director of Financial Aid in writing. The following could be considered as the basis for a student's appeal: student injury or illness, death of a relative, or other special circumstances. The student must provide supporting documentation to their circumstances, an explanation as to why he failed satisfactory academic progress and what has changed that will make a difference in future success. In addition, the student must meet with academics and develop a plan that ensures their success. That plan must also be submitted in writing to the director of financial aid before a decision as to whether to grant the appeal can be reached.

Students who do not wish to appeal their loss of financial aid can restore their eligibility in other ways. Academics can assist students in developing an academic plan that enables them to successfully complete an agreed number of credits within a specific time. Only if the student meets the requirements of the academic plan would they be reconsidered for financial aid eligibility. The plan would be determined by academics and student working together and would vary from student to student. During this time the student would be responsible for paying for the courses taken.

## Graduation Requirements

Students must meet all of the following conditions to graduate with the applicable academic credential (degree or diploma):

- Successfully complete all specified program requirements for the A.S.B. Degree or diploma, as applicable, within the Maximum Time Frame;
- Earn a Cumulative Grade Point Average (CGPA) of at least 2.0;
- Achieve the level of performance in each skill area required for graduation;
- Complete the required number of externship hours, if applicable; and
- Meet all financial obligations.

The scheduling of graduation ceremonies fluctuates based on program. The Career Services Department is responsible for scheduling graduation ceremonies and will give students sufficient advance notice of specific dates. Caps and gowns are ordered through Career Services.

## Certificate of Completion

Students who complete the program beyond the Maximum Time Frame will not receive the academic credential normally bestowed. Students who complete the program beyond the Maximum Time Frame will receive a Certificate of Completion.

## Student Records

Student records are maintained on the school premises. Students may examine their records upon request.

Information on the progress of an independent student is available only to the parents or sponsor upon written request and with a **signed authorization to release information** to the Vice President of Academic Affairs at Douglas Education Center.

## Transcript

A request for an official transcript must be made in writing to Douglas Education Center. A \$5 fee must accompany each written request.

All balances owed to Douglas Education Center must be paid in full. Otherwise, the transcript will not be released.



# School Policies

## Student Key Fob Information

Students in select programs receive individually programmed key fobs, which allow 24-hour access to limited areas within their programs' facilities. This access gives students additional time to utilize equipment and/or supplies to enhance class projects, as well as provide opportunities to develop personal projects for inclusion in their portfolios. Key fob usage is limited to the student to whom it was issued – key fobs and codes may not be shared with others. If a student loses their key fob there will be a \$25 replacement fee. All key fobs are to be returned prior to graduation. Students are required to sign a Security Agreement upon issuance of the key fob. These privileges may be withdrawn should misuse occur.

## Campus Identification Card Policy

As a safety precaution, all DEC staff and students are required to wear their DEC issued ID badges at all times while on campus. ID Badges **MUST** be visible. Students who lose or misplace their ID badges should immediately contact the Marketing Department for a replacement. ID pouches, clips and lanyards will be supplied to all staff and students. Any student found without a visible ID badge will be reported to the Vice President of Academic Affairs.

## Procedure for Visitors Entering DEC Facilities

Visitors must enter through the Mona Ruth Imbrescia Welcome Center (Welcome Center). All visitors will be asked to sign in at the front desk and will receive a visitor badge. The receptionist will notify employee that his or her visitor has arrived. Employee will greet his or her visitor in the Welcome Center. Facilities that are not subject to this process are: Cosmetology and Digital Film. Both these facilities will have a sign in and sign out process as well as visitor badges in their facilities.

If a visitor is in a building without a badge, he or she will be asked to go to the Welcome Center and receive one. Students are to inform an instructor or staff personnel of a visitor without a badge and not notify the person directly.

## Dress Code

A professional image is an essential dimension of the student's training process in becoming a successful employee. The DEC administration feels strongly that students should dress appropriately for the training they are receiving and for the careers they will enter. There is no question that students can dress appropriately and still dress comfortably.

The staff and administration of Douglas Education Center reserve the right to determine the appropriateness of the dress code.

Students who do not comply with the dress code policy may be asked to leave class.

## Dress Casual Day

Dress-casual days are a privilege and are scheduled at the discretion of the administration. All students are invited to participate in these scheduled events. Please be advised that good taste should prevail on these days as well.

## Guidelines for Appropriate Dress in the Medical Programs

Medical Assistants may wear scrub uniforms in white, ceil blue, or a combination of the two with a multi-colored print, solid white, or solid ceil blue scrub jacket that matches. Medical Assistant students are required to graduate in a white graduation gown.

Health Information Technology students may wear scrub uniforms in white,

purple, or a combination of the two with a multi-colored print, solid white, or solid purple scrub jacket that matches.

Medical Unit Clerk students may wear scrub uniforms in white, navy blue, or a combination of the two, with a multi-colored print, solid white or navy blue scrub jacket.

Medical Billing Clerk students may wear scrub uniforms in white, burgundy, or a combination of the two with a multi-colored print, solid white or burgundy scrub jacket.

Health Information Technology, Medical Billing Clerk, and Medical Unit Clerk students will not have uniforms purchased through the school as they may also wear proper business attire.

In the Medical Assistant Program, since two uniforms are ordered for each student, street clothes will not be acceptable during school hours unless it is a scheduled dress-casual day for all students. Students who come to school out of uniform will be sent home. Appropriate dress in the Medical Assisting program is left to the discretion of the instructor and Vice President of Academic Affairs.

Students are sized for uniforms during the first week of class. Uniforms are issued to the student approximately six (6) weeks after the beginning of the first term. Until the delivery of the uniforms, Medical Assistant students will follow the regular dress code policy.

The uniform worn each day must be freshly laundered and shoes polished. Shoes are to be purchased independently by the student. It is recommended that a good supporting duty shoe be selected. A solid white leather shoe is required. Hemlines should be mid-knee. All undergarments should be white or flesh tone.

Only white pantyhose are acceptable. It is also suggested that female students purchase white support hose. Knee highs cut off circulation and contribute to varicosities, particularly in women who stand on their jobs. An acceptable alternative to knee highs would be white ankle socks.

Hair should be styled so as not to touch the collar. Ponytails or braids should be kept off the collar as well. Long hair pieces, wigs, braids and extravagant head dressings are not permitted. Hair bands, bows and barrettes should be subtle. Ethnic braids are permitted as long as they are pulled back and kept off the collar of the uniform. Nail polish and make-up should be natural tones. Make-up should not be used in excess. Nails are to be kept short and clean. Acrylic nails are not permitted. Perfume should be subtle.

Sweaters are to be of the appropriate color for the major or white cardigan style. Crew or V-necks are acceptable during the colder months, to be worn beneath the lab coat.

Female Medical Assistant students receive two (2) uniforms consisting of one (1) dress and one (1) pantset or two (2) dresses or two (2) pantsets, one (1) lab coat. Male Medical Assistant students receive two (2) shirts, two (2) pair of pants, one (1) lab coat.

Students may purchase school uniforms either at Douglas Education Center, or they may be purchased independently. The cost of any additional uniforms is the responsibility of the student.

Uniforms must be prepaid before ordering. Between weeks seven and eight of the first term all Medical Assistant students will receive one (1) stethoscope and one (1) sphygmomanometer.

## Physicals

Medical Assistant students enrolling at Douglas Education Center must have a completed health clearance from a licensed physician before beginning school. The financial responsibility for this physical rests on the student and/or his or her family. DEC has chosen this method of obtaining health clearance to keep the educational costs as reasonable as possible. In addition, most of our students have medical insurance. Students currently enrolled in the Medical Assistant Program must obtain health clearance and provide a completed physical form to the school, **prior to the start of the students' first semester**. The complete physical must be performed by a licensed physician. Any student not complying with this policy will be removed from the classroom until the appropriate documentation can be obtained.

The complete physical must include a:



- (1) screening for tuberculosis by PPD or Mantoux only. (Tine Test not acceptable)
- (2) chest x-ray if results of PPD are positive.
- (3) screening for Acquired Immune Deficiency Syndrome (A.I.D.S.) and a Hepatitis B vaccination series is optional but strongly encouraged.

It is important for the medical student to be informed and aware that vaccination against the hepatitis virus is available. The vaccination is recommended and advised. However, since financial responsibility for this inoculation is that of the student, it is the student's decision as to whether he or she desires the vaccination.

Because the possibility of exposure to autoimmune disorders exists in medical employment, the school contends that it is important for each student to document his/her date of health clearance with his/her private physician by having an HIV screening. HIV Screening is a simple blood test and can be done in conjunction with the other required testing. The school suggests that this information be kept on file in the physician's office only. Since the HIV Screening is not a mandatory portion of the DEC entrance requirements, it is not necessary that these results be listed with the school. Students who opt to inform the school of a positive HIV status can be assured that this diagnostic health information will not influence admission to or discharge from the program and will be held in the strictest confidence. It is, however, important to consider the risks of contamination and transmission of a communicable disease to other students or members of the community. In doing so, Douglas Education Center hopes that each student will be responsible with regard to the health, safety, and well-being of others.

## Registry and Certification Examinations

Medical Assistant students who complete the DEC program are given the option to sit for the Medical Assistant Certification Examination, sponsored by the National Association of Health Professionals (NAHP). The examination will be scheduled during the fourth semester. However, Medical Assistant graduates have the option of sitting for the examination any time it is scheduled. Students who successfully pass the NAHP Examination have the privilege of using the initials NR-CMA (Nationally Registered Certified Medical Assistant) following their name. It is important that the student recognize the value that this registry has in employment. These initials indicate a high level of competency, accomplishment, and professionalism. Physicians are more inclined to hire a registered medical assistant who has been evaluated and tested by other professionals on a national basis. Medical Assistant students also have the opportunity to take a phlebotomy certification sponsored through the NAHP. Upon successfully passing the exam, the student will be a NR-CPT (Nationally Registered-Certified Phlebotomy Technician).

Medical Assistant, Health Information Technology, and Medical Billing Clerk students are eligible to take the National Association of Health Professionals (NAHP) coding and insurance certification examination. Upon successfully passing the exam, the student will be credentialed as a NR-CCS (Nationally Registered Certified Coding Specialist). These tests do not influence Douglas Education Center grades or graduation from the program.

## Participation

Students in all of the Douglas Education Center programs are asked to participate in the education of their fellow students, who may someday care for your husband, wife, brother, sister, mother, father, or children. As a responsible member of the community, your commitment to educational excellence will better enhance the performance, confidence, and skills of those who will care for the community in years to come. Therefore, Douglas Education Center hopes that each medical student will offer to participate in blood draws, injections, EKG's and special clinics scheduled throughout the school year.

## Communicable Disease

A student who has a communicable disease or who has come in contact with a communicable disease should notify the school. It is the responsibility of each person, both staff and students, to take the appropriate precautions to protect others from contamination and disease. The school will be responsible for informing students about exposure and will direct students to the appropriate health resources. Students may contact their own physicians if necessary. A physician's written certification of good health will be required before an ill student is readmitted to class.

## Class Schedule

A regular student schedule (excluding Cosmetology) contains 25 hours of instruction each week.

With the exception of Cosmetology Programs, our classes are scheduled in 2.5 or 5 hour periods as follows:

<b>Period 1</b>	<b>8:30am - 11:00am</b>
<b>Period 2</b>	<b>11:10am - 1:40pm</b>
<b>Period 3</b>	<b>1:50pm - 4:20pm</b>
<b>Period 4</b>	<b>4:30pm - 7:00pm</b>
<b>Period 5</b>	<b>7:10pm - 9:40pm</b>
<b>Period 6</b>	<b>9:50pm - 12:20am</b>

**Business and Medical Programs:** Classes are generally scheduled during periods 1, 2, and 3 and occasionally 4. Generally, each class meets twice a week for a total of 5 hours.

**Graphic Design & Web Program:** Classes are scheduled during periods 1, 2, 3, 4, and occasionally 5. Certain classes meet twice a week for 2.5 hours each, and other classes meet once a week for 5 consecutive hours.

**Allan and Wilson's Digital Illustration Program and Dorian's Fantasy Art Program:**

Classes are scheduled during periods 1, 2, 3, 4, and occasionally 5. Most classes meet once a week for 5 consecutive hours; however, some meet twice a week for 2.5 hours each.

**Tom Savini's Special Make-up Effects Program and The Factory Digital Filmmaking Program at Douglas:** Classes are scheduled during periods 1,2,3,4 & 5. All classes are 5 hours with the exception of general education classes which meet twice a week for 2.5 hours. The 6th period will only be scheduled if necessary to accommodate student classes.

**General Education Courses:** Classes are scheduled during periods 1, 2, 3, 4, & 5. All classes meet either twice a week for 2.5 hours or once a week for 5 hours.

**Cosmetology Programs:** Class times and days vary by program.

The above sets forth the usual schedule for each program, however, please be aware that there may be times when it will be necessary to alter this schedule.

## Student Conduct

The school expects all students to behave in a professional, businesslike manner and to devote their school hours to preparing for a successful career. The school reserves the right to dismiss any student whose conduct is unsatisfactory.

## Cheating

Cheating of any kind is not tolerated or condoned. If a student is caught cheating, he/she will receive an "F" for that exam, assignment, or course. A second offense may result in suspension.



## Dismissal

A student may be dismissed for violation of attendance or conduct policy or for non-payment of educational costs.

## Attendance Policy

Attendance not only affects how well each student does in class but also affects how employers view the student when he or she is ready for employment. Therefore, students are required to be present for scheduled classes. Just as an individual would be required to report off from work, the student is required to call the school prior to class and report the reason he or she is unable to attend so that instructors may be notified.

Students who do not attend classes for a thirty (30) day period will be terminated in compliance with DEC's attendance policy, which includes a three (3) letter notification process.

Absences are not classified as excused or unexcused other than those considered unusual circumstances. The following absences are excused absences:

**Funerals:** Three days absence will be granted for death in the immediate family, which includes mother, father, sister, brother, spouse, child, grandparent, mother-in-law, or father-in-law. It is the student's responsibility to notify the Vice President of Academic Affairs immediately if the above situation occurs in order to be granted an absence that will not be considered a penalty to the student's final grade.

**Hospitalization:** Up to five days absence will be granted for any student admitted to the hospital or when a student's child is admitted to the hospital. It is the student's responsibility to notify the Vice President of Academic Affairs immediately if the above situation occurs. In order for the student to not be penalized for the absence, the student must provide the school with a doctor's written statement of hospitalization. This documentation must be submitted to the Vice President of Academic Affairs immediately upon the student's return to school. Students will be given special consideration in extenuating circumstances if approved by the Vice President of Academic Affairs.

In cases of extreme illness, medical documentation must be provided to the school and will become a part of the student's permanent record. Students are required to give this documentation to the Education Department.

Any student who misses a graded assignment, quiz, or test because of an absence must follow the instructor's make up policy for each individual course. The instructor should be consulted immediately upon return to class.

### \*First Semester Attendance

Attendance is an extremely important part of the educational process, but it is also important as training for the workplace. Therefore, Douglas Education Center (DEC) requires that students must maintain a 75% attendance record during the first two weeks of classes. Any first semester student who fails to attain the required 75% attendance record during the first two weeks of class will automatically be asked to discontinue his or her enrollment at DEC. All of the student's funding will be returned to the appropriate agency (ies). All books and supplies must be returned in unused condition to receive a full refund; otherwise, the student will be financially responsible for payment in full. Students' appeals to the policy must be presented to the Program Director and the Vice President of Academic Affairs in writing no later than the last day of the two week period. Appeals will be reviewed and granted or denied by the Vice President of Academic Affairs. DEC reserves the right to grant exceptions to this policy, based upon individual circumstances, with approval of the President.

### Cosmetology School Attendance

Due to state board regulations, cosmetology students are required to attend all scheduled hours. There are no excused absences. Students enrolled in any of the Cosmetology School programs must maintain 90% attendance throughout the program. Students falling below 90% will be placed on Attendance Warning.

All cosmetology students, regardless of the program, are scheduled to attend class 7 ½ hours per day four days a week or 30 hours per week. All students enrolled in any cosmetology program must make up hours missed when they are not scheduled for class. Makeup hours are to be completed in the student clinic.

All instructors are responsible for maintaining accurate, up-to-date records of student attendance for each of their classes. At the end of the semester, the percentage of absences will be totaled for each student in each class and the final grade will be adjusted according to the following scale:

## Attendance Penalty Scale

### If your class meets 1 time per week for 15 weeks:

# of Absences for Classes Meeting 1 Time per Week	# of Days Class Meets During Semester	Percentage Absent per Day	Final Grade Point Deduction
1	15	6.67%	0%
2	15	13.33%	6%
3	15	20.00%	14%
4	15	26.67%	20%
5	15	33.33%	26%
6	15	40.00%	34%
7	15	46.67%	40%

### If your class meets 2 times per week for 15 weeks:

# of Absences for Classes Meeting 2 Times per Week	# of Days Class Meets During Semester	Percentage Absent per Day	Final Grade Point Deduction
1	30	3.33%	0%
2	30	6.67%	0%
3	30	10.00%	3%
4	30	13.33%	6%
5	30	16.67%	10%
6	30	20.00%	14%
7	30	23.33%	17%
8	30	26.67%	20%
9	30	30.00%	23%
10	30	33.33%	26%
11	30	36.67%	30%
12	30	40.00%	34%
13	30	43.33%	37%
14	30	46.67%	40%



## If your class meets 3 times per week for 15 weeks:

# of Absences for Classes Meeting 3 Times per Week	# of Days Class Meets During Semester	Percentage Absent per Day	Final Grade Point Deduction
1	45	2.22%	0%
2	45	4.44%	0%
3	45	6.67%	0%
4	45	8.89%	2%
5	45	11.11%	4%
6	45	13.33%	6%
7	45	15.56%	8%
8	45	17.78%	11%
9	45	20.00%	14%
10	45	22.22%	16%
11	45	24.44%	18%
12	45	26.67%	20%
13	45	28.89%	22%
14	45	31.11%	24%
15	45	33.33%	26%
16	45	35.56%	28%
17	45	37.78%	31%
18	45	40.00%	34%
19	45	42.22%	36%
20	45	44.44%	38%
21	45	46.67%	40%

\* The attendance policy for Digital Film courses may be adjusted according to revisions made to the schedule per semester.

## Snow Days

Impassable road conditions constitute a valid reason for canceling or delaying classes at DEC. When classes are canceled, DEC is required to make up this lost time. DEC belongs to the computerized "School Closing/Delay Network." This network helps insure that closing or delay announcements will reach all students. Students are informed to tune into TV channels WTAE (Ch. 4), WPXI (Ch. 11) KDKA (Ch. 2), or Talk Radio 1250AM for timely notification of a cancellation or delay.

Students may also refer to: [www.thepittsburghchannel.com](http://www.thepittsburghchannel.com). Link available at [www.dec.edu](http://www.dec.edu).

DEC participates in this public assistance service to insure successful communication of school cancellations and delays. The administration strongly emphasizes that students will not be penalized for making the decision to stay home from school due to poor road conditions. This is an individual judgement based on respective local area conditions.

All Cosmetology students must make up any missed hours.

*The safety of the students is foremost in the minds of the DEC administration.*

## Make Up Work

All class make up work must be turned in by a predesignated period of time indicated by the instructor based upon the project and/or work assignment. Those students not complying with the instructor's make up policy will receive a zero (0) grade for the work assignment missed. A student may fail to meet an assigned deadline or previously scheduled examination due to a death in the family or student hospitalization. All work missed is to be made up in a timely manner as approved by the instructor. Instructors are available to offer assistance or instruction to students who have missed work for acceptable absences. Instructors will monitor the progress of the make up work.

Students are encouraged to make up work missed during their free periods. Computer labs and classrooms are open to the students from 8:30 a.m. until 5:00 p.m. daily. The Learning Resource Center/Library is also available. Hours are posted on the door. Any changes will also be posted.

Any student who fails to meet the requirements of any course by the semester's end will receive an "Incomplete" (I) grade in that course, provided that he or she has maintained a passing grade in the course. The student has until the second week of the subsequent semester to make up the incomplete work in which he or she received an (I) grade. If the student fails to make up the missed work, the (I) grade will revert to a failing grade for that course. If the work is made up, the student will then receive a letter grade for the course.

Make up work is not permitted for the purpose of receiving Department of Veteran Affairs educational benefits. However, tests and other class work can be made up at the discretion of the instructor.

## Leave of Absence

DEC realizes that extenuating circumstances may arise where it would not be advantageous for the student to maintain enrollment. In such instances, a leave of absence may be granted.

A student must request a leave of absence in writing from the Vice President of Academic Affairs. Forms are available in the Vice President of Academic Affairs's office. A leave of absence indicates that the student sincerely intends to resume his/her education. The student will be dropped from the active role if he/she does not enroll at the start of the next academic period. A student may receive only one leave of absence during his/her attendance at DEC. A leave of absence may not exceed 180 days in a 12-month period.

**A student who is granted an approved leave of absence must complete the program of study in the time limit required by the Academic Progress Standards.** This is one and one half (1 1/2) times the actual program length. It is the student's responsibility to inform the Director of Financial Aid, Bursar and the Director of Enrollment Services of his/her intention. Upon notification, the Director of Financial Aid will compute and inform the student of the ramifications. **The student should not assume the amount owed DEC will be paid by financial aid sources.** An approved leave of absence will not negatively affect the student's academic progress standard.

The Department of Veteran Affairs will be notified immediately when a veteran student is granted a leave of absence.

## Dropping or Adding Courses

No course may be dropped or added to the student's schedule without the consent of the Vice President of Academic Affairs.

An "incomplete" (I) grade may be given in a course when a student has a legitimate reason for not completing the required work by the end of the term. The student must successfully complete the unfinished work by the second week of the subsequent semester or the grade will become an "F".



## Change of Program

Reason(s) for changing a program must be presented to the Vice President of Academic Affairs for approval prior to start of semester. It is also necessary for the student to meet with the Director of Enrollment Services, the Director of Financial Aid, and the Chief Financial Officer / Bursar and to execute the appropriate documentation. A request for a change of program will be honored if the student is capable of showing success within another program. Success may be determined by scores, grades in courses already completed, and other considerations.

Any student wishing to enter a program for which an A.S.B. Degree would be granted upon successful completion **MUST** be able to meet the qualifications specifically intended for the granting of an A.S.B. Degree.

If the request for a change of program is honored, the student making the request will be informed of the change as soon as possible. Students currently enrolled in Diploma programs may transfer credits into Douglas Education Center's A.S.B Degree programs, based on scores, grades in courses already completed, and other considerations.

## Drug Assistance Program and Drug-Free Workplace Policy

DEC has an obligation to provide a drug-free environment and to educate students on the dangers of drug and alcohol use. We not only have an obligation to our students but also to the employers who hire our graduates. DEC has made a commitment to help its students receive the best education possible for their chosen careers. The school works hand-in-hand with the Southwestern Pennsylvania Human Services, Inc. to provide a referral resource for students who desire help. Drug and Alcohol seminars are conducted yearly for students and students are expected to take part in this program. Employers of our graduates trust us to provide the best employees in the field. We cannot educate our students properly or provide employers with well-trained employees if they are using drugs.

It is the policy of DEC that the unlawful possession, use, or distribution of illegal drugs and alcohol by students and/or employees on its property or at any of its activities is prohibited. Any student or employee violating this policy will be disciplined in an appropriate manner, up to, and including, termination. In addition, applicable legal sanctions under local, state and federal law may be imposed.

## Weapons Policy

Douglas Education Center believes an effective learning environment is one that is free of weapons that threaten students, employees, volunteers, and visitor safety. Therefore, DEC has a weapons-free policy to minimize any harm or threats to students, employees, volunteers, and visitors. Any student or employee who violates this policy will be disciplined accordingly. Such disciplinary action may include dismissal, discharge, or appropriate legal action.

## Internet Policy

DEC contends that the Internet should not be used for accessing information of a pornographic or illegal nature. DEC requires all students and staff to follow the school's Internet policy.

## Fire Drills

Unannounced fire drills will be called throughout the year. When the alarm rings, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are not permitted to retrieve personal belongings. The evacuation procedures are posted in each classroom.

## Rights and Privileges

This catalog contains descriptions of the current programs, course offerings, educational plans, requirements, administrative policies, tuition, and fees of Douglas Education Center.

**In order to meet the changing needs of the business and medical communities and the student body, Douglas Education Center reserves the right to make changes in the courses, faculty, or schedules at any time. DEC also reserves the right to adjust tuition with sixty (60) days prior notice in accordance with the policies of the Pennsylvania State Board of Private Licensed Schools.**

## Nondiscrimination Policy

**In accordance with Title IX regulations, the Commonwealth of Pennsylvania Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, Douglas Education Center does not discriminate or limit access to its programs, activities or employment on the basis of age, race, religion, national origin, sex, or disability. The Douglas Education Center's grievance policy includes the "legally protected individual."**

## Medical Review

Students enrolled in the Medical Programs will undergo an evaluation from the Medical Department. Individuals enrolled in diploma programs will be evaluated at the end of the first semester. Individuals enrolled in Associate in Specialized Business Degree programs will be evaluated at the end of the second semester. This evaluation will include an assessment of the individuals grades, skills, and commitment to complete the program of study. Results will be discussed one on one between each individual and Medical Coordinator. The Medical Coordinator may recommend transfer of program at this time. The student will meet with the Vice President of Academic Affairs and the Medical Coordinator to discuss the situation. If an individual disagrees with the decision he/she may request a private conference with the Vice President of Academic Affairs. The Vice President of Academic Affairs's decision regarding transfer of program will be final.

## Change of Address

Students must report address changes to the Business Office and the Director of Financial Aid.

## Software Policy

DEC students and faculty are expected to adhere to federal software piracy statutes. These laws forbid the copying of licensed programs.



## Campus Security Act Students Right to Know

Douglas Education Center participates in the “Student Right to Know” – Campus Security Act. This act requires that the school disclose statistics on graduate/completion rates, implement policies and procedures for students’ protection on campus, report all incidents involving illegal activities to the proper authorities, collect relevant data regarding these activities and make all statistical data available to the students and employees of Douglas Education Center. Copies of statistical information for the last three (3) school years may be obtained in the Office of Career Services/Student Services, Room 204.

1. In the event that one of these incidents/crimes occur on school property, involving a DEC student or employee, or both, the President of Douglas Education Center, will be notified immediately. In the event that the President is unavailable, someone else in administration should be notified.
2. Upon notification of the incident, the appropriate school official will make the decision as to whether a crime has, in fact, been committed. This will be accomplished by having a conference with the involved parties. The designated school official and one other school representative must be present before the conference can proceed.
3. If in fact a crime has been committed the appropriate law enforcement authorities will be notified
 

<p><b>Chief of Police</b>  <b>Monessen Police Department</b>  <b>Monessen, PA 15062</b>  <b>(724) 684-6151 (724) 684-4600</b></p>	<p><b>Pennsylvania State Police</b>  <b>Belle Vernon, PA 15012</b>  <b>(724) 929-6262</b></p>
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4. If medical attention is needed, the Monessen Emergency Paramedics will be called to provide treatment and ambulance service in the event that the injured party requires hospitalization.
5. A decision will be made concerning the school status of the parties involved. The decision will be reached based on the severity and nature of the incident/crime. It is important to understand that any involvement in illegal activities could result in immediate termination. Douglas Education Center is concerned with the safety of all students and staff members and will not accept illegal or criminal behavior or activities on campus without consequence.
6. Statistical information involving any illegal campus crimes will be logged in at Douglas Education Center for statistical analysis and publication on the specified date each year.

## Campus Sex Crime Prevention Act

“Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working, or volunteering on campus.

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

Pursuant to the provisions of Pennsylvania’s Megan’s Law, the Pennsylvania State Police has established a web page to provide timely information to the public on Sexually Violent Predators

residing in the Commonwealth.

Under Megan’s Law, information on Sexually Violent Predators shall be available, upon request, to the general public. This information may be provided by electronic means.

### Megan’s Law Update:

On September 25, 2003, the Pennsylvania Supreme Court interpreted this provision of Megan’s Law to require that a specific request be made before this information can be provided via electronic means. To make a specific request for information on Sexually Violent Predators in Pennsylvania, access the Pennsylvania State Police Website [www.psp2.state.pa.us/svp/index.htm](http://www.psp2.state.pa.us/svp/index.htm).

## Sexual Harassment Policy

Douglas Education Center is proud of its tradition of maintaining a professional work environment in which all employees, members of the staff, and students are treated with respect and dignity. A vital element of this atmosphere is the school’s commitment to equal opportunities and the eradication of discriminatory practices, including sexual harassment. In addition to being illegal, sexual harassment’s destructive impact wastes human potential, is demoralizing to all individuals associated with the school, and perpetuates the tendency toward further unacceptable behavior. For these reasons, the school has always opposed sexual harassment at its facilities in the school, whether such harassment is verbal, physical, and environmental.

### Definition of Sexual Harassment:

Sexual harassment, according to EEOC (Equal Employment Opportunity Commission), consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature where:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for determining grades affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work or classroom performance or creating an intimidating, hostile, or offensive working or study environment.
- Sexual conduct must be unwelcome in nature to be determined to be harassment.

### Complaints and Investigation:

Individuals who believe that they have been sexually harassed in violation of this policy should bring a complaint to the attention of the Sexual Harassment Committee, who then will report the alleged harassment to the President. The school encourages victims to put the offender on notice that his/her offensive conduct or behavior is unwelcome and should be stopped prior to bringing a complaint, but the school will not refuse to investigate a complaint on the grounds that the victim failed to previously discuss the matter with the accused.

All information regarding the investigation of sexual harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.

Individuals found to have engaged in misconduct constituting sexual harassment will be subject to discipline, up to and including discharge or expulsion. A written finding of the action will be distributed to all parties affected when a decision is made. DEC will make all efforts to conclude its investigation within fourteen (14) days time.



## Summary:

Douglas Education Center's sexual harassment policy was prepared and published in order to advise all individuals that sexual harassment will not be tolerated. Further, should conduct in violation of this policy occur, the school is prepared to promptly and thoroughly investigate such conduct and to take appropriate disciplinary action in accordance with the results of the investigation. In order to be effective, however, the policy must be understood and utilized; and to that end, the Sexual Harassment Committee remains committed to explaining the policy whenever necessary and to encouraging the policy's use whenever appropriate. Therefore, should any questions arise as to this policy and its enforcement, employees are encouraged to contact the Vice President of Academic Affairs or any member of the Sexual Harassment Committee.

## Sexual Harassment Committee:

Patricia DeConcilis  
Ellen Pritchard, R.N.  
Kevin Fear

## Student Privacy Rights

### Student Privacy Rights (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day Douglas Education Center (DEC) receives a request for access. A student should submit to the Vice President of Academic Affairs a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask DEC to amend a record should write the Vice President of Academic Affairs, clearly identify the part of the record the student wants changed and specify why it should be changed. If DEC decides not to amend the record as requested, DEC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before DEC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. DEC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by DEC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom DEC has contracted as its agent to provide a service instead of using DEC employees or officials (such as an attorney, auditor or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for DEC.
4. The right to file a complaint with the U.S. Department of Education

concerning alleged failures by DEC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW**  
**Washington, DC 20202-5901**

### Directory Information/Privacy Blocks:

As an enrolled student, your directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards and academic honors received, Dean's List selection) may be released. If you'd rather not have your information released as directory information, you can complete a nondisclosure form available in the Department of Education. Once you fill out this form, your directory information will be withheld for life, even after you are no longer a student, unless you rescind the request.

## Grievance Policy

The school disapproves of any participation, on the behalf of staff or students, in slander, defamation of character or sexual harassment of any kind. The strictest of disciplinary action will be imposed, up to and including termination. Douglas Education Center's position and philosophy is to communicate professionally and to assist each other in the pursuit of personal growth and education. Please take care not to become involved in these types of negative behaviors.

When a student experiences difficulty regarding staff, administration, other students, school organizations and/or policy, the following procedure should be used as a process in resolving the issue:

1. The student should approach the problem directly by discussing it with the involved party/parties. If the student is unable to resolve this difficulty, he or she should then proceed to step two (2) of the grievance policy.
2. The student may discuss the problem with his/her advisor to attempt to alleviate the situation. If the difficulty continues to remain unresolved, the student may proceed to step three (3) of the grievance policy.
3. The student may appeal to the Vice President of Academic Affairs by scheduling an appointment to confer. If the difficulty is unresolvable at this time, the student may proceed to step four (4) of the grievance policy.
4. The student may appeal to the President of the school by scheduling an appointment to confer.
5. Student inquiries may be directed to the following entities:

Douglas Education Center is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Council for Independent Colleges and Schools (A.C.I.C.S.). Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the:

**State Board of Private Licensed Schools**  
**Pennsylvania Department of Education**  
**333 Market Street**  
**Harrisburg, PA 17126-0333**  
**(717) 783-8228**

**Accrediting Council for Independent Colleges and Schools**  
**750 First Street, NE, Suite 980**  
**Washington, DC 20002-4241**  
**(202) 336-6780**



Commonwealth of Pennsylvania  
 Department of State  
 Bureau of Professional and Occupational Affairs  
 State Board of Cosmetology  
 P.O. Box 2649  
 Harrisburg, PA 17105-2649  
 (717) 787-8530

**All policies are subject to change, with approval of the President, without prior notice.**

## Acceptable Electronic Usage Policy For Students

Douglas Education Center (DEC) is dedicated to providing and safe, reliable, and robust information technology infrastructure for students. In doing so, there are some general expectations for acceptable use of the computing systems located or connected to DEC to ensure that the computing systems maintain their highest level of efficiency and reliability. Many DEC functions rely heavily on the accessibility of computing systems, and DEC must take every reasonable action to protect them.

The use of DEC computing resources, including network facilities, account numbers, data storage media, printers, plotters, microphone systems, and software for computing activities other than those authorized by DEC is strictly prohibited. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

### The following are examples of misuse of computing resources:

1. Unauthorized duplication, distribution, or alteration of any licensed software. This includes software licensed by DEC and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, or attempting to disrupt the normal operation of any computing resource or network at DEC or anywhere on the Internet.
3. Attempting to use another student's computer account or data without their permission.
4. Using the DEC electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene, or other threatening electronic mail. Attempting to read, delete, copy, or modify the electronic mail of other without their authorization. Sending "for-profit" messages, chain letters, or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Using DEC computing or network resources for personal gain or illegal activities, such as theft, fraud, copyright infringement, piracy (e.g., sound or video recording), or distribution of child pornography or obscenities.

### General Guidelines

DEC computing resources are the property of DEC, to be used for DEC-related business. Students have no expectation of privacy when utilizing DEC computing resources, even if the use is for personal purposes. DEC reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security, or functionality of DEC or other computer resources, or to protect DEC from liability;
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;

3. An account appears to be engaged in unusual or unusually excessive activity;
4. It is otherwise required or permitted by law.

Any suspected violations of this policy or any other misuse of computer resources by students will be referred to DEC Information Technology personnel. The allegations will be investigated and appropriate disciplinary action taken. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency and the appropriate penalties may attach if it is determined that there has been a violation of federal copyright laws.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Notwithstanding the above, DEC Information Technology personnel, after discussion with his or her department supervisor, may suspend, block, or restrict access to an account, independent of DEC disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security, or functionality of DEC or other computer resources, to protect DEC from liability, or where the emotional or physical well-being of any person is immediately threatened.

Access will be restored to the account holder whenever the appropriate investigatory unto of DEC determines that the protection of the integrity, security, or functionality of DEC or other computing resources has been restored and the safety and well-being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Information Technology personnel or as a result of legal action.

## Sexual Violence Awareness Education at Institutions for Higher Education

Douglas Education Center is in compliance with Act 104 that was signed into law on November 17, 2010, amending the Public School Code of 1949, and providing new requirements for institutions of higher education and private licensed schools. With this legislation, Article XX-G, "Sexual Violence Education at Institutions for Higher Education" was added to the Public School Code, which provides for these institutions to establish a sexual violence awareness educational program for full-time students. During orientation each semester, DEC provides a sexual violence awareness educational program for all new students as mandated by the act. This program meets all the requirements including a student bill of rights that is distributed to each student during this presentation. The Pennsylvania Department of Education has been notified of the implementation of this education program.



# Honors & Awards

## The Graduate Medical Assisting Pin

Each graduating Medical Assistant will receive a school pin signifying the completion of a professional program. The professional pin is a cherished keepsake and should be proudly displayed throughout your medical career to patients and other professionals.

## Dean's List

The Douglas Education Center Dean's List was established to honor those students in all curricula who receive a grade point average of 3.25 or better in any semester. A list of those students honored is posted in the school at the end of each semester. Students must be enrolled full-time to be eligible for the Dean's List.

## Alpha Society

The Alpha society is a prestigious group of DEC students honored for achieving a 4.0 QPA in any semester. Students with a 4.0 in one semester are qualified as Alpha 1, in two semesters Alpha 2 and so on.

## President's Award

This award recognizes outstanding academic achievement by students who earn a cumulative Quality Point Average of 3.8 and above.

## Douglas Award

The Douglas Award recognizes outstanding leadership in the school and in the community. Recipients are selected by the faculty and administration based upon their contribution of many hours of voluntary aid and assistance through school and/or civic organizations and programs.

## Who's Who Award

Who's Who recognizes DEC's most outstanding graduates. Recipients are selected by the faculty and administration based upon participation in various DEC projects and events.

## Tom Savini's Special Make-Up Effects Program Certificate of Excellence Award

The Certificate of Excellence Award recognizes Tom Savini's Special Make-Up Effects Program graduates whose performance is exceptional. Recipients are selected by Tom Savini and Technical Director, Jerry Gergely.

# Student Services

## Student Services Committee

A committee of administrative staff handles student services on a day-to-day basis. DEC breaks student services down into three student need areas: personal problems, academic problems, and employment opportunities.

Katharine Kellar, Public Relations Coordinator, along with Josh Retos, Facilities Manager, handle personal issues, Patricia DeConcilis, Vice President of Academic Affairs handles academic issues, and Donna Stairs, Career Services Manager handles employment opportunity issues. If the students' need is outside the scope of these individuals, they will be referred to an outside source or entity.

## Orientation

Prior to the start of each semester, a mandatory student orientation is held to welcome new students and acquaint them with the employees and departments that they will be working with closely during their time at DEC. This informal program gives students a chance to meet with current DEC students and familiarize themselves with teachers, staff and facilities. Local services and recreational activities around DEC will also be explored.

## Advising Services and Mentoring

Personal attention, service and mentoring are important parts of the "DEC Experience." Academic advising and tutoring are available to students. Students should contact their instructors or the Vice President of Academic Affairs.

Financing your education is a crucial area that makes your education possible. Our Director of Financial Aid assists with application grants and loans and answers questions you have about financing your education.

Staff members are available for assistance with personal concerns or problems. Students are encouraged to ask for assistance from any of our staff. If a situation arises, or a student makes a request, DEC personnel will recommend referral to an outside professional service. All members of the administration and faculty are willing to devote extra time to those students who seek individualized instruction or assistance.

DEC has established a mentor policy which assigns each incoming student with a mentor who is an instructor in his/her program of study. The mentor meets with all students whom he or she is mentoring during the first week of classes and as needed thereafter.

The mentor is available to answer any questions or address any concerns of the student. The mentor attempts to make the student feel more comfortable in this new educational experience. This service also provides the student with a specific person to whom he or she may go when an issue arises. If the mentor is unable to resolve the issue, he/she can direct the student to the appropriate staff person or resource.



## Tutoring

Tutoring is available at no charge to students upon request to the instructor of the course in which they require assistance. Tutoring will be arranged by the Education Department.

## Student Portal

The DEC Student Portal is linked from the DEC website and gives students access to school information. Students can access their attendance, grades, assignments, and download school forms just to name a few. Students can also check their account balances, pay bills online, print receipts, and see their financial aid award letter. Faculty also uses the portal to put in attendance, grades, and contact students through the contact manager function.

## Student Activities

Extracurricular activities provide social interaction which is valuable for personal development. These activities have included various student committees, social functions, holiday parties, summer picnics, movie nights, seminars, guest speakers and field trips that vary from year to year according to the inclination of the students. Many of the activities are initiated and directed by the students. All activities must first receive the approval of the administration. The administration encourages participation and provides support and guidance when necessary.

## Drug Assistance Program

Douglas Education Center has made a commitment to assist students who have drug and alcohol problems. The school has established a referral agreement with the Mon Valley Drug and Alcohol Program operated by Comprehensive Substance Abuse Services of Southwestern Pennsylvania, Inc., located at Mon Valley Health Center, Monessen, PA. (724) 684-9000.

Enrolled students convicted of a drug-related crime while receiving Federal Student Aid must report the conviction to both the Vice President of Academic Affairs and the Director of Financial Aid.

Students with drug convictions may lose eligibility for federal funding.

## Health Service

The school has no facilities for caring for ill students. No medication can be legally dispensed to students who are ill. If an emergency arises, the appropriate emergency services department will be contacted on behalf of the student.

## Child Care Programs

The Diversified Human Services, Inc. operates the Child Care Program throughout the Mon Valley. Students should contact the Diversified Human Services, Inc. at (724) 489-9100 to determine individual status and respective costs, or contact the DEC Admissions Office for more information.

## Student IDs

Each student entering DEC receives a student identification card (ID). This ID picture is taken at orientation and cards are distributed within the first 2 weeks of the semester. This ID can be used for discounts at surrounding restaurants, a list of which can be found in the Student Guide section of the student planner. The ID may also be used at The Cosmetology Academy at DEC for a 25% discount on all services and products.

**For Campus Identification Card Policy refer to page 70.**

## Portfolio and Career Development

The Portfolio and Career Development Center (P&CD) is an extension of the Career Services Department. The P&CD works hand-in-hand with all DEC students in helping them prepare their portfolios and materials to assist in their career search. P&CD is essentially an internal agency dedicated to promoting student work and building a bridge between students and their future by providing material support, constructive feedback and creating a more complete picture of our students capacity. The P&CD offers information, professional photographic services, critique sessions and an understanding of what is needed to make an impact in different segments of the market.

## Real World Experiences

Take advantage of the opportunity to transform your classroom practice into real-world experiences. The staff of the Career Services Department works closely with schools, businesses, production houses, filmmakers, and many others that require the skill sets that are taught and learned here at DEC. A wide range of projects such as mock disasters, medical emergencies, independent films, high school productions, community events, commercials, theatrical performances, convention demonstrations, and school interdepartmental projects offer many opportunities to apply what was learned in class in real-world situations. Note: Projects and specific opportunities may vary by semester and time of year.

## Housing

Douglas Education Center does not provide room and board. In an effort to assist with housing needs while attending Douglas Education Center, Boss Development, Inc., a local real estate development company, has offered to provide various housing options to our students. All housing options are within close proximity of the campus buildings. Lease terms coincide with the length of the respective educational program at Douglas Education Center.

Residential units are single occupancy and include shared kitchen, bath and living area. The rent for Boss Development, Inc. facilities includes all utilities such as gas, electric, water, sewage and garbage. Basic cable in the common living areas is included in the rent, the TV is equipped with a DVD player. The resident is responsible for telephone service, internet service and enhanced cable service, if resident desires such services. All units are cable and telephone ready.

Also available are one and two-bedroom apartments. The apartments include bedrooms, living room, kitchen and bath. Cable service and utilities are also included. The student is responsible for telephone service, internet service and enhanced cable service.

All facilities meet fire and safety regulations. A Boss representative is available during business hours and by cell phone for emergencies 24/7.



## Learning Resource Center

Douglas Education Center's (DEC) main school library is located in the Van Keulen Complex at 531 Schoonmaker Avenue. Students have access to the Learning Resource Center (LRC) which is equipped with computers and printers for research needs. Students can look up books, periodicals and movie materials by title and/or subject matter. A library attendant is available to assist students when searching for materials.

The Library is accessible between 8:30 a.m. – 5:00 p.m. weekdays. If a library attendant is not available at the check out counter, anyone in the Career Services Department can assist. The Career Services Department is located in the same area as the LRC. **Food or drinks are not permitted in any area of the Library or the LRC.**

Students are encouraged to request a library card through the local Monessen Library located on Donner Avenue. Students should also inquire about the Access Power membership. This membership gives students access to any other PA public library that is a member of the Access Power network for interlibrary loans.

All students must present a valid student ID when checking out materials. The Career Services staff is always available to help with research and other library-related needs. Books, periodicals, and DVD/VHS materials circulate for a period of one week. Instructors and staff can check-out library material for any length of time with the intent to return all materials. Reserve materials may be used in the library or as requested by the instructor. Fines and other charges for over due materials are \$.25 per day/per material. Students who have overdue materials or fines are not permitted to check-out additional library materials. Students who have overdue materials or who are delinquent in payment of fines and other charges may not register or receive transcripts.

DEC's Library complies with all copyright regulations. Any duplication of copyrighted materials is done within the boundaries of the Fair Use guidelines. The library is not responsible for copyright infringement by faculty, staff, students, or members of the community using library materials. However, a copyright notice is posted by the copier and copyright notices are posted in all books containing software.

## Externships

Some programs require the student to complete a 100-hour externship in order to meet the credit requirements for graduation of that particular program. An externship usually takes place after the student has completed all other course requirements in the final semester. Students are required to register with Career Services and obtain all the appropriate approval forms. It is the students' responsibility to ensure that the paperwork is completed by the externship supervisor and returned to the Career Services Department within the indicated time frame. Credit will not be given, and therefore a degree cannot be awarded, without the signed externship forms. It is very important that students diligently follow up on the externship process.

## Career Services

**To be successful in a career, you must be prepared, proactive and persistent.**

From the moment you walk through the doors of DEC, your journey toward your career goal begins. Career Services will be there to support and guide you in setting your career goals, establishing strategies to reach your goal and developing an employment plan of action. We will provide you with the necessary job seeking skills and tools to confidently and independently conduct a well-organized job search.

**Career awareness is the key to a targeted job search.**

Career Services will provide skill and career assessment through classroom presentations, projects and one-on-one meetings with a member of Career Services. You will begin the process of recognizing your skill strengths and how they relate to the industry. Through this process, your preliminary career plan will begin to take shape.

**Use the resources provided to learn and energize your career search.**

You will be given an orientation of the library and demonstrations on how to use the expansive career resources Career Services has researched and made available to students. You will have full access to numerous related websites. There are links to career preparation articles on resumes, interviewing and cover letters, as well as links to websites related to all DEC curriculum.

**Learn the diversity of the industry and the many different job opportunities.**

During your Professional Skills Workshop class, Career Services will conduct presentations geared toward discovering the diversity of your chosen industry and the different job opportunities. Examples of job types and industry types will be provided and discussed. You will explore the different job opportunities through research on related websites provided by Career Services.

**Target your choice of geographic location for your first related employment.**

You will meet one-on-one with a member of Career Services during your final semester to discuss your finalized career plans. We will explore all career options which will include skill areas of expertise, specific company data, and geographic location, if applicable.

**DEC's exclusive Concierge Service will match your skill sets to potential employers.**

Career Services works closely with each student to identify their strengths and the industry and geographic location in which they wish to work. With that information, Career Services will prepare a custom database of potential employers listing the company name, location, main contact, address, phone number, total sales, and number of employees within a 5 to 100 mile radius around any zip code in the nation. Students are also provided a list of related websites as well as useful literature on interviewing techniques and cover letters, to refer to during the process of job searching.

**We are here to help!**

Once a student graduates from DEC, Career Services will continue to be available to provide leads, advice, and support, including The Concierge Service for as long as the student requests. Equipped with industry knowledge, clear career goals, focused portfolios and credentials, and the techniques and skills on how to conduct a job search, your chances of successful employment are greatly increased.

Even though Career Services is dedicated to your success, you are the most important component of your job search.  
**Douglas Education Center cannot guarantee employment.**