Full Stack Development Diploma
STUDENT HANDBOOK

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WELCOME TO INNOTECH COLLEGE

On behalf of our faculty and staff, we extend to you a warm welcome to InnoTech College. As you pursue your career in the Technology Industry, you will find that our program, faculty and support will give you an important head start.

We have designed this comprehensive curriculum to teach you all the fundamentals of Full Stack Development. Our experienced Instructors are motivated to help you learn, progress, and ensure that you succeed. We are here to help you achieve your career goals and are firmly committed to your success.

As you look through the Student Handbook, you will have a chance to learn more about our program. If you have any questions, just ask one of our Administrators. We look forward to helping you succeed, in every way we can.

Sincerely,

InnoTech College Team

ABOUT

InnoTech College is an Alberta designated educational institution that prides itself on the most innovative methods of education delivery, and on our programs being in sync with employers' needs.

Our post-secondary programs are designed to take students from having no previous knowledge of their chosen industry, to being ready to successfully qualify for entry-level positions in the technology industry. Those who have previous experience will be provided with additional challenges that will assist in achieving higher level opportunities. No student at InnoTech College that is dedicated to their own success will be left behind or feel like they are not upskilling.

As per current Immigration, Refugees and Citizenship Canada (IRCC) guidelines, international students graduating from licensed programs at a private career college in Alberta are not eligible for a Post Graduation Work Permit (PGWP).

PROGRAM SCHEDULE

Unit 1: Introduction To Computers
Hardware your computer is made of
Software your computer runs
Communication protocol between computers
Interacting with your computer as a professional
Command line interface
Bash scripting
Intro to some of the tools used throughout the program including, Visual Studio Code, Git, GitHub, and more.
Unit 2: HTML & CSS
The building blocks of any website
Basics of debugging using a bowser inspector
HTML
CSS
Browser Developer Tools
Oracle Cloud
Apache
SSH
Unit 3: Frontend Programming with JavaScript & VueJS
Fundamentals of programming
Taking full control over the browser
How things work under the hood, what cookies are, how to interact with APIs, and more.

JavaScript
REST APIs
VueJS
Unit 4: Backend Programming with Python and SQL
Learning a second programming language, Python
Application of how the fundamentals makes learning a new programming language easy
Understand how complex applications work and interact with data
Tools to test your API
Harnessing the power of databases through storage, manipulation, and analysis
Linux operating systems
Relational Databases & SQL
Flask
Postman
Full Stack Application Cloud Deployment
Cloud Server Maintenance
Employability
Communicating professionally in the technology industry
Presenting technical information
Resume and cover letter writing
Networking with industry leaders

InnoTech College reserves the right to change or modify any of the above schedule or curriculum content at any time as per instructor and industry recommendations.

Program Course Dates:

Start Date:

End Date:

Daily Schedule:

Student Initials: _____

ADMISSIONS REQUIREMENTS

The College's entrance requirements include:

- Alberta high school diploma, verified by transcript, or non-Alberta Canadian equivalent, verified by transcript, or a GED.
  - International students who have received their high school diploma outside of Canada, must have their secondary school diploma or equivalent verified through International Qualifications Assessment Service (IQAS) or World Education Services (WES) to be eligible for admission to the program.

Or

- Be a Mature student at least 18 years of age.
  - Mature students must complete an academic achievement/aptitude test and must have achieved a minimum required score. Innotech College uses the Wonderlic Scholastic Level Exam (SLE). The Minimum required score is 18.

And
- An Enrollment Interview
- Passing of a Competency Test

All applicants must be interviewed with respect to suitability to the program and pass a Wonderlic Scholastic Level Exam with a score of 18.

Student Initials: _____

PROGRAM COSTS AND PAYMENT REQUIREMENTS

All International applicants must pay $425.00 when accepting the offer to enroll.

Payment options are the same as noted above for the $75 application fee.

On receiving the payment, InnoTech College will issue the student a payment receipt and Confirmation of Enrollment

The remainder of your tuition of $13,975 is due after the first day of classes.

Fee Structure:

Application Fee: $75

Enrollment Fee: $425

Tuition: $13,975

Lectures and labs (520 hours of instruction time)

Total: $14,475

Payments can be made using one of the following options:

- Contact our team at info@innotechcollege.com for a link to our secure online payment portal.
- Over the phone using Visa or MasterCard
- In person using Visa, MasterCard, cash, debit, cheque, money order
- Email money transfers . Please contact info@innotechcollege.com to make arrangements.

Student Initials: _____

GRADING SYSTEM

The final grading profile is broken down as follows:

To earn a Web Development Diploma, students must earn a minimum grade of 60%.

Item	Percentage
In-Class Quizzes	5%
Coding Exercises	30%
Coding Projects	35%
Employability Assignments	10%
Resume	5%
Portfolio	5%
Attendance & Engagement	10%

InnoTech College reserves the right to change or modify any of the above weights/assignments at any time throughout the program.

Student Initials: _____

PROCEDURE FOR GRADE APPEAL

1.   If a student is dissatisfied with a specifc grade received for an assignment or exam and can provide evidence that a higher grade is warranted he/she should discuss with their Instructor. The Instructor, if warranted, will assign a different grade.

2.   If the student is not satisfied with the outcome of his/her appeal to the Instructor, he/she should submit a written appeal to the Administrator.

3.   The Administrator will obtain a copy of the work submitted and will have it re-marked by another instructor.

4.   If the assessment achieves a higher grade on the re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the lower grade will be assigned.

5.   If a grade appeal is reviewed by the Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.

Student Initials: _____

ATTENDANCE/PUNCTUALITY REQUIREMENTS

ATTENDANCE REQUIREMENTS:

Students are expected to come to class on time every day. It will be the responsibility of the student to gather material missed due to absences or poor punctuality.

Students are allowed a maximum absence of 10 class days. Any absence past the allowance of 10 will result in not achieving a diploma and may result in an immediate withdrawal.

Note: an absence is considered any length of time greater than 30 minutes i.e. if a student shows up 15 minutes late and leaves 15 minutes early, this would count as an absence.

Student Initials: _____

WITHDRAWAL POLICIES

1.   If I wish to withdraw from this program, I must provide the Institution with written notice in a way that I can verify the date the notice was delivered to the institution. I am considered withdrawn on the date that the written notice is received by the Institution.

2.   I am aware that the Institution may also terminate my enrollment in this program by providing written notice to me.

3.   Withdrawal on behalf of the Institution is possible in, but not limited to, situations in which a student has been absent for 5 consecutive classes without notice, student's total absences amount to more than 10, receipt of 3 or more warning letters, in cases where the student is displaying inappropriate behaviour, or in instances of abuse whether of school property, an InnoTech student or staff member, or abuse committed on school property.

Student Initials: _____

TUITION REFUND POLICY

I understand that if this contract is terminated after the Program begins, the Institution is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation, which is as follows:

- 25% of the total tuition fees, if 10% or less of the Program has been provided
- 60% of the total tuition fees, if more than 10% but less than 50% of the Program has been provided
- 100% if more than 50% of the Program has been provided

Student Initials: _____

STUDENT DISPUTE RESOLUTION POLICIES

Individuals should try to resolve issues informally. If a more formal approach becomes necessary, the College provides a fair and reasonable mechanism for resolution.

Procedure:

1.   When a concern arises, the student should first try to resolve the issue directly with the other party. **If the student is not satisfied with the outcome at this level, then…**

2.   The student should put his/her concern in writing and deliver it to an Administrator of the College.

3.   The Administrator will arrange to meet with the student to discuss the concern and desired solution within 5 school days of receiving the student's written concern, or as soon as practicable.

4.   Following the meeting with the student, an Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate (institution's) personnel.

5.   Following the meeting and investigation, an Administrator will provide a written decision to all parties involved, within 48 working hours. A copy of the decision will be given to the student and the original will be placed in the student's file. If the student's concerns are substantiated, then an Administrator will include a proposed resolution in the documentation

6.   At this point the College's Dispute Resolution Process will be considered exhausted. **If the student is not satisfied with the outcome at this level…**

7.   If the matter is of a serious nature, the parties may appoint an outside mediator/arbitrator within [7] working days. The College and the student will equally bear the cost of mediation/arbitration.

Student Initials: _____

COLLEGE RULES AND REGULATIONS / DISMISSAL POLICY

1.   Students must show respect to all fellow students, instructors and staff.

2.   School fees must be paid in full or students will not receive a diploma of graduation and may not receive any job placement assistance. Students with overdue balances may also be kept from class until the payment is resolved.

3.   Students are financially responsible for any damage they cause to the College, surrounding area or the property of other students.

4.   Students must not conduct themselves in an unruly manner in the virtual classroom, on school, building premises, or any offsite facilities where they're completing any component of their diploma program, and students must abide by the professional building's rules.

5.   Students must not interfere with the progress of other students.

6.   Students must have all the required resources available for use.

7.   Plagiarism, cheating or theft may be grounds for immediate expulsion.

8.   The possession of drugs, alcoholic beverages or weapons on the school premises is strictly prohibited. Students under the influence of drugs or alcohol while in the virtual classroom or on the school premises will have to leave and such an act may lead to dismissal.

9.   There is no smoking in the classroom

10.   No loitering or littering in building.

11.   Anger management must be practiced at all times.

12.   Students must follow all classroom-set expectations throughout the program.

13.   Students must not miss more than 10 classes. Missing of 30 or more minutes of any one class will count as an absence.

14.   Students must maintain an overall grade of 60% or higher.

Violation of any of these rules subjects a student to possible expulsion from the InnoTech College. A violation, or risk of violation, of the rules will cause a written warning to be issued. Any three [3] warnings followed by an additional incident could lead to expulsion. In the event of a violation of the rules, which are deemed to be severe, the student could be expelled from the InnoTech College immediately.

Student Initials: _____

PRIVACY POLICY

InnoTech College collects students' personal information for the following reasons:

- To maintain student records as required by Immigration, Refugees and Citizenship Canada and other applicable regulatory bodies
- To keep students/graduates informed of activities of the College
- To issue T2202As in accordance with Canada Revenue Agency

Students' personal information is not used for any other purpose without obtaining additional approval.

Procedure for access to the information on file:

1. Students wishing to access the information in the student file must make a verbal or written request.
2. An Administrator will meet with the student to review the file and will provide copies of any document the student requests.

Procedure for authorizing release of information:

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
2. The school will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release is necessary as part of an ongoing police investigation.

Student Initials: _____

STUDENT AGREEMENT

1. I acknowledge that I have researched my chosen profession and this program by contacting appropriate third-party stakeholders to determine whether the training and credential offered by the Institution are recognized for employment.
2. I have toured the institution (if available to do so in country) and have viewed the facilities and equipment available to students (where applicable). This is not applicable if taking a virtual offering. If taking a virtual offering, I acknowledge the internet and equipment requirements have been disclosed to me and I confirm I am able to meet those requirements.
3. I am aware of the method in which this program is delivered to students (i.e. in class, online, self-directed etc.)
4. I am aware that successful completion of this program does not guarantee employment, specific wages, or a specific salary.
5. I understand that the Institution can remove me from the program if proper payment is not made on the first day of classes.

Student Initials: _____

REFUND PROCEDURES

1. If I am entitled to a refund of all or some of my tuition and fees, the Institution will reimburse me OR the entity who made that portion or portions of the payment directly through EMT Refund, Cheque, or Direct Deposit.
2. Refund of the $425.00 enrollment fee is only given in situations where:
   a. The student terminates the student enrollment contract on or before the 4th business day after signing the contract;
   b. The student's Study Permit or Student Visa has been denied.
3. The $75.00 application fee is non-refundable.
4. The refund of due to the student will be paid no later than 30 days from the day the student contract is terminated.

Student Initials: _____

PERSONAL LIABILITY WAIVER

I, the undersigned, hereby agree to the following terms and conditions as a requisite for participation in a course of study with InnoTech College.

I fully understand and have been informed of in detail, the type of activity, physical or otherwise, that will be involved in my course of study with InnoTech College.

I, my heirs, and/or successors and/or legal representatives, collectively referred to as releasers, agree to indemnify, save and hold harmless InnoTech College and/or its employees and/or directors, herein collectively referred to as releases and each of them from any loss, liability, damage or cost [including attorney fees] which releases may incur as a result of injury, death or property damage to the undersigned, or from suit from such personal injury, improperly administered first aid, death, and/or property damage to the undersigned.

This document is intended to be as broad as is permissible under the law of Canada and the Province of Alberta and this agreement shall be interpreted under the laws of Canada and the Province of Alberta, and if any portion of this agreement is invalid, it is agreed that the balance shall continue in full force and effect.

The undersigned has read and voluntarily signs the release and waiver of liability and indemnity agreement and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

The undersigned acknowledges that he/she has read the foregoing paragraphs and is completely aware of the potential dangers incident to engaging in the activities and is fully aware of the legal consequences of signing the within instrument.

_____   _____

STUDENT'S SIGNATURE   DATE

_____

STUDENT'S NAME

<u>CONFIRMATION OF INTERVIEW</u>

I, the undersigned, hereby confirm that _____ has met with and successfully completed an interview with an InnoTech College's admissions representative.

_____   _____

INNOTECH COLLEGE REPRESENTATIVE   DATE