



AIM Code School

2019 Course Catalog

AIM Code School
1902 Howard Street
Omaha NE 68102

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1. About AIM CodeSchool

Interface: The Web 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. In 2019 Interface: The Web School was renamed to align with the AIM Institute other Brands. 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 AIM Code School 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

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 now AIM Code School.

2.1. Owners:

- Applied Information Management Institute

2.2. Board of Directors/Officers:

- Dr. Hesham Ali: University of Nebraska at Omaha-PKI
- Cindy Bender: First Data
- Kate Brown: OPPD
- Cristina Castro-Matukewicz: Wells Fargo
- Ken Moreano: Scott Data Center
- Mary Dobransky: Bellevue University
- Jim Navin: Kiewit Technology Group
- Steve Kaniewski: Valmont Industries, Inc. (Board Chair)

- Rama Kolli: Blue Cross/Blue Shield of Nebraska (Board Vice Chair)
- Derek Kruse: Douglas Omaha Technology Commission
- Catherine Lang: Nebraska Business Development Center
- Mike Lechtenberger: Mutual of Omaha
- Lonnie Mahrt: CSG Systems, Inc.
- Dr. Kandace R. Miller: AIM (President & CEO)
- Dr. Ravi Nath: Creighton University
- Chris Russell: Google
- Ashley Perkins: Cox Business
- Ashok Fichadia: Union Pacific
- Kim Whittaker: First National Technology Services
- Nancy Williams: No More Empty Pots

3. AIM Code School 2019 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. Course Calendar

3.1.1. 12-Hour Intro Class (2 days, 6 hours per day)

- January 12 & 13
- February 23 & 24
- April 6 & 7
- May 18 & 19
- June 29 & 30
- August 10 & 11
- September 21 & 22

3.1.2. Foundations Of Web Development (96 Hours)

- January 15 – March 21
- February 27 – May 6
- April 9 – June 13
- May 22 – July 29
- July 2 – September 5
- August 14 – October 21
- September 24 – December 5

3.1.3. Full Stack JAVA (112 Hours)

Full Stack Java & MySQL

- January 14 – April 17
- May 6 – August 7
- August 26 – December 4

3.1.4. .NET (112 Hours)

May 7 - August 8

3.1.5. Fundamentals of Data Science Certificate (144 Hours)

- **Basics of Python Programming:**
 - Jan – March 2018
 - Application Period: 11/1/2018 – 1/20/2018
 - Course Dates: 1/22/2018 – 3/7/2018
 - Jun – August 2018
 - Application Period: 3/9/2018 – 6/5/2018
 - Course Dates: 6/18/2018 – 8/2/2018
- **Data Manipulation and Management:**
 - March – April 2018
 - Application Period: 1/23/2018 – 3/17/2018
 - Course Dates: 3/19/2018 – 4/11/2018
 - August – September 2018
 - Application Period: 3/20/2018 – 8/11/2018
 - Course Dates: 8/13/2018 – 9/5/2018
- **Statistics and Computational Modeling:**
 - May – June 2018
 - Application Period: 3/20/2018 – 4/28/2018
 - Course Dates: 4/30/2018 – 6/13/2018
 - Sept – Nov 2018
 - Application Period: 6/1/2018 – 9/22/2018
 - Course Dates: 9/24/2018 – 11/7/2018
- **Data Visualization Using Tableau:**
 - Sept - Oct 2018
 - Application Period: 5/1/2018 – 6/22/2018
 - Course Dates: 7/2/2018 – 7/25/2018
 - Nov – Dec 2018
 - Application Period: 7/25/2018 – 11/23/2018
 - Course Dates: 11/26/2018 – 12/19/2018

3.1.6. Custom Corporate Tech Training Courses (Maximum of 12 weeks, 6 hours per week) **All corporate trainings are restricted to corporate or business sponsored students.**

- Schedule to be determined with partner organization

3.2 Observed Holidays

Observed holidays based on Interface's 2019 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
- 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). Details about required computer equipment follows:

4.1. Course System Requirements

- Operating System Requirements:
 - Microsoft® Windows 10 **OR**
 - Mac OS X v10.11 (El Capitan) or later
 - Chromebook (for Intro or Foundations courses only) with minimum 4GB of RAM & 16GB SSD
- Multicore Intel processor with 64-bit support
- 4 GB of RAM (8 GB recommended)
- 32 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)
- Minimum display resolution of 1366 x 768. 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/>)

AIM Code School will include a Windows laptop for an additional fee of \$1,000.00, 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 immersion based web development courses 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
All Courses	15:1

6. Description of Educational Services Offered

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

6.1 AIM Code School Course Details

AIM Code School’s course and workshop details follow.

6.1.1 *Web Development Track: 12-Hour Intro Class & Foundations*

The 12-Hour Intro Class spans 2 weekend days (6 hours/day) and provides an affordable and quick way to either test run a full AIM Code School class, or get up to speed and set up for success before you start a Foundations Class. The topics are ever-expanding including Web Development, Java, Data Science, and more.

During the 12-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: 12 hours (Intro Class) Cost: \$200.00

Durations: 96 (Foundations of Web Development) Cost: \$5,500.00

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: 112 hours (Java), 112 hours (.NET)

\$6,500 (Java)

\$6,500 (.NET)

6.1.3 Fundamentals of Data Science Certificate

During this program, students will be exposed to the tools that 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 24 weeks over the course of 27 weeks for a total of 144 hours of in-class instruction to complete the certificate.

The Certificate program consists of 6 modules - **PEASE NOTE all modules must be taken in order to receive the Fundamentals of Data Science Certificate (\$18,000):**

- Introduction to Data Science: 4 weeks
- Data Manipulation and Management: 4 weeks
- Basic Model Building: 4 weeks
- Mathematics of Model Evaluation: 4 weeks
- Python and Advanced Data Modeling: 4 weeks
- Data Visualization using Tableau : 4 weeks

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

COBOL Cost: Varies

Evidenced Based Innovation Cost: Varies

7. Enrollment procedures and entrance requirements

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

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

Applicants who successfully complete the provided Enrollment Form and interview process (if required for the class applied for) 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 AIM Code School team to complete an enrollment agreement and arrange for course payment. Payment arrangement options are provided at interfaceschool.com/financial-aid.

8. Description of school's placement assistance

While placement is not guaranteed, Interface commits to connecting students with employers and providing job placement services. This includes, but is not limited to direct placement, custom job leads, invitations to various career fairs, and more. 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 AIM Code School 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. AIM Code School 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

AIM Code School 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 AIM Code School courses and workshops will be evaluated by the instructor for completeness and demonstrated understanding of course learning outcomes. Successful Completion is defined as:

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 AIM Code School 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 AIM Code School 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 AIM Code School workshop or course due to misconduct.

13. Readmission Policy

Students who have been expelled or voluntarily dropped from AIM Code School for any reason and wish to return must submit an application for Readmission to the 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 Director.

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

The 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 AIM Code School;
 - 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 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 Director reserves the right to revoke any offer of readmission. The 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. Student Probation Policy

Students will be placed on probation at the end of any week when they have failed to complete all mandatory assignments for that week. Students will be notified via email when placed on probation. Incomplete assignments must be made up the following week to be removed from probation, at which time they will receive an email indicating they have successfully been removed from probation. If missing assignments are not completed during the probation week, the student may be terminated from the course.

15. Student Record Policy

PURPOSE:

To inform students of their rights and responsibilities pertaining to their AIM Code School records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

APPLIES TO:

AIM Institute employees (faculty, staff, student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting University business (administrative, financial, teaching, research or service).

Students may request a copy of their Certificate of Completion by notifying AIM Code School in writing at the following email address: cancel@interfaceschool.com. The student will receive the transcript via email at no cost.

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

While AIM Code School is not a credit granting entity, AIM Code School 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 AIM Code School instructor assigned to the course. Additionally, a student can complete an AIM Code School program by combination of course completion and competency testing; however, certificates cannot be granted based solely on competency testing.

16. Payment Policy

Course payment options are available at interfaceschool.com. AIM Code School students with payment plan 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 a 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.

17. 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 AIM Code School's Director via email (contact information available at interfaceschool.com). The cancellation date is determined by the date the student notifies AIM Code School in writing at the following email address: cancel@interfaceschool.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 AIM Code School at cancel@interfaceschool.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 AIM Code School 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.

Requests for course withdrawal and refund of tuition must be made in writing and be received by the Director of AIM Code School krider@aiminstitute.org no later than 72 hours then the enrollment forms have been signed. Requests must be received 72 business hours prior to start of program for a full refund. Requests received after a course's completion cannot be fulfilled.

Partial Refunds

The procedures for partial refund is in accordance with the following schedule:

Courses that have 2 sessions: 25% after first session

Courses that have 3 sessions: 50% after the first session, No refund after second session

Courses that have 4 sessions: 50% after the first session, 25% after the second session, no refund after third session

Courses that have 5 or more sessions: 75% after first session, 50% after second session, 25% after the third session, no refund after fourth session

*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](#)).

18. Transfer Credit Policy

Students who have completed (or plan to complete) course work at a non-Stanford, regionally accredited college or university may request an evaluation for transfer credit. External coursework may be considered for transfer credit if all of the following conditions are met:

- The course work is completed at a Nebraska Department of Education accredited institution.
- The course work is substantially similar to AIM Code School courses.
- The final grade posted for each potential transfer course is a PASS
- The course work does not duplicate, overlap, or regress previous work.

19. Procedure for addressing student complaints

The student may contact the AIM Code School’s Director regarding any concerns or complaints. Contact information is available at 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/>.

20. Advanced Placement Requirements

The student may contact the AIM Code School's Director regarding advanced placement into a specializations course (.NET, Full Stack Java, Foundations Data Science certificate) by creating and submitting a fully functional website to the Dean of AIM Code School for approval to be placed in the requested specialization track.