

COLOR CODED LABS
2023 SCHOOL CATALOG
January 1, 2023 – December 31, 2023

780 Mt. Vernon Ave, Columbus, OH 43203
hello@colorcodedlabs.com
www.colorcodedlabs.com

The 2023 Color Coded Labs School Catalog was published January 1, 2023. Addenda to the student catalog may be published throughout the year and are posted to the student Slack channel.

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WELCOME

Color Coded Labs is a private, for-profit company created to provide the training needed for adults to gain access to new career pathways in the technology industry. Our headquarters is in the heart of Columbus, Ohio, taking advantage of the emerging Tech Hub the Central Ohio region is becoming. The company focuses on underserved, underrepresented, and marginalized communities to make both an economic impact in those communities, as well as helping the industry and market for talent achieve higher levels of diversity at all levels.

OUR MISSION

Our mission is to provide gritty working adults with the skills, information, and exposure to build bridges of access into the career pathways the technology industry makes available.

LICENSURE

In July 2022, Color Coded Labs has been approved by the State Board of Career Colleges and Schools of Ohio for a Certificate of Registration. Certificate number #2236

2023 CALENDAR

COHORT 5 SESSION

May 8, 2023 - September 15, 2023

- Last Day for Admission: April 14, 2023
- Last day to enroll: April 21, 2023
- Orientation: May 1, 2023
- Classes Begin: May 8, 2023
- Class Completion Date: September 15, 2023
- Graduation Celebration: October 5, 2023

HOLIDAYS (School Closed, No Classes)

Veterans Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Years Day
MLK Day
President's Day
Memorial Day

LOCATION

Columbus Campus & Corporate Office
Color Coded Labs
780 Mt. Vernon Ave, Columbus, OH 43203

Hours of Operation
Monday - Friday: 8:00am-5:00pm
Website: <https://www.colorcodedlabs.com/>
Email: hello@colorcodedlabs.com

Building Description

The Main Campus is located in the heart of the historic King-Lincoln district in a multi-tenant 6500 square-foot building. The original structure was built in 1930 and housed retail shops and apartments in the heart of the historic King-Lincoln district. However, the building was in disrepair and empty when acquired by the Columbus Urban League in 2012. The restoration of

this historic building included the preservation of the structure's front architecture. The campus is easily accessible from major highways and is located on a COTA bus line. The campus offers Wi-Fi internet access. The facility follows all federal, state, and local codes for occupancy and safety.

STUDENT SERVICES AND RESOURCES

New Student Orientation and Pre-Work

All new students are required to complete New Student Orientation (NSO) and any assigned Pre-Work. NSO is an opportunity for you to learn about the tools, resources, and staff offices to support and help you make the most out of your educational journey. The Pre-Work is assigned to ensure students have foundational knowledge in which to build on during the program. NSO and Pre-Work must be completed prior to starting the program.

Class Registration

Students must complete all required paperwork for enrollment and payment prior to the first day of class.

Course Academic Support

Academic support with course content is available to students throughout the student's course of study. Students seeking academic support should contact the course Instructor member directly.

Instructor Hours

CCL Instructors have scheduled office hours listed on each course syllabus. Students can schedule meetings with their Instructor members the published hours on an as-needed basis, via video conference, email, text, or telephone. Contact information for Instructors can be found in the course syllabi.

Counseling Services

The school does not offer counseling services. Students seeking counseling services should speak with the School Director for appropriate referrals to community service organizations.

Graduation

Upon successful completion of the Full Stack Development Program curriculum, and meeting all graduation requirements, the graduate will be awarded a Certificate of Completion.

Career Services

The school supports students and alumni in their efforts to enter or advance in the workforce. Students can access the online job board, postings regarding local hiring and networking events, résumé, and interviewing templates. Obtaining employment is ultimately the responsibility of the alumnus.

Alumni are highly encouraged to pursue their own independent employment opportunities. Recent alumni who have yet to obtain employment in their field of study should contact the School about available job openings in their community.

The School will confirm employment of graduates by contacting both the employer and graduate. The School cannot guarantee employment or salary.

Student Contact Information

All student contact information is secured by CCL. If students need to change any data related to their contact information, please contact the Program Director.

Student Rights and Responsibilities

Students are required to adhere to the rules and regulations of the most current Color Coded Labs School Catalog. Students will be notified via the website or the student Slack channel of any addendums to or publication of a new catalog.

Student Identity Verification

Enrolled students are required to provide Color Coded Labs with a copy of photo identification (ID). Acceptable forms of photo ID are government-issued documentation (driver's license, state ID, or passport). A copy of students' photo ID will be placed within their student file.

Sexual and Other Harassment

Color Coded Labs supports the right of all students to learn in an environment free of sexual and other discriminatory harassment based on race, color, religion, national origin, gender, age, physical or mental handicap, sex, sexual orientation, genetic information, or veteran or military status, is strictly forbidden and will not be tolerated. Any student who feels that he or she is a victim of harassment and/or discrimination should immediately report the matter to his or her administrator or faculty. It is the School policy to treat any allegations of harassment seriously

and to respond to any allegation in a timely and confidential manner. Any type of retaliation is illegal and strictly prohibited.

Firearms and Deadly Weapons

It is illegal to carry a firearm or deadly weapon anywhere on Color Coded Labs property. Failure to comply will result in immediate dismissal.

Equal Opportunity Statement

Color Coded Labs declares and affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination, where applicable, in the provisions of educational services to the public. No individual is excluded from participation in or denied benefits of programs and employment-related opportunities at Color Coded Labs on the grounds of race, color, religion, national origin, gender, age, physical or mental handicap, sex, sexual orientation, genetic information, or veteran or military status. Color Coded Labs complies with all laws and regulations to guarantee equal opportunities.

Persons who believe that they have not been afforded equal treatment in accordance with this policy should contact the School Director. All complaints of unequal treatment will be fully investigated, and corrective action will be taken where required.

Americans with Disabilities Act (ADA)

Color Coded Labs complies with the provisions of the Americans with Disabilities Act (ADA). The School does not discriminate against any qualified applicant with respect to any terms, privileges, or conditions of enrollment because of an applicant's physical or mental disability or a person's disease.

CCL will make reasonable accommodations as necessary for any students with disabilities, provided that the individual is able to fulfill the program objectives with reasonable accommodation and that the accommodations do not impose an undue hardship on the School. In order to receive accommodations, the student must provide documentation showing a diagnosis and recommended accommodations from a licensed healthcare provider.

Emergency Procedures & Campus Security

The safety and security of CCL students, faculty, and staff is a top priority. When an emergency arises, students are expected to fully cooperate with faculty members and staff of CCL. Although it is impossible to encompass every emergency, please use this information as a guide to emergency best practices:

Life Threatening or Immediate Damage to Persons or Property

If a problem appears to be life threatening or could cause immediate damage to the property or a person; please contact the police or fire department immediately by dialing 911. Report the incident to the faculty or any school administrator.

Reporting of Criminal Incidents

The School strives to provide a safe and secure learning environment for all students and faculty members and staff. All students, instructors, and staff members are encouraged to report all activities that are suspicious, criminal or violations of student conduct immediately upon witnessing the occurrence. The School will then take appropriate action based upon the information given by the student, faculty, or staff member. When deemed appropriate, local law enforcement authorities will also be notified. In case of emergency, dial 911 immediately. Reports may be sent to hello@colorcodedlabs.com.

Harassment

Physically or verbally abusing, assaulting, bullying, threatening, endangering, or harassing any person connected with the School, both on campus and online, is strictly prohibited. All students should report any knowledge of these events to a faculty or staff member who may escalate the information to the School Director. The School will then take appropriate action based upon the information provided. When deemed appropriate, local law enforcement authorities will also be notified.

Building Safety

- If the building is evacuated, all persons will evacuate the building quickly and orderly. No persons will be allowed re-entry until staff or emergency personnel give all clear.
- Outside doors must remain closed and at no time should be propped open.
- Personal belongings must always be kept under student control. All unattended belongings will be taken to the course faculty member.

Property & Personal Safety

- When visiting the building, do not leave valuables in your vehicle. Lock belongings in the trunk of your vehicle, out of clear view.
- Notify Faculty/Campus personnel of any accident, theft, or injury to complete an incident report.
- Request an escort to parking after hours, or after dark.
- Report suspicious persons to security, faculty, or campus personnel.

Weather Emergencies

- In the event of a tornado warning, all persons will proceed to the following areas quickly and orderly:
 - Under stairwells.
 - Interior corridors.
 - Interior rooms of campus.

- In the event of a Level 3 Snow Emergency, the main campus will close. When a Level 3 Snow Emergency is declared, the school website, and the main phone system greeting will be updated.

PROGRAM DESCRIPTION: Full Stack Javascript (19 weeks/300 Clock Hours)

All program hours are instructor led training. There are no separate off -site labs. Prior experience in programming or other areas of Information Technology is not required to enter the program and does not remove any of the course requirements. All content hours are required by all students.

The course teaches a student Full Stack Software Development using the Javascript programming language. Following a development path that begins with the fundamentals of programming, to learning the Javascript language at an intermediate level, to learning the full stack of software development architecture, students are prepared with both the technical and nontechnical skills needed to be hireable as a Junior Software Developer.

WEEK	TOPIC
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Module 1: HTML, CSS, GIT

Week 1	Command Line Interface basics, HTML/CSS syntax
Week 2	Introduction to GIT, Responsive design
Week 3	GIT branches, CSS frameworks

Module 2: Javascript

Week 4	Variables, Operators, Objects, Arrays
Week 5	Loops, Control Flow, Naming Conventions
Week 6	Functions, Scope, Modern JS, Higher Order & Array functions, Closures

Module 3: Browsers

Week 7	Document-Object Model (DOM) and DOM manipulation
Week 8	Presentation Module

Module 4: Using API's

Week 9	Synchronous & asynchronous JS, Promises, The Event Loop
Week 10	Application Programming Interface (API), Fetch, Async/await

Module 5: Node JS

Week 11	Client-server model, HTTP & Express
Week 12	REST, CRUD & API

Module 6: Database

- Week 13** Database, Entities, Data structures, SQL
- Week 14** Identifiers, Relationships, Advanced SQL commands
- Week 15** Normalization, Transactions, SQL Injection, NoSQL (with MongoDB)
- Week 16** NoSQL advanced commands, Pagination, SQL vs NoSQL

Module 7: React

- Week 17** React, JSX, State & Props, Tools
- Week 18** API calls, Client-side routing
- Week 19** Context API, Custom hooks

Graduation

CLASS STRUCTURE

Class Times: Class times are M-F: 6:00 pm-9:00 pm

ATTENDANCE/PARTICIPATION REQUIREMENTS

Students are expected to attend all scheduled classroom hours, actively participate in all discussions, and/or complete all assignments to achieve the learning objectives of their program. Students unable to meet these requirements will be required to withdraw from the program and reschedule later. Arriving late or leaving class early may impact receiving full attendance credit for that day.

Any considerable time missed must be made up, as determined by the instructor in consultation with the Program Director. During the class, students must remain in the classroom, unless during a scheduled break. Any student spending time out of the classroom will be asked to return to class. If missed time is significant the student will be required to schedule a make-up.

Attendance

Students must get approval, in writing, from the Program Director prior to missing group class time, any individual scheduled sessions, group work sessions, or programmed team building exercises. Students must also inform the instructor, mentor, team, or staff they were scheduled to be present for prior to being absent.

ABSENTEEISM, TARDINESS, MAKEUP

Makeup work

Assignments, projects and examinations, along with any other work that may be assigned, must be completed to receive proper course credit. In the event of tardiness or absence, the student is responsible for contacting the instructor and obtaining any missed subject material. Any arrangements for making up missed time must be arranged directly with the instructor.

Student Leave

Sometimes unavoidable circumstances occur in the lives of busy adults. If a student finds they need to miss multiple sessions of instruction time, they are to inform the instructor and the Program Director prior to their planned absence. The Program Director should be informed of the circumstance and the amount of time needed to be absent from the program. In some circumstances, the student may maintain currency with the program through programmed assistance from the instructors. In other circumstances, the student may need to pause their participation in the program and rejoin in another session. In still other circumstances a student may have to leave the program permanently. Staff will work with students to execute the most appropriate decision in accordance with available remedies in statute and financial agreements in place.

Tardiness

The course of study is concentrated and it is difficult to make up certain material which has been covered in class. Therefore, except in unforeseen circumstances, daily attendance is expected. Instructors are to be informed if a student is going to be late to class. If a student is habitually tardy to class sessions, the lead instructor may refer the student to the School Director for consideration of suspension or termination from the program.

Tardiness alone is not a cause for dismissal. Each instance of tardiness can influence the student's overall attendance percentage. Please respect your fellow student's right to uninterrupted instruction.

Dismissal or Termination from the Program

Satisfactory Progress: Students who fail to earn a passing score on any of the methods of evaluation will work with the instructor to create and maintain a student success plan through the end of the program. Students who earn an incomplete and/or fail the program have the option of completing the program during the next term offering.

The consequences below are separate sequential progressions of penalties for academic misconduct violations, and are associated with the severity of the violation.

- First instance: The opportunity to resubmit the assignment, at no penalty that would not have otherwise been assessed, after completing academic advising with the instructor or designee.
- Second instance: A zero on the assignment, project, paper, quiz or exam.
- Third instance: Failure of the course, and immediate dismissal from the program.

STUDENT CONDUCT

Color Coded Labs prepares students for professional careers. It is important that students display the highest degree of professionalism, ethics, and honesty while in the course. Color Coded Labs reserves the right to dismiss a student from the school if there is any display of conduct which would be objectionable while a student. Students should dress and act as if employed. In the event, there is a need for behavior modification, the student will be advised of what is necessary to stay in the program. Upon failure to modify behavior to conform to good business/professional practice, Color Coded Labs may dismiss the student.

GRADUATION REQUIREMENTS

Graduation requires completion of:

- 180 hours of general/core instruction,
- 120 hours of individualized instruction,
- Completion of 8 projects,
- Recommended participation at 4 team building or professional development activities.
- Satisfactory participation of in-classroom active learning and completion of individual and team project assignments based on coding standards presented during lecture.

ADMISSION INFORMATION

Candidates for the program must be over the age of 18 and meet the following program requirements:

1. Complete an Application for Admission
 - a. <https://www.colorcodedlabs.com/apply-form>
2. Complete and pass the online student assessment
 - a. [Color Coded Labs Assessment](#)
3. Schedule, complete a satisfactory admissions interview
 - a. Instructions provided after requirements 1 and 2 have been met.

Having satisfied these requirements, prospective students will be informed of their acceptance in the program via email and letter. Accepted students must complete the Payment Agreement form and meet its requirements before beginning class.

Enrollment for the January 30, 2023 session must be complete by January 20, 2023.

Prior experience in programming or other areas of Information Technology is not required to enter the program, and does not remove any of the course requirements. All content hours are required by all students.

TUITION

Program Cost for the Color Coded Labs Full Stack Software Developer Course is \$13,500.

All enrolled students must complete an Enrollment Agreement, which includes options for payment, including pre-payment, Income Share Agreement, and other forms of payment.

Payment Policy

Color Coded Labs requires payment or an approved financial assistance plan prior to day one of class. Students may use more than one payment/ financial assistance options to pay for their education, including payment through a third party. If payment is to be made by a third party (other than student), all documentation must be received by Color Coded Labs three days in advance of the class start date.

SCHOLARSHIPS/GRANTS

Color Coded Labs offers financial assistance from our partners. Students may apply as follows:

- Workforce Development Board of Central Ohio (full tuition)
 - Must meet all admissions requirements
 - Must reside in the City of Columbus
 - Successful financial assistance interview
- City of Columbus (partial tuition)
 - Must meet all admissions requirements
 - Must reside in the City of Columbus
 - Successful financial assistance interview
- Columbus Urban League (partial tuition)
 - Must meet all admissions requirements
 - Must reside in the City of Columbus
 - Successful financial assistance interview
- Mark Kvamme (partial tuition)
 - Successful financial assistance interview

WITHDRAWAL/CANCELLATION

A student who has completed an enrollment agreement or application may cancel their enrollment at any time up through the end of the first calendar week of the student's enrollment

period. A student that withdraws during the first calendar week of their enrollment period will receive a refund of any tuition paid to the school. Refunds will be processed according to the description outlined in the signed enrollment agreement.

REFUND POLICY

This refund policy complies with the state law as follows:

1. A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five (25%) percent of the tuition and refundable fees plus the registration fee.
2. A student who starts class and withdraws after the academic term is fifteen percent complete but before the academic term is twenty-five percent completed will be obligated for fifty (50%) percent of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five (75%) percent of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees.

** Last date of attendance is determined by the student's last attended day of a scheduled class day.*

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure provides a formal process to address issues that require investigations or resolution. Students are encouraged to first make contact by email with the faculty or staff involved to attempt resolution through informal discussions. If the grievance is not resolved through informal discussions, the student is asked to follow the outlined steps.

1. Submit in writing, within five (5) business days of the grievance, a detail of the grievance and a recommendation of resolution to the Program Director. The Program Director will conduct a review of the grievance and convene with administration and other necessary parties to determine a resolution. The Program Director will formally respond in writing to the student within five (5) business days.
2. Within two (2) business days if the student feels the grievance is not satisfactorily resolved, he or she may submit in writing a detail of the grievance and a recommendation of resolution to the School Director. The School Director will formally respond in writing to the student within five (5) business days.
3. If the student is still not satisfied, the student may contact the Executive Director of the State Board of Career Colleges and Schools of Ohio, 30 East Broad Street, Suite 2481, Columbus, OH 43215, 877-275-4219 to state the grievance via phone, mail or online at <https://scr.ohio.gov/ConsumerInformation/FilingaComplaint.aspx>

INSTRUCTORS AND ADMINISTRATORS

NAME	TITLE	DEGREE
Doug McCollough	School Director	BBA Information Systems and Operations Management, Univ of Toledo 1999, MBA Univ of Notre Dame 2003
Jon Moorehead II	Program Director	Bachelor of Business Administration, AACSB Accredited College of Business Administration Major: Information Systems Minor: Business Law Master of Education 2008 Bowling Green State University
Brooke Wallace	Admissions Specialist	MBA Human Resource Management Franklin University 2021
Filmon Abraha	Lead Instructor	BA Columbus College of Art and Design

APPROVALS

Approval of Color Coded Labs by the State Board of Career Colleges and Schools is completed.

REGISTRATION #2236