



Empowering Abilities Through Technology

COMPUTER TRAINING WITH ASSISTIVE TECHNOLOGY

ACADEMIC CATALOG



April 2025 - April 2026

| 400 North County Farm Road | Wheaton, IL 60187 | 630 – 665 – 8169 |

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www.donkainc.org

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CONTACT INFORMATION

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Wheaton, IL 60187

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Leanne Vos, Executive Director
Rhonda Pavicich, Board President

OUR MISSION

Donka, Inc. is a non-profit organization that provides computer training and job readiness services to persons with physical, visual, and limited learning disabilities. Through use of computers and assistive technology, our clients become more self-sufficient and independent members of the community.

METHODS OF COURSE DELIVERY

Our unique assistive technology computer training program consists of course delivery using the following methods:

- LAB – instruction in using assistive technology to learn standard business applications, internet, and email utilities
- LOANER PROGRAM – Assistive technology is available on loan to all Donka students and graduates, during and after their training
- JOB READINESS – Donka refers graduates to community partners for career services
- EDUCATION AND OUTREACH – Donka trains professionals, including pre-service teachers and therapists, who work with and support individuals with disabilities.

COURSE OFFERING – COMPUTER BASICS WITH AT

The prospective student begins with a Computer literacy and assistive technology evaluation to determine the assistive technology needed for student success. The enrolled student in *Basic Computer Skills with Assistive Technology* (AT) will receive 95 hours of 1:1 or 2:1 instruction over the duration of 15-16 weeks in the following Microsoft applications and skill sets, beginning with an evaluation of the student's skill level and type of assistive technology best suited to accommodate his/her disability.

During the course, students will learn how to use assistive technology – adaptive hardware or software to access a computer with independence as they are learning computer fundamentals and standard Microsoft business applications. Skills and knowledge gained will help prepare students for working in an office or any business or educational setting that requires basic computer skills in word processing, spreadsheet application, file management and internet use. The skills fall within the **CIP Code 11.0601**

Milestone/Stage 1: Assessment and Evaluation

Milestone/Stage 2: Computer Skills with Assistive Technology

Milestone/Stage 3: Testing and Recommendation

Milestone/Stage 1: Assessment and Evaluation

Evaluation

Each student undergoes an initial evaluation with a Donka, Inc. Instructor to determine his/her skill level with a computer and the type of assistive technology required to successfully progress the student through his/her course of study. Using the assessment as a baseline for their progress, students are evaluated in the following manner:

Based on the cognitive assessment is to have the individual determine the best assistive technology and software at the Donka lab that meets their physical and cognitive needs as it applies to their vocational or educational goal.

Implementation- Order / set up trial use.

Donka can provide a TRIAL USE with the software / hardware to ensure that the person is understanding all of its uses and is able to realistically learn and use it. This trial period gives Donka staff and the individual ample time to use the assistive technology and customize it to meet the needs of the client. All training is one-on-one and will identify the following:

- Functional Characteristics of the individual which includes their motor strength, physical endurance, ability to learn and retain new information, and using problem solving skills.
- Personal Characteristics – their motivation and desire for learning the computer, their ability to be independent in using the equipment and the maturity of the individual to realize how the computer will help them reach their vocational goals.

Recommendations and Reports.

A report will be provided to vocational counselor **with assistive technology** training recommendation.

Milestone/Stage 2: Computer Skills with Assistive Technology

Personal Computer & Workstation Operation

Students will become Familiar with computer operation including Software, printers, keyboard, peripherals and use appropriate adaptive equipment/software. They will learn Windows in order to run applications, work with files, organize directories, back up files, and use settings and hardware.

Basic MS Word and Word Processing

Students will learn how to navigate documents. Then they will enter and edit text, create, and save documents, and learn how to enhance the appearance of a document by using various formatting options.

Basic MS Excel and Spreadsheet Management

Students will learn to move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. They will also learn how to navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures. This course also covers simple functions used in formulas, basic conditional formatting techniques, inserting screen shots, and working with large spreadsheets. Finally, students will create and modify charts.

Basic MS Outlook Email/Calendar Management

After an introduction to Outlook's window components, students will read and send e-mail messages using several techniques. Then they will learn how to manage e-mail messages and attachments, configure message options, and use search folders. Students will also learn to manage contacts and use the People Pane, work with tasks, and create appointments. Finally, they will learn to send and respond to meeting requests.

Milestone/Stage 3: Testing and Recommendation

Proficiency Examination

To earn a Certificate of Completion, students must pass each skills test with a score of at least 70%. Students may take each test up to three (3) times to meet the minimums requirement of improve their scores.

Grading

Donka instructor-

- Will take progress notes/discuss participant progress with staff/outside agents working with student.
- Administer the pre-test and the post-tests.
- Tally the results of the pre-test/post-tests.
- Upon successful completion of the entire course (70% passing rate) the instructor will recommend the student to the Program Manager for graduation

Students Records

Student records and transcripts are maintained by Donka, Inc. and are available to students by calling or writing:
Donka, Inc.
400 N County Farm Rd., Wheaton IL 60187
(630)665-8169x11

ADMISSION PROCESS

Prospective students are referred from area rehabilitation counselors, schools, and community agencies due to the need that their “clients” require computer skills training and assistive technology training to use a computer with independence and to gain workplace skills. Others are self-identified, or family members that recognize they are not able to attend a university or community college due to disability, therefore needing a nontraditional classroom setting that give them the custom training they need to be successful.

Potential Students can be referred by The Illinois Department of Rehabilitation Services (DRS) located in DuPage and Kane Counties; The Illinois workNet - Workforce Initiative Opportunity Act (WIOA), IDES-DVOP Disabled Veterans Outreach Program, Illinois Department of Veterans’ Affairs, locations throughout Illinois, or self-referral.

When the student is referred by DRS, WIOA, IDES-DVOP, DVA, or self, an intake evaluation will be scheduled upon calling Donka and talking with the program manager.

Referral & Intake

Gather background information that includes recent vocational evaluations, academic and psychological records to be reviewed.

Initial Evaluation

Meet with the candidate to identify their goals for using a computer as it relates to cognitive abilities and provide further cognitive assessment if the background information is outdated and not applicable at this time.

Requirements for Admission

Minimum standards for admission into Donka, Inc.’s Program include:

- Average or above average cognitive ability
- Age 17 or above; in high school or a high school graduate
- Reading (vocabulary and comprehension), spelling and math achievement of at least 6th grade, or ability to use access assistive technology to read at a 6th grade level.
- An interest in learning various computer applications with the goal of improving occupational and/or educational opportunities.
- Adequate emotional and mental health for participating in a busy classroom setting where success depends on self-discipline and personal initiative; the atmosphere is similar to that of a working office filled with people talking and moving about.
- Adequate physical health for participating in 1 ½ hours of sustained classroom instruction.
- Blind students must have basic keyboard knowledge.

TUITION AND FEES

- NONREFUNDABLE REGISTRATION FEE: **\$ 86**
- TUITION: **\$4,085**
- BOOKS & SUPPLIES: **\$ Included.**
- MISC. EXPENSES: **\$ NA**
- OTHER: **\$NA**
- TOTAL COST FOR COURSE: **\$4,171**

*Tuition must be paid in full prior to the first scheduled class; this does not include students who are participating in government / tuition funded rehabilitation programs (i.e., DRS, VA, WIOA).

Breakdown of Fees

MILESTONE / STAGE 1: Assessment and Evaluation

HOURS: 15 Hours - \$645.00

Our primary goals for assessing the Assistive Technology and Training needed for training each student include:

1. Evaluate the individual's computer skills and disability and use results to design a curriculum to instruct the individual in the use of assistive technology to operate a computer with independence to achieve his/her goal: secure employment and attend school.
2. Determine Assistive Technology to be used and Begin Training in Assistive Technology
3. Evaluate the student at regular intervals to determine how the assistive technology is working for him/her. After successful completion of learning AT the student will progress to Milestone 2/Stage 2 for computer skills training with AT.

MILESTONE /STAGE 2: Computer Skills Training with Assistive Technology

HOURS: 70 Hours - \$3,010.00

- Provide the student with the assistive technology tools through Donka's loaner program for student to practice his/her new skills outside of instruction time.
- A course of individualized computer training and management of assistive technology is designed. Ideally, each class meets 4 days per week in 90 minutes sessions. Donka students receive up to 90 hours of instruction with a 1:1 or 2:1 student/teacher ratio. Each student learns computer and workstation operation that includes file management, word processing application, spreadsheet application, and to use email and internet application.

- Daily progress reports are kept. Throughout the course, students are evaluated at the end of each component of the training for mastery of the acquired skills. Students are given final practical Job simulation tasks at the end of training to evaluate their overall knowledge and competency in skills learned.
- Mid-course evaluation – Donka will provide a written progress report on goals and achieved goals for the student / and 3rd party payee. At completing the course successfully, the student will advance to Milestone/ Stage 3.

MILESTONE /STAGE 3: Testing, and Recommendation

HOURS: 10 Hours - \$430.00

To earn a Certificate of Completion, students must pass each skills test with a score of at least 70%. Students may take each test up to three (3) times to meet the minimum requirement of improve their scores. Upon completing the course, students will receive a Certificate of Completion. This certifies that the student has satisfactorily completed the Basic Computer Skills with Assistive Technology course a non-degreed program of study approved by the Illinois Private Business Vocational School Program.

Final Staffing – Donka will provide a written recommendation to student / “payee” in the areas of student strength towards further educational or vocational pursuits.

FINANCIAL AID

While Donka, Inc. does not currently participate in Federal and State of Illinois secondary education financial aid programs; Donka staff will assist a student in completing necessary forms to obtain sponsored funding, including bank loans, scholarship forms to foundations and civic clubs, and more. Donka also accepts contract funding from the Illinois Department of Human Services (DRS) for students who have an open rehabilitation case. Students who are part of a government funded rehabilitation program, such as Veterans Services or Workforce Innovation and Opportunity (WIOA), should contact Donka’s Program Manager to determine your eligibility for tuition funding.

CANCELLATION POLICY

All cancellations – initiated by a student or Donka – must be made in writing and include the effective date and a signed copy of this agreement. Students are instructed to address the letter to Donka’s Program Manager at the address provided on the Cover Sheet.

Students who do not follow the cancellation policy – including non-attendance of scheduled classes – will not be eligible for tuition reimbursement.

Should Donka cancel the course before it begins, the student will be notified immediately; any registration fee and/or tuition paid by the student will be reimbursed in full.

Leaves of absence, Withdrawal Policy allow a temporary interruption of one's studies with the expectation that they will resume their studies at the end of the term of the leave. A leave of absence allows students who must interrupt their studies may be granted a leave of absence for either a sustained medical condition that prevents attendance or for required military duty. Leaves of absence are granted by the Executive Director, Program Manager with the student's instructor. Leave cannot be processed at any time after the final day of classes.

LEAVES OF ABSENCE, WITHDRAWALS FROM DONKA'S TRAINING PROGRAM

Leaves of absence allow a temporary interruption of one's studies with the expectation that they will resume their studies at the end of the term of the leave. Students on an official leave of absence are exempt from the continuous registration requirement.

Withdrawals entail giving formal notice that one is leaving the program without intending to return.

Leaves of Absence.

A leave of absence allows students who must interrupt their studies may be granted a leave of absence for either a sustained medical condition that prevents attendance or for required military duty. Leaves of absence are granted by the Executive Director, Program Manager with the student's instructor. Leave cannot be processed at any time after the final day of classes.

Students who intend to take a leave of absence must notify the Program Manager by submitting a leave of absence request to smoore@donkainc.org. If leave is approved and processed the student will assume that they are registered or will be required to register and will be expected to fulfill completing coursework.

If a student is receiving funds from an external source, it is their responsibility to verify their funding agency's rules concerning leaves of absence.

It is the student's responsibility to contact Donka's program manager to request a continuation of the leave (if applicable) or to provide notification that they will rejoin the program at the end of the leave. If the student fails to notify the program manager regarding the status of his or her leave at the end of the leave term, the student will be officially withdrawn from the program and must reapply for a future admission date.

Medical Leaves of Absence

A student who must temporarily interrupt their studies because of an illness or injury resulting in a sustained medical condition that prevents attendance may take a medical leave of absence, contingent upon the submission of documentation from a healthcare professional confirming that the student is unable to engage in their graduate studies. The medical provider must submit such documentation by email to smoore@donkainc.org no later than one week after the student submits the request for leave of absence to the program manager, (Samantha Moore). The documentation may include a statement as to when the student can be expected to resume their studies.

Leave for Military Duty

A student who must interrupt study temporarily to fulfill a compulsory military obligation for a specific length of time may take a military leave of absence to fulfill that obligation. The student seeking a military leave of absence must provide the Program Manager written documentation from the appropriate military authorities (including dates of the period of obligation). Such documentation should be sent to smoore@donkainc.org.

Withdrawals

Withdrawal is the act of formally giving notice that one is leaving the program without intending to return at a future time.

Students who intend to withdraw from the program must submit the Withdrawal Form to smoore@donkainc.org. Until students are notified by Donka that the withdrawal has been processed, they should assume that they are registered and expected to fulfill their academic and/or financial responsibilities, including completing course work.

REFUND POLICY

All tuition, instructional charges, fees (including registration fee in excess of \$10) for veterans is subject to the following pro-rata refund policy:

Percentage of days in class completed by student At notice of cancellation	Percentage of tuition, instructional charges and fees that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90%	100%

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

SCHOOL CALENDAR

School Hours

Donka is open Monday through Friday 9:00 am to 5:00 pm. Classes are offered throughout the year. Class are 4 days per week for 1.5 hours per session, a total of 6 hours per week. Class times are typically 9:00am-10:30am or 10:30am - 12:00pm. Classes meet Mon, Wed, Thurs, Fri. Donka, Inc. offers this course throughout the year over a 15–16-week period.

*The start date is determined based upon the student’s availability and Donka, Inc.’s instruction load. For some students, it is possible the course will begin in one calendar year and end in the next.

Upon the initial intake interview (which takes place within 2 weeks of initial call to Donka) the prospective student will be place on a waiting list for 20-30 business days, so the prospective student and instructor can be paired.

The Basic computer skills class is 15-16 weeks in length. The student will commit to 6 hours of contact hours with instructor in the lab, and up to 6 hours per week of independent homework per week.

Tests will be given at the end of each subject learned. We offer 3 retake(s) on tests to receive a 70% passing grade or higher.

Holidays

Donka observes the following Holiday's and time off during December.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving.
- December 20-31st

ATTENDANCE POLICY

- 1) **You must notify your instructor if you are going to be absent.** Donka will permit up to 3 unexcused absences during your training. Please keep in mind that this is a concession allowed for unavoidable situations only.
- 2) **Excessive unexcused absences or tardiness.** Unexcused absences and being tardy are not a right and are not expected but Donka will tolerate up to three absences or three tardys beyond 5 minutes. (Our classes are individualized so if the student is not in attendance our staffs' time and resources are not being effectively utilized.)
- 3) **Excessive excused absences and/or tardiness, which result in a disruption of the student's course, can mandate early termination.** (Transportation or health problems are unfortunate but the student must be present in class on a regular basis if s/he is to fully benefit from and complete the instruction in a timely manner.)
- 4) **Make Up days can be arranged with instructor** for vacation time needed off or appointments made that you are unable to change.

STUDENT COMPLAINT PROCEDURES

Donka, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education. Complaints against this school may be registered with:

Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capitol Plaza, Suite#333
Springfield, Illinois 62701-1377
<http://complaints.ibhe.org/>
(217) 782-2551 Voice/ (217) 782-8548 Fax

Donka, Inc. is not accredited by a US Department of Education recognized accrediting body.

CONSUMER INFORMATION

- Number of students who were admitted to Donka Inc.'s Program by July 1 of Day/Month/Year reporting period.
- Number of additional students who were admitted to Donka's Course during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the course from other programs at Donka, Inc.
- Total number of students admitted to Donka Inc.'s Course during the 12-month reporting period, ending Day/Month/Year.
- Number of students enrolled in Donka Inc.'s Course during the 12-month reporting period who: transferred out of the course and into another program at Donka, Inc., completed or graduated from a course, withdrew from Donka Inc.'s Program, or are still enrolled.
- Number of students enrolled Donka's Program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- Number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- Number of graduates who obtained employment in the field who did not use Donka Inc.'s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all Donka, Inc. graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

STUDENT CONDUCT POLICY FOR COMPUTER CLASS:

Please sign your initials at each rule when you have completed reading it. This completed form will be signed by yourself and your instructor.

- 1) ___ Prompt arrival for class or computer time is essential. Please be punctual.
- 2) ___ Be prompt in beginning and ending your session. This is a courtesy to the instructor and to the other students.
- 3) ___ You are allowed in the classroom only during scheduled class time unless the instructor gives permission.
- 4) ___ No eating, drinking, or smoking is allowed in the computer lab.
- 5) ___ You must notify your instructor if you are going to be absent. Donka will permit up to 3 unexcused absences during your training. Please keep in mind that this is a concession allowed for unavoidable situations only.
- 6) ___ We ask that you do not use language generally considered unacceptable when in the computer lab. Your cooperation on this point is requested.
- 7) ___ Do not remove any of the disks from the lab without permission.
- 8) ___ Never remove any of the equipment from the lab.
- 9) ___ Exercise caution in the use of drives/disks so as not to damage the computer, programs, drives, or disks.
- 10) ___ Use only your own personal profile - **never** one belonging to someone else.

Please also remember that the computers and classes are provided through the courtesy of DONKA, INC. for your use and enjoyment. To keep our equipment intact we ask for your utmost consideration in using DONKA's computers with care and responsibility.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

DISMISSAL POLICY FOR DONKA, INC.

Please read carefully before signing

Upon the successful completion of approximately four months of instruction the student will be graduated from Donka and will receive a certificate. S/he will also be eligible to use our lab during designated free times. Occasionally early termination from the program is necessary. The following situations or circumstances can necessitate early termination of a student's involvement with the Donka program.

1. The student decides that s/he no longer wishes to continue. (Donka requests that the student informs us as soon possible after s/he has made this decision so that we can fill the class slot with minimum delay.)
2. The Donka staff makes the judgment that the student is not sufficiently motivated to fully benefit from the program. (The curriculum is challenging and requires a high degree of commitment and goal setting.)
3. Excessive unexcused absences or tardiness. Unexcused absences and tardiness are not a right and are not expected but Donka will tolerate up to three absences or three tardiness beyond 5 minutes. (Our classes are individualized so if the student is not in attendance our staffs' time and resources are not being effectively utilized.)
4. Excessive excused absences and/or tardiness, which result in a disruption of the student's program, can mandate early termination. (Transportation or health problems are unfortunate but the student must be present in class on a regular basis if s/he is to fully benefit from and complete the instruction in a timely manner.)
5. The Donka staff determines that the student does not comprehend the material at a level that would enable her/him to utilize it in a competent manner.
6. Misuse of materials and/or equipment or unacceptable conduct in the computer lab or in the convalescent center grounds or building.
7. Lack of effort, poor attitude, uncooperative behavior, or other behavioral characteristics and/or mannerisms, which preclude the existence of a positive atmosphere within the lab.
8. Should early termination be considered, the student will be informed, warned and/or counseled as appropriate and will be given a copy of his/her signed *early exit policy* sheet which will indicate via a check or checks why termination is being considered or imposed.
9. After the training is successfully completed, a Certificate of Achievement will be awarded.

I have read and understand the above conditions for participation in Donka's Computer Training program.

Student's Signature _____

DONKA PERSONNEL—2026

Leanne S. Vos, Executive Director (full-time) hired 1/90. She has a B.A. in Education, served as a case manager for a disabled sibling, and has 5 years retail management experience. Responsible for directing all phases of Donka's operation including administrative duties, overseeing instruction & curricula, fundraising & public relations, and acting as liaison among students, staff, Board members, the public, and the media.

Samantha Moore, Program Manager, (full-time) hired 5/14. She has a Microcomputer specialist, A.A.S., specializing in Microsoft Office, Web Design, CSS, HTML, XML, JAVA, and JavaScript. She has over 3.5 years of experience working as an instructor with Donka and served as a volunteer with Donka graduates for over 1 year. Prior experience includes accounting associate, nanny, and teacher.

Emanuel Iturbe, Administrative Assistant (part-time) hired 7/2022. Emanuel is attending Elgin Community College and earning his degree as Microcomputer Specialist. He is techy savvy and assists all staff in administrative tasks and computer related tasks for instructors and students.

Ann Byrne, Instructor (part-time), hired 1/03 for the **Visually Impaired**—This Donka graduate has extensive computer knowledge and experience with adaptive equipment and has been blind since birth. She has a degree in English, educated as a rehabilitation trainer, and 22 yrs. of experience as a computer programmer.

Linda Yurka, Instructor (part-time) hired 7/14. She has a degree in math and computer science from the University of Illinois, and over 20 years of experience as a computer programmer and systems analyst, working for large banks and insurance companies. She spent several years balancing the demands of her job with caregiving for her mother, who had Parkinson's disease, and father, who suffered from a couple of debilitating strokes. She began to work at Donka as a volunteer for 2 years, then joined the staff as a teacher.

Deborah Wessman, Instructor (part-time), hired 6/2023. Ms. Wessman has been an educator for the Illinois Public Schools for 19 years and specializes in teaching Computer Applications. She has experience with web design, front end development, social media management and virtual learning. Ms. Wessman has a bachelor's in education in English with a computer technology endorsement.

Carlos Johnson, Job Placement Specialist (full-time), hired 9/2021. Mr. Johnson attended Robert Morris University and DeVry University. He brings over 15 years of workforce development experience providing job readiness workshops, subsidized and unsubsidized job placement services, secondary education and trade certification pathways, and successful WIOA programming initiatives.

Anam Minhas, Marketing, Communications, Development Specialist (part-time), hired 01/2025. Ms. Minhas has a Bachelor of Science, Marketing Degree, a dedicated professional with 10+ years of experience in Sales & Marketing, Communications and Client Relationship Management and 1 year working on the Executive level. In addition, she volunteered as a Media Communications Volunteer with Second Sense, developing ideas into engaging articles and posts that are published in the company newsletter, blog, and social media channels.

John Strong, Instructor (part-time), hired 7/2024. John holds a degree in Computer Information Systems from Christian Brothers University and brings over 25 years of experience in Wireless Communications and Computer systems, working with major vendors and government contractors. He is committed to making a difference in students' lives.

Kimberly Delaney, Instructor (part-time) hired 5/25. Kimberly holds a B.S. in English with a minor in Biology from Augustana College and Marquette University. Blind since 2010, she previously worked as a Programmer Analyst for Quaker Oats and a Software Developer in Discover Card's Security and Fraud Department. A Donka graduate and JAWS user, Kimberly draws on her technical expertise and lived experience to teach and empower individuals who are blind or visually impaired.

DONKA PERSONNEL—2026

Kyle Kania, Instructor (part time) hired 10/25. Kyle spent 15 years in the printing industry as an Acrylic Portrait Artist. An aquarium and plant enthusiast and is well-known in the community for his terrarium building workshops. Diagnosed with Limb-Girdle Muscular Dystrophy, Kyle is an active AT user and advocate for people with disabilities.

SATISFACTORY PROGRESS POLICY VETERANS' ADDENDUM

The Satisfactory Progress Policy found applies to all students who are receiving federal veterans' education benefits (GI Bill®)

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the U.S. government website at <https://www.benefits.va.gov/gibill>.

Evaluation Time Frames

Donka, Inc. will evaluate veterans for attendance and grades at the end of every 2 weeks for all approved programs.

Attendance Progress

A student must maintain a minimum of 75% attendance average every 2 weeks in order to be considered making satisfactory progress. Any student absent for 14 consecutive days will be terminated from the GI Bill(r) program.

Academic Progress

The minimum grade average required, for theory and practical combined, is 70%.

Probation and Dismissal

Donka, Inc. will place students failing to meet either the attendance or the academic progress requirements on probation for a period of 2 weeks.

Donka, Inc. will reevaluate a student's progress at the conclusion of the probationary period. If Donka, Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements, the student will no longer be on probation. Contrarily, if Donka, Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Donka, Inc. will terminate the student from the GI Bill program.

Donka, Inc., however, may grant a second probationary period of 2 weeks if extenuating circumstances warrant such action. Donka, Inc. will reevaluate a student's progress at the conclusion of this second probationary period. If Donka, Inc. determines at this evaluation that the student is meeting both the attendance and academic progress requirements, the student will no longer be on probation. Contrarily, if Donka, Inc. determines at this evaluation that the student is failing to meet either the attendance or academic progress requirements, Donka, Inc. will terminate the student from the GI Bill program.

Reinstatement of Students Dismissed for Unsatisfactory Progress

Students dismissed for failing to meet standards of academic progress may not be re-admitted.

STATEMENT ON ATTENDANCE FOR VA CERTIFICATION

Donka, Inc. will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). 90 total hours: This certification, in part, requires the Donka, Inc. to report to the USDVA the amount of 6 hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the Donka, Inc. must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the Donka, Inc. Donka, Inc. strongly advises veterans to pursue their training as specified in the Enrollment Contract. The school is required to terminate the GI Bill® benefits once the student successfully completes the approved program in which they are certified. Students receiving GI Bill® benefits will not receive benefits if the delivery mode of the learning is provided via remote, independent, hybrid, distance education, or online. All classes must be taken on-site in residence.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Grading Scale

Grading Scale:

A=92-100

B=91-83

C=82-74

D=73-70

Below 69% is Non- Passing grade

Graduation Requirements

A student will graduate upon successful completion of each course of their program of education. Successful completion requires a passing grade of 70% in each course of study, minimum of 75% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from Donka, Inc.

Credit for Previous Education and Training for Students receiving GI Bill Benefits

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of Donka, Inc. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation. Students need to present appropriate documentation to Donka, Inc. prior to the start of class to receive credit for prior education and training. Students are given a pre-assessment of computer skills at the start of class to determine baseline.

REENTRANCE REQUIREMENTS AFTER TERMINATION

Re-entry is not automatic. Students wishing to return to Donka must meet the following requirements:

1. Discuss reason for desire to reenter program with Program Manager and Executive Director. Program Manager and Executive Director will also discuss reentrance with student's previous instructor and referring agency to determine reentrance.
2. If the student can reenter, the student will be put back on the waiting list.
3. When student is permitted to reenter, he/she will be placed on probation and monitored for progress.
4. If the student is not allowed to reenter Donka staff will work with the student to offer and recommend other resources for computer skills training.

AVAILABLE SPACE, FACILITIES, AND EQUIPMENT

Facility description: Donka is housed within the DuPage Care Center (DPCC), located at 400 North County Farm Road in Wheaton, Illinois. The DPCC is a long-term care facility for residents of DuPage County licensed for 360 beds; 70 of DPCC's occupancy delivers services to Public Aid recipients; 25 percent of residents are under 55 years of age. DPCC has developed into one of the most modern, best equipped, professionally staffed, treatment and rehabilitation centers for the chronically ill in the State of Illinois. Since its inception, the DPCC has continually maintained a high standard of professionalism in all phases of its operation, and the facility is recognized for its excellent patient care and intense in-service education programs. The Center's facilities comply with standards set by the Illinois Department of Public Health, the Centers for Medicare and Medicaid Services, and the Joint Commission

Wheaton Location

Donka's computer lab contains 13 workstations for in person learning at DuPage Care Center, and laptops available for remote learning. To remain technologically competitive and relevant, Donka's Computer Network Engineer (a contracted IT professional) maintains a schedule that allows for equipment and software upgrades every two-three years, or as necessary.

Naperville Location

Donka's Naperville Campus has two office spaces and three workstations with computers available for students. Laptops are available for remote learning Each student has his/her own profile during the training period and hard drives are partitioned to include access to various operating systems (Windows 7 and 10), and include the latest Microsoft Office products, as well as various assistive technology software that might be used during a student's training (i.e., Screen Magnification software (Zoom Text), Voice Activation Software (Dragon Naturally Speaking), Screen Reading Software (JAWS), and more). Assistive technology hardware and appliances include alternative keyboards and mouse devices, switches, touch screens, iPads, and more.

Aurora Location

Due to covid pandemic restriction the Aurora location is temporally closed training is being provided virtually, and students are giving loner laptops

Acceptable Prior Credit Policy

Credit for previous education and training experience must be evaluated and may be granted. Such a grant of credit is at the discretion of Donka Inc. This credit will shorten the length and cost of the program proportionately. The school is required to maintain a written record of previous education and training experiences which indicates that credit has been given, where appropriate, by the school for noted experiences and provide evidence of the evaluation. Students need to present appropriate documentation to Donka Inc prior to the start of class to receive credit for prior education and training.

Addendum to Catalog
Compliance with 38 USC 3679(e)
VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/1 1 G.I. Bill@ (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class; e Provide written request to be certified; e Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

I hereby certify this addendum to be true and correct in content and policy.

Our institution will adopt this addendum, or one of similar import, in the next revision of our catalog.

Facility Name: Donka, Inc.

Facility Code: 32041913

Person Certifying Addendum

First Name: Leanne Last Name: Vos

Title: Executive Director

Signature:



Date: 11/21/22



**Illinois Veterans
Pre-Training Disclosure For**



Estimated Costs of Computer Basics with AT Training Program

The purpose of this form is to provide students clear information on the costs of assistive technology computer training at Donka, Inc. At colleges and universities, similar information is provided in the “College Financing Plan” (formerly known as the Financial Aid Shopping Sheet). Donka, Inc. is now required by federal law¹ to provide the following personalized information prior to each student’s enrollment.²

Requirement	Information
(i) Estimated total cost of the course, including tuition, fees, books, supplies, and any other additional costs	\$4,171 (no other costs)
(ii) Estimate of the cost for living expenses for students enrolled in the course	\$2,400 mo. w/dependents \$2,040 mo. w/o
(iii) Amount of the costs under clauses (i) and (ii) that are covered by the educational assistance provided by the VA’s educational benefit programs	100% (adjust for partial or different benefits)
Type and amount of Federal financial aid not administered by the Secretary and financial aid offered by the institution that the individual may qualify to receive	N/A (the program does not qualify for Federal financial aid; scholarships may apply)

¹ Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020, Public Law 116-315 (2021), Section 1018.

² This form will be updated within 15 days of any changes to tuition or fees, as required by Section 1018.

³ This number is based on the VA’s calculation (methodology [here](#)) of the housing allowance in the area.

Estimate of the amount of student loan debt the individual would have upon graduation	\$0
Information regarding graduation rates	100%
Job-placement rates for graduates of the course	NA
Information regarding the acceptance by the institution of transfer of credits, including military credits	(evaluated on a case by case basis) ⁴
Conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation	NA
Other information to facilitate comparison by the individual of aid packages offered by different educational institutions	NA

Form Notes:

- (i):** This amount should be adjusted within 15 days of any tuition changes.
- (ii):** Housing allowance changes annually on August 1.
- (iii):** This amount may vary if the student has partial benefits or is using a chapter (*e.g.*, Montgomery Chapter 30) that has a different benefit amount. This amount will be modified for each student as necessary

⁴ See catalog for full statement on "Credit for Previous Education, Training or Transfer Credits."



VOCATIONAL ENROLLMENT FORM AND AGREEMENT

DONKA, INC.
400 North County Farm Road
Wheaton, Illinois 60187
630-665-8169 Office | 630-665-1669 Fax
www.donkainc.org | info@donkainc.org

STUDENT INFORMATION

Student Name: _____

Address: _____

City / State / Zip: _____

Phone Number(s): Home _____ Cell _____ Work _____

Email Address: _____

Social Security #: _____ **Driver's License or State ID #:** _____

Emergency Contact: _____

Relationship: _____ **Telephone #:** _____

PROGRAM INFORMATION

Date of Admission: ____/____/____

Program Name: *Basic Computer Skills with Assistive Technology*

Description of Program: This program is especially designed for individuals with physical and visual disabilities. During the program, students will learn how to use assistive technology – adaptive hardware or software - to access a computer with independence as they are learning computer fundamentals and standard Microsoft business applications. Skills and knowledge gained will help prepare students for working in an office or any business or educational * setting that requires basic computer skills. Upon completing the program, students will receive a Certificate of Completion.

Requirements for Admission: Minimum standards for admission into Donka, Inc.'s program:

- Average or above average cognitive ability.
- Reading (vocabulary and comprehension), spelling and math achievement of at least 6th grade.
- An interest in learning various computer applications with the goal of improving occupational and/or educational opportunities.
- Adequate emotional and mental health for participating in a busy classroom setting where success depends on self-discipline and personal initiative. The atmosphere is similar to that of a working office filled with people talking and moving about.
- Adequate physical health for participating in 1.5 hours of sustained classroom instruction.
- Blind students must have basic keyboard knowledge.

Program Objectives: Basic Computer Skills with Assistive Technology course prepares a person to be comfortable using a computer in an office environment, learning skills in Microsoft Office software and to use a computer with independence, via assistive technology. The enrolled student will receive hours of 1:1 or 2:1 instruction over the duration of 15-16 weeks in the following Microsoft applications and skill sets, beginning with an evaluation of the student's skill level and type of assistive technology best suited to accommodate his/her disability:

- Computer literacy and assistive technology evaluation
- Assistive technology (type determined via evaluation process) training in conjunction with:
 - Personal Computer & Workstation Operation
 - Basic MS Word and Word Processing
 - Basic MS Excel and Spreadsheet Management
 - Basic MS Outlook Email/Calendar Management

PROGRAM DETAILS

Program Start Date: _____ **Scheduled End Date:** _____

Full-Time ___ **Part-Time** ___ **Day** ___ **Evening** ___

Instruction DAYS: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

Time Class Begins: _____ **Time Class Ends:** _____

Number of Weeks: 15-16 **Total Number of Hours:** 95

FINANCIAL AID

While Donka, Inc. does not currently participate in Federal and State of Illinois secondary education financial aid programs; program staff will assist a student in completing necessary forms to obtain sponsored funding, including bank loans, scholarship forms to foundations and civic clubs, and more. Donka also accepts contract funding from the Illinois Department of Human Services (DRS) for students who have an open rehabilitation case. Students who are part of a government-funded rehabilitation program, such as Veterans Services or Workforce Innovation and Opportunity (WIOA), should contact Donka’s Program Manager to determine your eligibility for tuition funding.

TUITION AND FEES*

NON-REFUNDABLE REGISTRATION FEE:	\$ 86.00
TUITION:	\$ 95 hours = \$4,085
BOOKS & SUPPLIES:	\$ Included
MISC. EXPENSES:	\$ NA
OTHER:	\$ NA
TOTAL COST FOR PROGRAM	\$ 4,171

*Tuition must be paid in full prior to the first scheduled class; this does not include students who are participating in government-funded rehabilitation programs (i.e., DRS, VA, WIOA).

Institutional Disclosures Reporting Table

July 1, 2024 through June 30, 2025

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Donka, Inc.

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name	Basic Computer Skills with Assistive Technology			
	CIP*	(11.0601) Data Entry/Microcomputer Application			
	SOC*	(43-9022) Word Processors and Typists			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		6			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	8			
	b) Re-enrollments				
	c) Transfers into the program from other programs at the school				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		14			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	6			
	c) Withdrew from the school	0			
	d) Are still enrolled	8			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	2			
	b) Placed in a related field	2			
	c) Placed out of the field	0			
	d) Not available for placement due to personal reasons	2			
	e) Not employed	8			
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		0			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		3			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		36,000			

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

