



Interface School

2017 Course Catalog

Interface School

1902 Howard Street
Omaha NE 68102

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1. About Interface School

Interface School, hereafter Interface, was founded January 2014 to help generate more great professionals across the region who understand the web development process from idea to implementation and ongoing enhancement. At Interface, we understand that a team of talented professionals with multiple and overlapping skills from requirements gathering to web programming are required to meet today's business needs. Additional information about Interface can be found at the following locations online:

- Website: www.interfaceschool.com
- Twitter: www.twitter.com/interfaceschool
- Facebook: www.facebook.com/interfaceschool
- LinkedIn: <https://www.linkedin.com/company/interface-the-web-school>

2. Interface Owners, Board of Directors/Officers, and Advisory Board

Interface and the Applied Information Management Institute, hereafter AIM, entered into an Asset Purchase Agreement, on January 24, 2017, under which AIM has purchased the assets of Interface.

2.1. Owners/Board of Directors/Officers:

- Applied Information Management Institute

Board of Directors/Officers:

- Dr. Hesham Ali: University of Nebraska at Omaha-PKI
- Kate Brown: OPPD
- Scott Buchholz: Black Hills Energy
- Mary Dobransky: Bellevue University
- Mike Geppert: HDR
- Dr. Ron Hanson: North Platte School District
- Steve Kaniewski: Valmont Industries, Inc. (Board Chair)
- Rama Kollu: Blue Cross/Blue Shield of Nebraska (Board Vice Chair)
- Catherine Lang: NBDC
- Mike Lechtenberger: Mutual of Omaha
- Lonnie Mahrt: CSG Systems, Inc.
- Jeff Main: Union Pacific
- Brad Masterson: First Data Resources (Board Treasurer)
- Dr. Kandace R. Miller: AIM (President & CEO)
- Dr. Ravi Nath: Creighton University
- Chris Russell: Google
- Diana Tedrow: Cox Business
- Randy Thelen: Greater Omaha Chamber of Commerce
- Dr. Ron Tuttle: University of Nebraska-Kearney (Board Treasurer)
- Kim Whittaker: First National Technology Services

2.2. Interface Advisory Board Members

- Albert Varas: Latino Center of the Midlands – Executive Director
- Brent Comstock: BCom Solutions – Chief Innovator
- Dusty Davidson: Flywheel - Co-Founder and CEO
- Keith Station: Heartland Workforce Solutions – Business Development Director
- Jess Collicott: Deliveron – Solutions Architect
- Jeff Spiehs: Metropolitan Area Planning Agency Council of Governments - Community Engagement Coordinator
- Nancy Williams: No More Empty Pots – Co-Founder
- Therese Laux: AIM - Creative, Visionary, Music & Media Technology Educator
- Michelle Wingard: Dynamo – Co-Founder

3. Interface 2016-17 Course Calendar

Courses subject to cancellation if minimum enrollment numbers are not met within 10 days of the listed course start date. The following schedule is subject to change.

3.1. Application Periods

3.1.1. Foundations (10 weeks, 8 hours per week)

- September – October 2016
 - Application Period: 7/1/2016 – 8/21/2016
 - Course Dates: 9/12/2016 – 10/27/2016
- January – March 2017
 - Application Period: 9/1/2016 – 12/4/2016
 - Course Dates: 1/23/2017 – 3/9/2017
- May - June 2017
 - Application Period: 2/4/2017 – 4/15/2017
 - Course Dates: 5/1/2017 – 6/19/2017
- August – October 2017
 - Application Period: 6/1/2017 – 7/26/2017
 - Course Dates: 8/7/2017 – 10/16/2017 and 8/8/2017 – 10/12/2017 (includes Monday 9/4 break for Labor Day)

3.1.2. Specialization Courses (11-14 weeks, 6-8 hours per week)

- September – November 2016
 - Application Period: 7/1/2016 – 9/1/2016
 - Course Dates: 9/12/2016 – 11/28/2016
- January – April 2017
 - Application Period: 9/2/2016 – 1/2/2017
 - Course Dates: 1/23/2017 – 4/6/2017
- May – June 2017
 - Application Period: 2/4/2017 – 4/16/2017
 - Course Dates: 5/1/2017 – 6/29/2017
- May – June 2017
 - Application Period: 2/4/2017 – 4/16/17
 - Course Dates: 5/1/2017 – 7/13/2017
- July - October 2017
 - Application Period: 5/15/2017 – 7/3/2017
 - Course Dates: 7/17/2017 – 10/2/2017
- August – October 2017
 - Application Period: 6/1/2017 – 7/26/2017
 - Course Dates: 8/7/2017 – 10/30/2017 (includes Monday 9/4 break for Labor Day)
- August – November 2017
 - Application Period: 6/1/2017 – 7/26/2017

- Course Dates: 8/7/2017 – 11/13/2017 (includes Monday 9/4 break for Labor Day)

3.1.3. Data Science Certificate Program (22 weeks total, 6 hours per week)

- **Basics of Python Programming:**
 - Jan – March 2017
 - Application Period: 11/1/2016 – 1/20/2017
 - Course Dates: 1/23/2017 – 3/8/2017
 - Jun – August 2017
 - Application Period: 3/9/2017 – 6/5/2017
 - Course Dates: 6/19/2017 – 8/3/2017
- **Data Manipulation and Management:**
 - March – April 2017
 - Application Period: 1/23/2017 – 3/17/2017
 - Course Dates: 3/20/2017 – 4/12/2017
 - August – September 2017
 - Application Period: 3/20/2017 – 8/11/2017
 - Course Dates: 8/14/2017 – 9/6/2017
- **Statistics and Computational Modeling:**
 - May – June 2017
 - Application Period: 3/20/2017 – 4/28/2017
 - Course Dates: 5/1/2017 – 6/14/2017
 - Sept – Nov 2017
 - Application Period: 6/1/2017 – 9/22/2017
 - Course Dates: 9/25/2017 – 11/8/2017
- **Data Visualization Using Tableau:**
 - Jul 2017
 - Application Period: 5/1/2017 – 7/1/2017
 - Course Dates: 7/3/2017 – 7/26/2017
 - Nov – Dec 2017
 - Application Period: 7/25/2017 – 11/24/2017
 - Course Dates: 11/27/2017 – 12/20/2017

3.1.4. Custom Corporate Tech Training Courses (Maximum of 1 weeks, 6 hours per week)

- Schedule to be determined by partner organization

3.2 Observed Holidays

Observed holidays based on Interface’s 2016-17 course and workshop schedule are provided in the following list. Classes will not be held on these dates. Workshop and course schedules will be adjusted as necessary:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day

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- Labor Day
 - Thanksgiving Day
 - Christmas Day

4. Description of Facility and Equipment

Interface courses and workshops will be held at 1902 Howard Street, Omaha NE 68102 (unless otherwise specified), excluding the Data Science Program to be held at 1905 Harney Street Suite 210, Omaha, NE 68102. Our faculty will provide any handouts and lab materials (excluding computer equipment). Computer equipment will not be provided by Interface until August 2017. Details about required computer equipment follows:

4.1. Course System Requirements

- Operating System Requirements:
 - Microsoft® Windows 8.x, 10.x **OR**
 - Mac OS X v10.7, v10.8, v10.9 or v10.10
- Multicore Intel processor with 64-bit support
- 2 GB of RAM (8 GB recommended)
- 2 GB of available hard-disk space for installation; additional free space required during necessary program installation (cannot install on a volume that uses a case sensitive filesystem or on removable flash storage devices)
- 1024 x 768 display (1280 x 800 recommended)
- Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to some online services.
- Google Chrome (free download available at the following link: <https://www.google.com/chrome/browser/>)
- Sublime Text (free download available at the following link: <http://www.sublimetext.com/2>).

Interface School will include a Windows laptop or a 13-inch MacBook Air within the tuition fee beginning with the July/August 2017 session, except for the Data Science program.

5. Specific Statement of Program Objectives

The purpose of Interface is to support efforts to address the tech talent shortage in the Midwest experienced by startup companies, small – medium sized businesses and major corporations by providing an immersion based web development course that can be tailored to meet the skill level of the student.

Student to teacher ratios for each of the courses Interface’s Web Development tracks follows:

Course	Maximum Student to Teacher Ratio
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6. Description of Educational Services Offered

Interface offers web development, business requirements management, data science, digital marketing, and Agile project management training. Interface faculty focus on providing both classroom instruction and hands-on learning opportunities. A listing of Interface courses follows:

6.1 Interface Spring, Summer, Fall and Winter Courses

Interface's course and workshop details follow.

6.1.1 *Web Development Track: Foundations*

During the 10-Week Foundations Course, students will learn how to design websites from the ground up, build interactive, production-ready websites, develop sites using the web's native languages, HTML, CSS, and JavaScript, to create powerful visualizations and animations and to create client-facing websites with open web technologies.

Course Breakdown

During this course, students will learn the following:

- Design Fundamentals
- Brand Identity Basics
- Content Strategy
- Planning Your Approach
- Concepting, Wireframing & Prototypes
- Design Execution
- Intro to HTML
- In-Depth CSS
- Programming: Intro to Concepts
- JavaScript: Variables and Conditions
- JavaScript: Functions, Arrays, and Objects
- jQuery: Introduction, The DOM, Techniques, Ecosystem

Participant profile: Students or professionals interested in learning how to program interactive and responsive websites.

Duration: 80 hours, start and end times may vary from session to session
Cost: \$5,500 with laptop, \$4,500 without laptop

6.1.2 Web Development Track: Specialization

Specialization courses are geared towards students who are seeking to advance their web development skills beyond the Foundations course. It is required that students entering a Specialization course will have either completed a Foundations course or have a minimum of 3 months of experience building interactive websites.

Participant profile: Students or professionals seeking to advance their web development skills beyond the fundamentals.

Duration: 128 hours (Java), 96 hours (WordPress) start and end times may vary

Cost: \$6,500 with laptop, \$5,500 without laptop (Java); \$6,000 with laptop, \$5,000 without laptop (WordPress)

6.1.3 Data Science Certificate Program

During this program, students will be exposed to the tools a successful data scientist uses every day including Programming, Python for statistical analysis, data management, and data visualization. Besides these technical skills, students will also learn essential soft skills such as effective data storytelling and working within an office setting to nurture a culture of data discovery.

This certificate program will include important techniques and tools necessary to introduce data science into company culture; get necessary political buy-in; find, manipulate, and analyze the data present inside a company's database; make predictions of outcomes; and create visualizations that can help non-technical users understand and see the identified trends and patterns inside the data.

All classes meet 2 nights per week for 22 weeks over the course of 28 weeks for a total of 154 hours of in-class instruction to complete the certificate.

The Certificate program consists of 4 modules:

- Basics of Python Programming: 7 weeks, \$5,500
- Data Manipulation and Management: 4 weeks, \$3,500
- Statistics and Computational Modeling: 7 weeks, \$5,500
- Data Visualization : 4 weeks, \$3,500

6.1.4 Custom Corporate Training Courses

These training opportunities will vary in duration and topic depending on company needs. Interface staff and instructors will work closely with partner organizations to develop curriculum, interview and select candidates, evaluate student performance, and provide graduate placement assistance for candidates who complete these programs

Duration: Up to 132 hours Cost: Varies

7. Enrollment procedures and entrance requirements

To begin the enrollment process, potential course/workshop participants must enroll at www.interfaceschool.com/courses. Once an enrollment request is received, a member of the Interface team will review the request and contact the applicant to discuss the program and answer any questions.

NOTE: No enrollments will be allowed after the first day of any workshop or course.

Applicants who successfully complete the interview process will be invited to complete an online aptitude assessment. Students will have 5 days to complete the assessment. Each assessment includes questions on topics such as logical reasoning, problem solving, interpersonal conflict resolution, and programming.

Applicants who pass the assessment will be contacted by a member of the Interface team to complete an enrollment agreement and arrange for course payment. Payment arrangements options are provided at interfaceschool.com. Please contact Interface's Managing Director – contact information available at interfaceschool.com.

8. Description of school's placement assistance

While placement is not guaranteed, students seeking job placement after successfully completing an Interface course/workshop will have an opportunity to meet with recruiters at various events throughout the program including career fairs and career assistance workshops. Students will also receive assistance in the form of resume and LinkedIn profile feedback and access to mock interviews.

9. Attendance policy including minimum attendance requirements

Regular and punctual attendance is an integral part of the learning process. As an Interface student, you are expected to attend scheduled courses and workshops in which you are enrolled. Definitions of absent, tardy and no-shows follow. If a student fails to notify the course/workshop instructor of an absence, the student's presence will be recorded as a no-show for the session. All refunds are based on the schedule detailed in Section 16 (Refund Policy) of the Course Catalog.

9.1. Absence Policy

Absences and late arrival to class are highly discouraged and disruptive to other students. Interface instructors and administrators will determine the course of action on an individual basis which will include a warning and may lead to termination of a student's participation in a workshop or course. Exceptions to this policy will be considered for absence(s) which the program faculty deems justified by illness or unavoidable emergency. In the event of a prolonged illness, the student should notify program faculty as soon as possible, and provide medical verification of the illness.

Since active participation in the academic portion of this program is mandatory, being removed from any course/workshop due to excessive absences is grounds for expulsion from the entire program without refund or recourse.

Non-attendance at required site visits, excursions or other non-classroom activities is considered to be an absence.

9.2. Tardiness Policy

Late arrivals to classes are a disruption to your fellow students and faculty. This program's policy is that students who arrive to class more than 10 minutes after the class is scheduled to commence will receive an unexcused absence for that class period, subject to review by the instructor. Timeliness applies to onsite visits and excursions as well. Site visits and excursions will depart as scheduled, except only conditions beyond Interface's control. Students arriving after 10 minutes of class start time will receive an unexcused absence and will not be eligible for a refund for the missed session.

10. Satisfactory progress policy

Interface workshops and courses will include both in class instruction and hands on learning. Students who successfully complete all project, course/workshop tasks assigned by the instructor and meet the minimum attendance requirements will receive a certificate of completion for the course. Successful completion of project, course/workshop tasks means that the hands-on portion of Interface courses and workshops will be evaluated by the instructor for completeness and demonstrated understanding of course learning outcomes.

10.1. Grading Breakdown

A. 30%: Homework

Complete required homework as provided by instructors. All homework will be graded on a pass/fail basis. Instructors will provide feedback including opportunities for improvement. Regarding all required homework, the following are minimum expectations for submissions:

- Technical writing skills. See the following link for examples of technical writing <https://www.udemy.com/blog/technical-writing-examples/>
- Succinct explanations for answers to all questions
- Demonstration of unique or correctly cited research (MLA style – see the following link for assistance with MLA citation - <https://owl.english.purdue.edu/owl/resource/747/02/>)

B. 70%: Individual/group projects, Performance and Participation

As part of the Interface program, students may have the opportunity to develop websites and web applications as personal projects and/or participate in a small group project to deliver an interactive website to a small business/nonprofit in the local community.

Students will receive a grade of pass/fail based on the following items

- Instructor evaluations of individual performance
- Quality of assigned project deliverables – features and functionality match project requirements, are delivered on time and are bug free.

Student groups/individuals (in the case where group projects are not assigned) will receive a grade of pass/fail on the quality of the following items:

- Product demonstrations
- Client interaction and management (group projects only)

- Final documentation – an example will be provided to the students to use as a template
- Final presentation
 - Professionalism
 - Delivery of information to the audience
 - Quality of the final demo

11. System of making progress reports to students

Student progress will be reported individually and in person on a project by project basis for the duration of each course or workshop. Students may participate in 1 – 5 individual projects depending on the length and content of the course or workshop.

12. Student conduct policy

Since some Interface workshops and courses include working with real businesses on real projects, students are expected to be respectful, professional, cooperative and collaborative for the duration of the session.

Students who do not exhibit qualities expected of professionals in this situation will receive a verbal and written warning for the first incident which will be stored in the student's permanent Interface file. Any subsequent incidents may result in termination of course/workshop enrollment. No refund requests will be approved from students who are terminated from an Interface workshop or course due to misconduct.

13. Readmission Policy

Students who have been expelled from Interface for any reason and wish to return must submit an application for Readmission to the Managing Director. Applications are due no less than 30 days, but no more than 6 months prior to the beginning of the session in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received by the Managing Director.

For students who left Interface in good standing, eligibility for readmission will be determined by the Managing Director. Only students who appear to have potential for success in general and within their selected program will be readmitted.

The Managing Director will evaluate requests for readmission on the basis of the following criteria:

- The student's written statement (including a statement regarding reasons for previous expulsion) in which:
 - compelling reasons are offered for wishing to return to Interface;
 - the student indicates how and why performance will improve if readmitted;
- Requested readmission session

Students are encouraged to send transcripts, if applicable, to support their application at the time of reapplying and final decisions may be deferred pending receipt of a transcript.

The Managing Director reviews only written materials and individual appearances are not permitted. Once a decision has been made regarding the application, the student will be notified in writing. Registration instructions will be sent when that information becomes available. The Managing Director reserves the right to revoke any offer of readmission. The Managing Director will review the progress of all students returning to Interface following expulsion. Continuation of enrollment is contingent upon satisfactory progress during the session the student is readmitted.

14. Credit granted policy for previous education, training or experience

While Interface is not a credit granting entity, Interface will take into consideration previous education, training or experience and applicants may be admitted to a course without first taking any preceding courses following successful completion of an interview and assessment conducted by the Interface instructor assigned to the course. Additionally, a student can complete an Interface program by combination of course completion and competency testing; however, certificates cannot be granted based solely on competency testing.

15. Payment Policy

Course payment options are available at interfacedschool.com. Interface students with payment agreements must submit tuition payments by the due date each month. Payments not received by the due date (regardless of payment method chosen) are subject to a \$25 late charge. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Certificate of Completion. The student and school understand that this Agreement may not be amended except in writing and signed by both parties. All refund requests are subject to the policy outlined in section 16 of the course catalog.

16. Refund policy

Cancellation and Tuition Refund Policy

While cancellation requests are accepted at any time during a course or workshop, refund eligibility will be based on the cancellation date. The enrollment date is determined by the date and time an enrollment agreement is approved by Interface’s Managing Director via email (contact information available at interfacedschool.com). The cancellation date is determined by the date the student notifies Interface in writing at the following e-mail address: cancel@interfacedschool.com. The cancellation and refund request email message must include the student’s name, assigned student ID number, course/workshop to cancel and reason for cancellation. A student who fails to attend a course/workshop is required to contact Interface at cancel@interfacedschool.com to begin the cancellation process – ‘no shows’ (class absence without notice) do not count toward the cancellation date (See Attendance Policy for additional information). Additionally, students who are terminated from Interface workshops/courses for misconduct will not be eligible for refunds. The cancellation process will not begin until a formal written request is received using the method described above. Students enrolled in the web developer training courses with Interface Web School will have opportunities to request refunds based on the following cancellation schedule:

Cancellation Date	Refund Amount
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Greater than 72 hours after enrollment but prior to course/workshop start	100%*
Less than or equal to ½ of total course/workshop duration (ex. For a two week workshop, cancellation received before 1 week has passed since the workshop start date) – see individual enrollment agreement for specific dates	50%*
Less than or equal to ¾ but greater than ½ of total course/workshop duration (ex. For a two week workshop, cancellation received after 1 week, but before 1.5 weeks has passed since the workshop start date.) – see individual enrollment agreement for specific dates	25%*
Greater than ¾ of total course/workshop duration. (ex. For a two week workshop, cancellation received after 1.5 weeks has passed since the workshop start date) – see individual enrollment agreement for specific dates	0%*

*All refund amounts for cancellation requests will be at the rate provided in the ‘Refund Amount’ column less the course enrollment fee of \$150.00. All unpaid referral bonuses, if any, will be void following student initiated cancellation or instructor termination of student participation in any course/workshop (see [Student conduct policy](#)).

17. Procedure for addressing student complaints

The student may contact the Interface Managing Director regarding any concerns or complaints. Contact information is available at <http://www.interfaceschool.com>. Complaints which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education’s Program Director. Contact information is available at <http://www.education.ne.gov/PPCS/>.