

# **DIVERSIFIED VOCATIONAL COLLEGE**

DVC is accredited by the Accrediting Council for Continuing Education & Training (ACCET).

**1670 Wilshire Boulevard  
Los Angeles, CA 90017  
Phone: 213-413-6714  
Web Site: [www.dvcla.edu](http://www.dvcla.edu)**

**School Catalog for Calendar Year  
January 1, 2024—December 31, 2024**

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## DIVERSIFIED VOCATIONAL COLLEGE CATALOG

January 1, 2024 - December 31, 2024

### DISCLOSURE STATEMENT

Diversified Vocational College (DVC), a private institution, is approved to operate in the State of California based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009. Licensed to operate means compliance with state's minimum standards set forth in this Act. Approval to operate means the institution is in compliance with state standards as set forth in the CEC and 5, CCR. The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumers Affairs, P.O. Box 980818, West Sacramento, CA 95798-0818, Tel 888-370-7589 or 1747 North Market, Suite 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov).

DVC under the terms of California Education Code (CEC) Section 94890(a) (1) will be in operation and it's approved to offer the as following programs below. Diversified Vocational College is accredited by the Accrediting Council for Continuing Education and Training (ACCET) for the following programs:

- ❖ **Business Office Administration**
- ❖ **Transportation and Logistics Technology**

The courses are taught full-time in thirty weeks which consist of 36 Semester hours. The Courses consist of lecture and practice. Class times for full and part-time students will be found elsewhere in this catalog. Instruction is in residence. Approximately 250 students can be accommodated at the main campus. Sessions are available in the morning, and afternoon.

The School currently has available certain financial aid programs to assist qualified applicants in meeting their tuition expenses. The amount of financial aid for which a student qualifies is based on the Education Budget as determined by the **institution**.

#### **Cost of Education**

The Cost of Education will include direct expenses such as tuition, fees, books, and supplies. There are also indirect costs such as room and board, transportation, and personal expenses. The following standardized budgets reflect the estimated indirect costs associated with the courses offered at Diversified Vocational College. You may find that your expenses differ, but these standard budgets should assist you with planning. Figures are shown at a cost per year.

#### **Financial Aid Programs**

For the Business Office Administration Program, and the Transportation and Logistics Technology Program, the following budgets apply.

**Independent** students, the budget used is as follows: Tuition and Fees: \$17,000.; Supplies: \$200.00; Personal Expenses: \$3,500.00; Room and Board: \$12,450; Transportation: \$1,950. Total budget \$35,100.

**Dependent** students, the budget used is as follows: Tuition and Fees: \$17,000; Supplies: \$200.00; Personal Expenses: \$3,000.00; Room and Board: \$6,450; Transportation: \$1,950. Total budget \$28,600.

This figure is calculated from information provided by you in the (FAFSA) Free Application for Federal Student Aid. To determine the maximum amount of financial aid that may be awarded, the expected family contribution is deducted from the amount of the budget to determine the amount for which the student is eligible. Eligibility may be greater than the amount of funds actually available.

#### **ANNUAL BORROWING LIMITS FOR DIRECT SUBSIDIZED AND UNSUBSIDIZED LOANS**

<b>LOANS</b>	<b>MAXIMUM SUBSIDIZED</b>	<b>MAXIMUM SUBSIDIZED AND UNSUBSIDIZED</b>
Dependent Undergraduate	<b>\$3,500.00</b>	<b>\$5,500.00</b>
Independent Undergraduate	<b>\$3,500.00</b>	<b>\$9,500.00</b>
(and Dependent Undergraduates whose parents are unable to borrow PLUS loans)		

This institution participates in federal financial aid programs authorized under Title IV of the Higher Education Act of 1965, as amended. We do not participate in any state financial aid programs. Students enrolled in eligible programs may apply for federal financial assistance, including Pell Grants, Direct Loans, and other Title IV aid, subject to federal eligibility requirements. In compliance with federal regulations, all required consumer information such as financial aid eligibility criteria, types of federal aid available, application procedures, student rights and responsibilities, institutional policies, cost of attendance, refund and return of Title IV funds policies, academic programs, accreditation, completion and placement rates, and campus safety is presented to all students during the enrollment and financial aid application process. Printed copies are available upon request. Students are encouraged to review this information carefully and to consult with a financial aid representative with any questions.

The following programs are available to Business Office Administration, and Transportation and Logistics Technology Programs:

**1. FEDERAL PELL GRANT PROGRAM:** This program awards money to eligible undergraduate students who qualify. The grant does not have to be repaid. Pell Grants are need-based grants. The amounts are determined by the student's expected family contribution (EFC), the cost of attendance, and whether or not the student is full-time or part-time. Students must file the Federal Student Aid Application (FAFSA) to determine the amount of eligibility. The FAFSA is required for all need-based programs. This program is available to all students.

**2. FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM (FSEOG).** This program provides funds for undergraduate students who demonstrate exceptional financial needs. The institution receives a fixed amount each year from the U.S. Dept. of Education which provides 75% of the grant. The institution matches this grant with 25% of its own funds. This need-based program gives priority to students with the lowest expected family contributions (EFC's) and who are already recipients of the full Federal Pell Grant Program. Funds are awarded throughout the fiscal year and the amount available may vary based on variations in enrollment. Grants usually range from \$200 to \$500 and are distributed in two payments by vouchers credited to the student tuition account. Funds do not need to be repaid. A limited amount of FSEOG funds are made available to the school yearly. Recipients and amounts are determined by the Financial Aid Office.

**3. FEDERAL DIRECT LOAN PROGRAM.** Federal Direct Loan Program for eligible students. Direct Loan Programs consist of low-interest loans for eligible students to help cover the cost of education. Eligible students borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized, and Direct Plus Loans.

#### Direct Subsidized Loan

Direct Subsidized Loans are available to eligible students with financial need. Students may borrow funds at a fixed interest rate established annually by the U. S. Department of Education. The interest is paid by the federal government while students are in school.

#### Direct Unsubsidized Loan

Direct Unsubsidized Loans are available for eligible students to borrow for additional education costs. Students may borrow funds at a fixed interest rate established annually by the U. S. Department of Education. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Direct Subsidized Loan Program.

#### Direct Parent Loan for Undergraduate Students (PLUS)

PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct Plus Loans to eligible borrowers through schools participating in the Direct Loan Program.

**4. EXTENDED PAYMENT PLAN.** Some students may qualify to participate in the School's Extended Payment Plan Programs Retail Installment Contract (RIC). Based on the amount of balance owed, student may be scheduled to pay off the balance prior to graduation in a monthly payment schedule or will be granted extended payment plan post-graduation. This payment are without interest, however, the School reserves the right to charge up to 5% of the past due amount if payment is not made within 10 days of the due date, not to exceed a total of \$5.00 per defaulted payment. In case of withdrawal, the refund policy will apply and the amount due will be reduced according to the refund calculation, any balance due to be paid at the rate of \$50.00 per month until paid beginning one month from the date of withdrawal. Monthly payments begin after the student is graduated or withdraws. Your financial aid advisor will explain the program to you. Payments are recorded on the student's ledger as they are made.

## **Method and Frequency by which financial aid is disbursed**

ALL FEDERAL RELATED STUDENT AID is disbursed by crediting the student's tuition account once per semester. The Enrollment Agreement covers the entire length of the course. Tuition is charged separately for each semester consisting of 15 weeks each.

## **Cancelling All or Part of your Direct Loan**

You may cancel all or part of your loan before it is disbursed. After the loan is disbursed within 14 days after the school notifies you that it has credited loan money to your account you may cancel all or part of your loan that was credited to your account. The school will return the cancelled loan amount to the lender. You do not have to pay interest or a cancellation fee if you cancel within the time frame. Obtain the form for making this request from your financial aid office. The school may refund the loan beyond the 14-day period if it decides that the exception is warranted.

You have 120 days from the date the school credited your account by paying the amount directly to the lender. Contact the Direct Loan Servicing Center for guidance on how and where to cancel your loan. You do not have to pay interest on the loan fee on the amount returned. Your financial aid advisor will assist you in returning the money, if requested.

## **Campus Security and Drug and Policy**

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Financial Aid Clearance or may be obtained on request during regular office hours from any Financial Aid Advisor. Full consumer information may be obtained on [www.dvcla.edu](http://www.dvcla.edu).

## **GENERAL INFORMATION**

Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income –contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and (2) federal direct loans are available to students regardless of income. Prospective students should ask the Admissions Advisor for the current availability of these programs.

## **Statement of Ownership**

Diversified Vocational College is owned and operated by Diversified Education Company, Inc., 1670 Wilshire Boulevard, Los Angeles, CA 90017 – A California Corporation. The owners are Samuel Romano and Lena Romano. Its executives include Samuel Romano, President, Lena Romano, Board Member, Mercedes Bombino, Executive Vice President and John Reitzell, Chief Financial Officer. All classes are held at the Los Angeles campus 1670 Wilshire Boulevard, Los Angeles, CA 90017.

## **Review of Catalog and School Fact Sheet**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **SCHOOL HISTORY**

Diversified Vocational College was originally founded as Speak Easy Language Center in 1970, to meet the needs of the international community in Los Angeles for English language instruction. Since that time, students from all parts of the world have chosen Diversified Vocational College for their English studies. The name was changed to Diversified Language Institute in 1986. The name was changed again to Diversified Vocational College on November 22, 2013.

Diversified Education Company, Inc., dba Diversified Vocational College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has it filed a petition within the past five years or had a petition, in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **INSTITUTIONAL MISSION**

Diversified Vocational College's Mission is to teach accessible and affordable programs to enable students to gain the quality job skills needed for success in career areas offering long-range opportunities. Our programs are designed to place our graduates in jobs as quickly as possible consistent with the amount of training needed to gain employment.

To this end, Diversified Vocational College teaches Business Office Administration (BOA), Transportation and Logistics Technology (TLT) principles, and the computer skills necessary to become gainfully employed in those fields.

## **PHYSICAL FACILITIES**

Diversified Vocational College occupies its own building on Wilshire Boulevard just a few blocks from the heart of Los Angeles. Classrooms are small, accommodating a maximum of 25 students. BOA, and TLT students have workstations with computers and access the internet and to other office machines.

## **LIBRARY RESOURCES**

Learning Resources maintains and develops information, resources, and services that support the education of its students, faculty, and staff. DEC subscribes to the Library Resource Network (LIRN) reached on the web at [www.lirn.net](http://www.lirn.net). The log in information to access this library will be made available to all enrolled students by their teachers. The Resource Center has several computers sufficient in number to serve the student population. Students have access to any of the in-house material by showing their ID. The Learning Resource Center is available to students during the following hours 9:30 a.m. -12:00 p.m. or 2:00 p.m. -5:00 p.m. Monday-Friday.

## **NON-DISCRIMINATION POLICY**

Diversified Vocational College, in compliance with civil rights legislation, hereby asserts that it does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender identity or failure to conform to stereotypical notions of masculinity or femininity, part or full-time status, age or handicap in its employment, admissions or educational programs. Access is provided to the physically handicapped or disabled to attend classes. Access is provided to restrooms and classrooms. A waiver is required to release the School from providing placement in positions where the student is physically unable to perform required duties.

## **ACCESS FOR STUDENTS WITH DISABILITIES**

Facilities are accessible to students with disabilities.

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

This institution does not grant credit for prior experiential learning, challenge examinations, or achievement test.

## **ORIENTATION**

You will attend an orientation session as part of the enrollment process.

## **ADMISSION REQUIREMENTS FOR BOA, AND TLT**

Applicants seeking admission to the School must be high school graduates or in possession of a G.E.D. certificate, and be beyond the age of compulsory high school attendance (18, or over). Proof of high school graduation or a G.E.D. certificate in the form of a diploma or a transcript issued by the attending institution is required. State issued Identification will be used to verify the validity of the documents submitted. If the School has any reason to believe that the high school diploma or transcript is invalid, the School will request an official transcript from the issuing institution. As an alternative, the School may contact the relevant department or agency in the state in which the issuing institution is located to verify that the school is recognized as a valid provider of secondary school education.

Any documentation that is required for admission (e.g. high school diplomas, school transcripts) which originates from a foreign country will be certified as equivalent to a US high school diploma and translated into English as needed and evaluated for US high school diploma-equivalency. The Records department will have this performed prior to enrollment and at the School's expense.

Employers conduct background checks and pre-employment screening methods to avoid hiring and training new employees who are not suitable for the job. We have listed a few standard background and screening methods, but there are many more techniques available to employers: Background Check, Criminal Background Check, Credit Report, Standard Screening Tests, Drug Testing, and Driving History Records.

An employment background check may include education verification, review of work history, verification of Social Security number, review of any criminal history, and review of your credit history. Typically, your criminal history and credit reports are the most requested information. Employers who offer jobs with driving requirements may conduct a check of your driving history record. A negative result during the background check, driving history record, or drug test may disqualify you for employment with certain employers.

Diversified Education Company, Inc. does not have any control over any employers' pre-employment screening process or any resulting decision-making process by prospective employers. Please make sure you discuss these with prospective employers.

Due to specific industry requirements there may be additional admissions requirements for acceptance into a program. See the description of specific courses for additional details. The school has no policy requiring vaccinations.

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of students or their areas of specialization. Tuition, fees and other charges are also subject to change without notice, but changes will not be imposed retroactively.

Qualified applicants who desire to enroll in one of the programs offered must apply in person. The Admissions Department is open from 9 AM to 5 PM Monday through Friday, or by appointment. One of our Admissions Advisor will guide you through the following steps:

- Choosing from the courses available
- Showing you our facilities and equipment
- Meeting other requirements for admission if applicable
- Arranging for an appointment with a Financial Aid Advisor
- Submitting the Enrollment Agreement to the School Director or his/her designee for final approval

The Admissions Process is composed of the following steps:

1. Completing the entrance application
2. Meeting with an Admissions Representative
3. Touring the facilities
4. Attending an interview with a Financial Aid Advisor
5. Attending an Orientation session

#### **English as a Second Language (ESL) Instruction**

Instruction at the College is delivered in English. Students must be able to read, write, speak, understand, and communicate in English on a high school proficiency level. The College does not offer English as a Second Language (ESL) instruction. The school does not enroll students from other countries.

#### **ENROLLMENT OF STUDENTS WITH SPECIAL NEEDS**

Admission for BOA, and TLT students with physical or mental handicaps or learning disabilities the School Director is responsible for determining whether an individual with such disabilities will be admitted to the school.

## **OFFICE HOURS**

Business offices are open Monday through Friday from 8:00 AM. To 6:00 PM, or until 9 PM. by appointment. For additional information about this institution and its financial aid programs, contact the School Director at the address and telephone number listed on the front cover. The School Director's office is located at the school 1<sup>st</sup> Floor and the Director is available to meet with you during regular business hours and by appointment after 6 PM.

## **CALENDAR**

Business Office Administration, and Transportation and Logistics Technology students will be admitted whenever a new, appropriate module begins.

The School will observe the following holidays in 2024:

New Year's Day - Martin Luther King Day -Memorial Day - Independence Day

Labor Day - Thanksgiving (Thursday and Friday) - Christmas Day

This list is subject to change without notice.

The School reserves the right to modify the schedule, curriculum or course content consistent with and in response to changes in the needs of the students and/or their area of specialization.

## **ACCESS TO FILES**

Federal law guarantees students, or their parents, the right to examine student records and files maintained by the Institution. Except for this provision, access to student files is limited to those employees who have a legitimate reason for access and to outside agencies or individuals who have a legal right to access. Requests for examining files must be made through the School Director. No information will be released to third parties, except those with a legal right to access, without written permission from the student. The parents' right to access their children's files transfers to the student when he or she reaches the age of 18 or attends a post-secondary education.

## **TRANSCRIPT REQUEST**

For students, to be furnished with transcripts the student must give written consent, authorizing the school to release his/her educational records along with a picture identification. Proof of authorization is established once the student fills out a Transcript Request form and pays the fee. Upon receipt of the request the school issues an official/unofficial transcript to the student, graduate or a third-party.

## **RECORDS RETENTION**

The institution maintains current records for a period of not less than five years at its principal place of business within the State of California. However, transcripts are maintained indefinitely.

## **CLASS SIZE**

Classes are with a maximum size of twenty-five students in the BOA, and TLT programs.

## **STUDENT SERVICES**

Our student services department provides information for you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. Student Services is part of the Job Placement Assistance Department. Admissions Advisors also have access to this information. While the school provides information on housing, it does not own or have a dormitory under its control. There are many housing facilities available within a five-mile radius of the school with varying range of cost options varying from \$800 and up per month. The school is not responsible for securing housing for its students. The extent of our service is to provide very limited information assistance only.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

To be eligible for graduation, all students must complete the program with a minimum of 80% attendance, a final grade of 70% or greater, and the program must be completed within a maximum time frame – equal to 150% of the published program length. The progress of each student is evaluated at set points throughout the course of their program to ensure that they are on track to meet the graduation eligibility requirements – i.e., that they are making Satisfactory Academic Progress. Maintaining Satisfactory Academic Progress is required for financial aid disbursements and, if completion of the program becomes mathematically impossible, termination will result.

This policy is applied equally to Title IV recipients, non-Title IV recipients, students from all programs, and all categories of students enrolled at the School.

### **Satisfactory Academic Progress Evaluation Schedule**

Satisfactory Academic Progress is evaluated for academic purposes at the end of the 7<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup> weeks, for all students. In order to successfully meet the Satisfactory Academic Progress requirement, the student's grade percentage must be a minimum of 65% at the 7<sup>th</sup> week and 70% at both the 15<sup>th</sup> and 22<sup>nd</sup> weeks. The required attendance percentage at the 7<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup> weeks is 80%.

Satisfactory Academic Progress is evaluated for Financial Aid Purposes at the end of the 15<sup>th</sup> week, which coincides with the end of the payment period. In order to successfully meet the Satisfactory Academic Progress requirement for financial aid purposes, the student's grade percentage must be a minimum of 70% at the 15<sup>th</sup> week. The required attendance percentage at the 15<sup>th</sup> week is 80%.

### **Qualitative SAP Measure: Cumulative Grade Percentage**

The School's programs are graded on a percentage scale. Each module of the program is scored between 0% – 100%. Scores between 70% - 100% are passing and 0%-69% are failing. The cumulative grade percentage is the total percentage score for all completed modules up to that point. Maintaining Satisfactory Academic Progress requires that students maintain a minimum cumulative percentage grade at the point of evaluation. The following chart illustrates the minimum grade percentage needed to be considered making Satisfactory Progress at each evaluation point.

Satisfactory Academic Progress (SAP) Evaluation Week	Minimum Grade Percentage to meet SAP Requirement
7	65%
15	70%
22	70%

Total Weeks in Program's Published Length	Minimum Grade Percentage to meet Graduation Requirement
30	70%

### **Cumulative Grade Percentage and Make-Up Policy**

Students who wish to make-up modules in order to improve their grade in the program are permitted to do so, with prior authorization of the School (See make-up Policy). The make-up grades affect the Satisfactory Academic Progress qualitative grade percentage metric if courses are made up prior to any of the three SAP evaluation points (the end of the 7<sup>th</sup>, 15<sup>th</sup>, or 22<sup>nd</sup> weeks), as the make-up grades replace the grade of the module that was repeated.

### **Quantitative SAP Measure: Attendance Percentage**

Students must have a total of 80% attendance in order to graduate and to meet the Satisfactory Academic Progress requirement at each evaluation point. Attendance percentage is determined by dividing the number of days the

student was marked present in the attendance record up to the point of evaluation by the total number of class days to that point. The following chart illustrates the required attendance days at each evaluation point.

Satisfactory Academic Progress (SAP) Evaluation Week	Total Course Days Up to SAP Evaluation Point	Minimum Days of Attendance to meet 80% SAP Requirement
7	35	28
15	75	60
22	110	88

### **Attendance Percentage and Make-Up Policy**

Students who repeat (make-up) modules have the attendance percentage calculation modified to add the number of additional days of attendance to the denominator of the percentage calculation. For example, in the case of a student who takes a class with 150 total class days and repeating one additional five (5) day module, the attendance percentage will be determined with the following calculation:  $\frac{x}{155}$ , with  $x$  being the number of actual days of attendance (marked present). A minimum of 80% attendance is still required to be considered making Satisfactory Academic Progress and for graduation.

### **Maximum Time Frame for Completion**

The School's make-up policy allows students to, with prior authorization from the School, retake modules in which they scored grades below 70%. Taking advantage of this option allows students to improve their cumulative percentage grade in the course but also increased the length of time to complete the course beyond the published program length (See Make-Up Policy). Therefore, timely completion of the training program is an additional factor in determining Satisfactory Academic Progress.

The entire program must be completed within 150% of the normal program length of 150 days (30 weeks). This period is exclusive of periods of leave of absence or intervals between a student's withdrawal and re-entry of a program.

Satisfactory Academic Progress for maximum time frame for completion will be evaluated at the end of the 15<sup>th</sup> week, and again at the end of the 22<sup>nd</sup> week. The student's attendance will be reviewed and the number of days required to successfully complete will be determined and then compared to the number of days remaining for the student to complete the program within the maximum time frame. The following chart illustrates the maximum time remaining to complete the program at each evaluation point.

### **Financial Aid Warning**

Students who fail to meet the above-stated standards for Satisfactory Academic Progress at the end of weeks 7 and 22 will be issued a Financial Aid Warning. A Financial Aid Warning form will be issued to all students below the qualitative or quantitative metrics. The form will identify the area or areas where the required Satisfactory Academic Progress metrics are not met, identify the conditions that are required to be met by the next evaluation period, and identify the possible outcomes if Satisfactory Academic Progress is not achieved.

Students who receive a Financial Aid Warning continue to be eligible for financial aid.

### **Appeal & Probation**

Students who fail to meet the Satisfactory Academic Progress standards at the end of the 15<sup>th</sup> will become ineligible for further financial aid disbursement and may be terminated from the training program. Students faced with this situation will be advised of their option to submit a Satisfactory Academic Progress Appeal. The appeal process to petition for consideration of Federal Student Aid eligibility will, if successful, result in the student being placed on probation, simultaneously restoring their financial aid eligibility.

The appeal process is as follows: The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. The appeal must include what caused the student to fail to meet the Satisfactory Academic Progress requirements, for example, an extenuating circumstance, such as an illness or accident. The appeal must explain how the circumstance that affected their academic performance has

been resolved so that the student will be able to maintain Satisfactory Academic Progress, going forward. Additional documentation may be required.

A final determination will be issued to the student within seven (7) calendar days of the School's receipt of their appeal. The decision of the college is final and may not be further appealed. If the appeal is accepted, the student is placed on probation and be advised, as elaborated upon in the School's Probation policy.

### **Termination**

A student who does not meet the Satisfactory Academic Progress requirements and who not submit an appeal or whose appeal is rejected will be terminated from the training program. Termination will also result if at any point the student's graduation becomes mathematically impossible due to the 150% requirement. Students are informed in writing if they are terminated as a result of failure to maintain Satisfactory Academic Progress.

### **Withdrawals or Incomplete Grades**

The School does not issue final grades of "incomplete," nor does it allow course withdrawal. Such cases result in a categorization of Drop.

### **Transfer of Credits**

Transfer credit awarded by the college has no effect on grade calculations for Satisfactory Academic Progress but it does affect the 150% maximum time frame.

### **Documentation**

Evaluation of Satisfactory Academic Progress quantitative and qualitative metrics are included on each student's grade sheet. Prior to disbursement the Financial Aid Supervisor or Financial Aid Officer must check the file containing the evaluation reports to ensure that the student is maintaining Satisfactory Academic Progress.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at Diversified Vocational College. The maximum time frame is reduced for transfer or readmitted students, based upon the remaining length of the program in which they enroll. If the student transfers in 90 hours towards a 720-hour program and therefore must complete 630 hours at the Institute, then  $(630/720 \text{ hours} = 88\%)$ , the maximum time frame is 30 weeks  $(45 \text{ weeks} \times 88\%, \text{ rounded up}) \times 150\% \text{ or } 59 \text{ weeks}$ . Scheduling Students are expected to make satisfactory academic progress (SAP). Satisfactory Academic Progress is defined as satisfactorily completing courses and programs within the agreed upon schedule. Prior to starting a program, you will meet with the Registrar and create a schedule according to your needs that can be completed within the maximum timeframe defined in the program section of the catalog. We recognize that there are circumstances that arise which may cause you to need more time to complete your program. If after your schedule revision you are still unable to make SAP, you may be dropped from your program or request that DVC Director make an exception to the SAP policy.

### **ATTENDANCE:**

You are expected to attend all scheduled classes. It is essential that you notify the School whenever an absence is unavoidable. Notice should be given in advance if you know of a pending absence. If not, you should call the School office and complete an absence form on your return. Excessive absences may be cause for dismissal, or recycling, as determined by the School Director. When necessary, make-up work will be scheduled following an absence. An overall attendance of 80% is required for graduation.

Instructors will advise you if your attendance is becoming a problem and assist you, where possible, in working out solutions. Poor attendance may cause your grade point average to fall below the acceptable level which could cause you to be placed on probation and eventual termination if improvement is not made. (See 'Satisfactory Progress' for more information.)

You may not have more than fourteen (14) consecutive absences. After fourteen consecutive absences, you will be terminated automatically. An automatic termination does not necessarily bar you from re-entering at a later date; however, a long absence may make it necessary for you to repeat portions of the course you have previously taken.

Diversified Vocational College attendance is reported on a daily basis by the instructor. Diversified Vocational College has a database where it keeps track of overall attendance. It will be student responsibility to monitor own attendance to ensure they are meeting the 80% standard. When available, you may be able to make up a missed session, see your Instructor to request this. If you do not agree with any of the attendance data you must submit a written appeal to the Instructor or Director as soon as possible, but no later than 30 days after the date where the attendance was recorded incorrectly.

## **TARDINESS**

Students who are 1 to 15 minutes late for class are reported as present. Students who are late from 16 to 30 minutes of instruction are reported as tardy. Students who miss 31 minutes or more—whether they arrive late or leave early—are counted as absent. Any combination of three times tardy or leaving early will be counted as one absence.

Total minimum instruction time must equal 4 hours, 30 minutes from Monday through Thursday and 3 hours, 30 minutes on Friday.

**Appeal Process:** A student who is dismissed for any reason may appeal the dismissal by addressing the appeal in writing to the Director. The appeal should contain any special circumstances which may have contributed to the reason for Termination and an explanation of how the student plans to deal with those circumstances if readmitted. The Director will review the appeal with an officer of Diversified Education Company within ten days and notify the student of the results in writing. If a student is reinstated following an appeal, DVC will provide the student with an academic plan to ensure the successful completion of the program.

## **LEAVE OF ABSENCE**

Although we do not recommend that a student interrupt his or her training, we do permit students to take a Leave of Absence for specific reasons. You may take more than one LOA not to exceed a total of 75 days for full-time students. You must request the LOA in writing before you begin your leave. You must give a valid reason for the leave and sign your request. Valid reasons include the following:

Jury duty or court related matters, military service, temporary child care issues, temporary transportation issues, temporary housing issue, health issues for the student or immediate family member, and a death in the family.

If you fail to return from an LOA, you will be terminated on the day following your scheduled return date and the refund policy will be applied as of the last day of attendance; any monies due will be returned according to the school's refund policy.

Upon your return from an LOA you will be placed in a class that will allow you to make up the work that you missed. If a Leave of Absence total exceeds 75 days you may be terminated. This termination does not bar you from returning at a later date but you may be required to recycle a part of your course when you return. Keep in mind that our regulatory agencies require that a course of study be completed in no more than 150% of the originally scheduled length of time.

## **MAKE UP WORK**

Make-up work will be scheduled by your instructor on an individual basis, as necessary. If you have missed assignments or lab assignments due to an absence, you will have two school days to make it up.

## **RIGHT TO APPEAL FROM TERMINATION**

A termination for failure to meet the requirements of satisfactory progress may be made. Follow the procedure described under 'Complaint Procedures' elsewhere in this catalog.

## **CONDUCT**

Students are expected to conduct themselves in a manner conducive to learning. Students who engage in disruptive behavior will receive one warning from the Director. A repeat offense will be grounds for dismissal.

Students who engage in behavior judged to be dangerous or life-threatening will be dismissed immediately. Any student who has been dismissed because of conduct may appeal his or her dismissal, in writing, to the school's owner. The appeal should be addressed to the school at the address on the cover.

## **GRADING POLICY**

The following grading policy is in effect:

90-100%	=	Excellent	80-84%	=	Good
85-89%	=	Very Good	70-79%	=	Average

Below 70% is considered Failing.

## **COURSE LENGTH:**

Full time students attend supervised class for 24 hours per week. One semester hour credit hour is awarded for each 30 hours completed. The hour used is defined as at least fifty minutes within a sixty-minute hour.

The Business Office Administration (BOA), and the Transportation and Logistics Technology (TLT) programs are 30 weeks in length and worth 36 Semester Units. A grade percentage of at least 70% is required to earn Semester Units of credit.

## **COURSES AND OBJECTIVES**

The Business Office Administration program is comprised of three main modules: Front and Back Office Operations, Computer Applications and Business English, and Human Resources. The Transportation and Logistics Technology program consists of five parts: Dispatching; Shipping/receiving; Importing/Exporting; Freight Forwarding; and Computer Applications.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

### **TRANSFER OUT**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Diversified Vocational College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Business Office Administration, and Transportation and Logistics Technology program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Diversified Vocational College to determine if your diploma will transfer.

### **Transfer in – Business Office Administration, and Transportation and Logistics Technology**

Students wishing to transfer credit to Diversified Vocational College should have official transcripts sent directly from the accredited institution to Diversified Vocational College. All transcripts received will be reviewed by the Registrar for transfer credit. Credit will only be transferred from courses equivalent to those offered by Diversified Vocational College.

The Registrar will provide a written report of the action taken for each transcript submitted, the student will also sign one copy of the report to acknowledge receipt of the report. That copy will then be made a part of the student's official record. Students have the right to challenge the decision of the Registrar to accept or deny credit. To do so the student must submit the challenge in writing within 30 days of receiving notice of the results of their transcript review. They must state what they are challenging and provide specifics of why they are challenging the decision. The Registrar will review the challenge and reply in writing within 10 business days. In case of a continued disputing of the results by the student, the student will have 10 business days to respond in writing. The dispute will then be forwarded to the Director of Diversified Vocational College for final review and resolution. The decision of the Director is final.

BOA, and TLT students may be awarded credits for comparable work completed at other accredited colleges and postsecondary vocational institutions, subject to submission of a valid transcript showing work completed. Diversified Vocational College accepts credit earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation. It must also meet the following required elements.

1. The transcript must be dated no farther back than three years of application to DVC.
2. The transcript must show a minimum GRADE PERCENTAGE of 80% in the subject matter to be credited and the student must pass DVC's equivalent module's weekly test with a GRADE PERCENTAGE minimum of 80%.
3. The maximum amount of credits awarded for comparable course work cannot exceed more than 2.4 credit units

The school does not give any credits through examinations such as the ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Examinations, the College Board's Advanced Placement (AP) program and College -Level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES) subject Standardized Testing (DSST).

Tuition and fees will not be assessed for any courses transferred in. Diversified Vocational College will only charge tuition and/or fees for courses taken at Diversified Vocational College. Any tuition or fees prepaid for courses which were later transferred in will be refunded within 45 days of the transfer being recorded, unless challenged, in which case payment will be made within 45 days of resolution of the challenge. There is no charge to the student for the evaluation and recording of transfer credits. It is possible that students receiving Financial Aid may have their financial aid reduced by the amount that their tuition and other fees are reduced at Diversified Vocational College by transferring in credits.

### **CLASS START DATES**

A list of Start Dates on which new students may start classes will be found at the end of the college catalog. Calendar vary due to holidays review dates prior to enrolling.

## **GENERAL INFORMATION**

### **EMPLOYMENT ASSISTANCE SERVICES (Placement)**

The School provides placement assistance to all of our graduates who qualify to work in this country. Although we cannot make job promises or guarantees, the graduate will be given assistance in writing a resume and preparing for and setting up job interviews. Our Placement Office maintains contact with a variety of companies. Job openings are posted and the Placement Advisor will assist you in applying for jobs in your field. You should contact the Placement Office at least a month before your graduation to begin the placement assistance process.

### **JOB CERTIFICATION AND LICENSURE EXAMINATION UPON COMPLETION**

No certification or Licensing is required to be employed in the occupations for which our courses train you in the following programs, Business Office Administration, and Transportation and Logistics Technology.

### **GRADUATION REQUIREMENTS**

A Diploma will be awarded for the Business Office Administration, and Transportation and Logistics Technology programs. To receive a diploma the student must

- Have an overall Grade percentage of 70%
- Have overall attendance of 80%
- And finish at least 36 semester credit hours (BOA, and TLT)

Other documents that may be issued include:

- A Letter of Attendance which states the length of time the student attended.
- A transcript of all work completed in the Business Office Administration, and the Transportation and Logistics Technology program.

## FINANCIAL STABILITY STATEMENT

Diversified Education Company, Inc., parent company of Diversified Vocational College, has never filed a petition in bankruptcy and is not operating as a debtor in possession.

## TOTAL CHARGES FOR PROGRAMS

Program	Program Length Program hours/ Weeks	Tuition	Registration (non-refundable)	STRF (non-refundable)	Uniforms	Equipment Fee	Supplies	Books	Administrative	Total Charges
Transportation and Logistics	720/30	\$16,925	\$75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000
Technology Business Office Administration	720/30	\$16,925	\$75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000

## TUITION

### Tuition for the Business Office Administration, and Transportation and Logistics Technology programs:

Registration Fee (Non-refundable)	\$ 75.00
1 <sup>st</sup> half -	\$ 8,462.50
2 <sup>nd</sup> half -	\$ 8,462.50
STRF Fee (Non-refundable)	\$ 0.00
Total tuition and registration fee	\$17,000.00

Budgets used to determine the amount of financial aid available to the student are found on Page 2. There is a one-time registration fee of \$75.00 payable at the time of registration.

Students who pay on a month-to-month basis pay a registration fee of \$75 and \$993.333 per each 4-week session. For a total of \$7450 for the 720 Hour program.

**NOTICE: DVC does not accept advance payments for periods of enrollment that exceed *one academic year*.**

## STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate changed from two dollars and fifty (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (0.00) per one thousand dollars (\$1,000) of institutional charges. (5, CCR Section 76120)

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Avenue., Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (888) 370-7589 or (916) 574-8900.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **REQUIREMENT TO REPAY LOANS**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund, and if the student has received federal financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid programs.

## **BOOKS, SUPPLIES AND EQUIPMENT**

Students are responsible for disposable items such as pencils and papers. These are not sold by the school. All materials and equipment required for classroom instruction are maintained by the School. Textbooks are handed out at the beginning of each subject matter.

Students may expect to pay approximately \$800.00 a month for shared housing. Diversified Vocational College does not find or assist a student in finding housing and does not have dormitory facilities under its control. Transportation costs, depending on mode of transportation and distance can run \$20.00 per week, or more. No food service is provided.

## **FEES AND OTHER COSTS**

The Registration (Application) Fee is \$75.00. The fee is not refunded if the student cancels enrollment.

## **FINANCIAL AID**

BOA, and TLT: Diversified Vocational College is eligible to provide financial assistance to those who qualify under the Federal Pell Grant Program and the federal student loans. Applications for assistance under these programs may be obtained from the Financial Aid Office. Eligibility for all Federal programs is based on financial need computed on the basis of a federally provided needs analysis.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

## **DELINQUENT TUITION**

Full tuition is payable by the date of graduation or last day in school unless other arrangements are made in advance. If a student is on monthly payments and is in arrears more than one month the student will be dismissed. The student may be reinstated when the student's account is brought up to date. Exceptions may be made in cases of hardship at the discretion of the Director.

## **METHODS OF PAYMENT:**

DVC ACCEPTS PAYMENTS IN CASH, CHECK, MONEY ORDER, DEBIT CARD OR CREDIT CARD.

## **COMPLAINT AND GRIEVANCE PROCEDURES**

If you have a complaint about any matter relating to the School you should follow this procedure: First, discuss your complaint with your instructor. If you do not receive a satisfactory resolution, discuss the matter with the School Director. If you feel your grievance needs more attention, put your complaint in writing and address it to the President, Diversified Education Company, Inc., 1670 Wilshire Boulevard, Los Angeles, California 90017. Your complaint will be address within ten (10) working days of receipt.

You may also make a complaint, as follow:

The Accrediting Council for Continuing Education & Training (ACCET), 1722 N. Street N.W., Washington D.C. 20036. Telephone (202) 955-1113. The procedures for forwarding complaints to ACCET are posted at the School.

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT RIGHTS TO CANCEL**

You have the right to cancel your enrollment agreement including any equipment such as books, materials, and supplies, or any other goods related to the instruction offered in the Agreement, and obtain a refund of charges paid through attendance at the first-class session, or seven (7) business days after enrollment, whichever is later. Cancellation shall occur when you give notice of cancellation at the address of the school shown on top of the front page of your enrollment agreement. You can also do this by mail, hand delivery, phone or e-mail. The notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. If you cancel this agreement, the school will not charge institutional charges; however, the school will retain the non-refundable \$75.00 registration fee and you may keep any uniform that you have received.

## **CANCELLATION PROCEDURES**

If your application for enrollment is rejected by the school you will receive a full refund of any money paid. You may cancel your enrollment at any time up to and including the first scheduled class day, or the seventh business day after enrollment, whichever is later, and receive a full refund of any money paid not including the registration fee. Cancellation may be in any form including by phone, email, USPS mail or in person but preferably should be in writing. Should the program for which you enrolled be canceled prior to your starting class a full refund will be made of any money paid.

If you fail to appear for class on the date scheduled for class start you will be classified as a 'no start'. Your enrollment will be cancelled and any money paid will be refunded. Such a cancellation will not prevent you from starting at a later date should you wish to do so. A new enrollment agreement may be necessary. All refunds due to cancellations will be made within forty-five days of the date of cancellation. After you begin classes, the refund policy will apply.

## **WITHDRAWING FROM CLASS**

You may withdraw from your course at any time by completing a withdrawal form obtained at the Records Office. Written notice should be e-mail from your personal e-mail account or by letter signed by you and mailed to the school address. Notice of withdrawal may be in any form including by phone, email, USPS mail or in person but preferably should be in writing. If you are absent fourteen consecutive days without notifying the school, you will be considered to have withdrawn and the Refund Policy will apply. When you withdraw, you withdraw from the entire course. The Financial Aid Office is informed of the withdrawal and is responsible for completing the refund calculation. If Title IV funds have been disbursed a refund is made within forty-five (45) days from the withdrawal date. Any refund not applied to Title IV funds will be made to the source of the payment. You will receive a letter informing you of the calculation and the amount of any refunds made and to which funds it was applied. Contact your Financial Aid Advisor if you have any questions. If a balance remains in your account after refunds have been calculated and made, you are responsible for paying the balance.

## **ALCOHOL AND DRUGS**

We are deeply concerned about the dangers associated with drug and alcohol abuse. As an institution of learning our principle role is to encourage an education which leads toward high standards and respectful conduct in our students. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of this campus. We feel we have a compelling obligation to eliminate drugs and alcohol from our campuses.

Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics and the school's Drug and Alcohol Policy booklets are distributed during Financial Aid Clearance or may be obtained on request during regular office hours from any Financial Aid Advisor.

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any grant, loan, or work assistance under Title IV shall not be eligible to receive any grant, loan or work assistance under this title from the date of that conviction for possession 1 year to an indefinite period; from sale of a controlled substance from 2 years to indefinite.

## **SETTLEMENT OF OTHER CHARGES**

If a student withdraws from DVC, DVC will settle reasonably any other DVC charges that the student may have incurred.

## **PROFICIENCY REQUIREMENT**

Business Office Administration, and Transportation and Logistics Technology students are required to take a weekly test to determine their proficiency in each module.

## **ARTICULATION AGREEMENT**

The school has not entered into any articulation agreements.

## **TUITION REFUND POLICY**

Tuition refund policy and calculation applies during any of the following conditions:

- Student has canceled enrollment
- Students has stopped attending
- Student does not meet the program performance requirements
- Student has completed the program

A student has the right to withdraw from a program of instruction at any time. Students wishing to officially withdraw must provide notification of their intent to withdraw to the Director of Education. The withdrawal date for students who officially withdraw will be the last date of attendance.

A student who ceases attendance without official notification of their intent to withdraw will be terminated automatically fourteen (14) days after the last day of recorded attendance. The withdrawal date for students who unofficially withdraw will be the last date of attendance. An automatic termination does not necessarily bar a student from re-entering at a later date. Students may also be terminated by the institution if the code of conduct is not met or the minimum required performance is not achieved.

When student reaches the end of the enrollment or the 150% allowable time, a review of the ledger is conducted to determine if any refund is due or if the student has any remaining financial responsibilities to the institution.

The tuition charges apply to each semester separately. The withdrawal date is the last day of recorded attendance. Upon withdrawal (beyond the cancelation period), the tuition refund is calculated in the following manner:

1. The total tuition cost for the semester is divided by the number of days in the semester to obtain a daily tuition charge for the program.
2. The total number of days from the start of the semester to the date of withdrawal are multiplied by the daily tuition charge as calculated in step 1. The cost of textbooks, tools and training related materials are charged at the rate of \$30 per each weekly module attempted. The addition of these two amounts determine the amount of tuition owned to the school.
3. The amount of tuition paid by the student is determined.
4. If the amount of the tuition paid by the student is more than the amount owed to the school in step 2, the difference is the amount to be refunded. Refunds are made within 45 days. Note that if the student has completed more than 60% of the semester, no refund is made. Refunds are made within 45 days from the last day of attendance. For academic purposes only, holidays and weekends are not counted in determining completion of the course.

If any portion of the student's tuition is paid with Title IV funds, as previously described, the school will calculate the amount of financial aid earned up to the last date of recorded attendance using a formula mandated by the U.S. Department of Education. This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the amount of Federal Financial Aid Funds received is more than the amount of the aid earned, the difference must be returned to the appropriate Title IV program as soon as possible, and but no later than 45 days after the withdrawal. The funds will be returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal SEOG Grant

The following illustrates the application of the refund policy, per semester, assuming that the full tuition has been paid in advance (this calculation takes into account \$30 per weekly module charge for textbooks and other related training materials).

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Tuition owed by the student	\$890	\$2,240	\$4,450	\$5,340	No refund

If the amount calculated as earned by the school is more than the amount that has been paid, the student is responsible for the balance. Upon the return of the Title IV funds, the student is entitled to a refund of funds paid cash if the total charges are less than total funds paid. Please check with your Financial Aid Advisor to determine the amount you may owe or be due. **If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.**

### **Credit Balances**

If the refund calculation results in a credit balance on the students account, the balance will be paid as soon as possible, but no later than ten (10) days after the date of the refund calculation.

### **Post-withdrawal Disbursements**

The School disburses title IV funds only as a credit to student ledger accounts and not directly to students. Therefore, the school does not make post-withdrawal disbursements.

### **Notification of Return of Title IV Refund Requirements (R2T4)**

The Federal Government requires that a separate refund calculation be made for students receiving Federal Financial Aid (Title IV). This requirement is a pro-rata calculation performed on the amount of Title IV aid received only, taking the number of days attended divided by the number of days in the period, up to 60% completion. If the student has not attended long enough to 'earn' the amount of financial aid applied to his/her tuition, the difference must be refunded to the Department of Education. If a refund is paid to the Department of Education under this calculation, it will be the responsibility of the student to pay this amount to the school. Payment is due within 10 days of withdrawal. For example, if the amount of refund calculated is greater than the amount paid, you would own the balance to the school.

### **Return of Unearned Aid**

For students who are required to return Title IV aid in addition to the portion of aid the school is required to return, there is a 50% protection allowance on unearned Title IV student grants only. Loans would need to be repaid in full.

### **Billing Procedures and Delinquent Tuition**

The Business Office will prepare and mail monthly statements to students based upon the terms of their enrollment agreement. Both graduates and drops, with a balance owing, will be billed in the same manner. Dropped students should receive the first bill one month from the drop date.

The Business Office will interview students prior to graduation to remind them of their responsibility to make payment and answer students' questions.

If payments are not received, a past-due notice will be sent with the next billing. If payments are still not received, the Business Office will attempt to contact the student to remind them of the promised payments. If the student is unable to pay, the Business Office is authorized to defer payments. This is especially important if the student has not yet been placed. Deferments may also be granted for lost jobs and other financial emergencies.

If payment has not been received and the above efforts have been tried, billing may temporarily be suspended after nine (9) unsuccessful billings.

## **CONSUMER INFORMATION SECURITY AND PROTECTION**

1. Policies and procedures for protecting consumer information shall be the responsibility of the DEC Corporate Staff and their designated assistants.
2. Consumer information shall be safeguarded against access except by designated employees and others who have a legal right to inspect such records including police departments and oversight agencies, or by other legal authority. Any breach of this policy must be reported promptly to Corporate.
3. Electronic records shall be protected by secure passwords.
4. Social Security numbers shall list the last four digits only in printouts and searches except for those individuals who have legitimate need for the full number.
5. Areas where student records are kept shall be securely locked when not occupied by appropriate personnel.
6. Personal information about students and employees shall not be released to the public without student permission, with the exception of parents or guardians of minor children, or agencies who have the authority to request such information without obtaining permission from the individual.
7. Personal information may not be released over the telephone even if the caller identified himself or herself as the individual involved. Information requested by current or former students may be released in person or by mail addressed to that individual.
8. Personal information about students or employees shall not be mailed to anyone other than the student or employee or with their written and signed request.
9. Credit cards used to make payments to the school will be identified by the last four digits only.
10. All discarded documents containing personal information is shredded either at the company or by a company employed to do so by DEC.
11. Security programs will be evaluated at least once a year by the school director, his designated representative or by Corporate staff.

## **TITLE IX NON DISCRIMINATION POLICY**

Title IX originated in 1972 as part of the educational amendments of the US Department of Education, since updated, to now include barring discrimination on the basis sex, gender, identity, or failure to conform to stereotypical notions of masculinity or femininity, race, disability, full or part-time status, or national origin in all activities. The non-discriminatory policy applies to both students and employees in education and all other activities that take place on campus. Also barred are all forms of sexual harassment, abuse or assault. Discrimination is also barred because of parental status, nor can parental status be required as a requirement for enrollment.

Any student or employee who feels that he/she has been subjected to discrimination, harassment or assault at the Wilshire Blvd. campus should report the incident(s) to Lorraine Bauchiero, Title IX Coordinator, located in the first floor of the ATC campus. Telephone: (213) 353-1858; email: [titleIXcoordinator@atcla.edu](mailto:titleIXcoordinator@atcla.edu). The Coordinator recommends appropriate action to the school administration and records the outcome of any action taken, or reasons for rejecting the complaint, and maintains a record of complaints, action recommended, and resolution of the conflict. All information given is confidential and can only be accessed by persons with a need to know, or by government order.

Diversified Education Company, Inc., vocational schools have no athletic programs, nor do they provide school owned residential facilities.

## **ADMINISTRATIVE OF DIVERSIFIED VOCATIONAL COLLEGE**

SAMUEL ROMANO, **President of Diversified Education Company**, 213-353-1838; [decatc@earthlink.net](mailto:decatc@earthlink.net)

CHRISTINE PRECIADO, **School Director**, 213-353-1823, [christine.preciado@dvcla.edu](mailto:christine.preciado@dvcla.edu)

JACQUELINE VENTURA, **Financial Aid Director/Financial Aid Advisor**, 213-353-1815;  
[jackie.ventura@deccs.org](mailto:jackie.ventura@deccs.org)

KENYA SANCHEZ, **Assistant Director/Job Placement Advisor**, 213-353-1946; [kenya.sanchez@atcla.edu](mailto:kenya.sanchez@atcla.edu)

LORRAINE BAUCHIERO, **Title IX Coordinator/Records/Registrar** 213-353-9046; [titleIXcoordinator@atcla.edu](mailto:titleIXcoordinator@atcla.edu)

JOHN REITZELL III, **Loan Management Coordinator**, 213 353-1872, [johnm.reitzell@deccs.org](mailto:johnm.reitzell@deccs.org)

ANA QUINTANILLA, **Financial Aid Advisor**, (213) 235-9078, [ana.quintanilla@decvs.com](mailto:ana.quintanilla@decvs.com)

SUYIN FLORES, **Admissions Advisor**, (213) 353-1199, [suyin.flores@atcla.edu](mailto:suyin.flores@atcla.edu).

## **AFFILIATED SCHOOLS**

The following schools are owned and operated by Diversified Education Company:

*The following are accredited by The Accrediting Council for Continuing Education & Training (ACCET):*

Diversified Vocational College  
1670 Wilshire Boulevard  
Los Angeles, California 90017  
Phone: (213) 413-6714/www.dvcla.edu

*The following schools are accredited by The Accrediting Commission for Career Schools and Colleges (ACCSC):*

Associated Technical College  
1670 Wilshire Boulevard  
Los Angeles, CA 90017  
Phone: (213) 353-1845

Associated Technical College  
2650 Camino Del Rio N #100,  
San Diego, CA 92108  
Phone: (619) 234-2181

**THE FACULTY OF DIVERSIFIED VOCATIONAL COLLEGE  
LOS ANGELES MAIN CAMPUS**

**Business Office Administration (BOA)**

Jessica Alvarez, *Business Office Administration Instructor*  
[jessica.alvarez@dvcla.edu](mailto:jessica.alvarez@dvcla.edu)

Masters of Education, Hope International University, Fullerton, CA  
BA of Science in Business Administration, Hope International University, Fullerton, CA  
BA of Science in Business Administration, Southern California International College, Brea, CA

**Transportation and Logistics Technology (TLT)**

Willie Pope, *Transportation and Logistics Technology Instructor*  
[willie.pope@dvcla.edu](mailto:willie.pope@dvcla.edu)

Western Michigan University, BA - Org. Communication, Kalamazoo, MI  
Compton Junior College, Associates, Business Compton, CA

**Transportation and Logistics Technology (TLT)**

Matthew Brajevich, *Transportation and Logistics Technology Instructor*  
B.A., in English Literature, California Institute of the Arts, Logistics Supervisor, Logistics Project Operations Lead, Inventory Manager, Certifications and Licenses: TWIC Card, and CFR.

**ADVISORY BOARDS AT DVC**

**Business Office Administration**

**Janice Millare**  
Client Relationship Manager  
Kforce  
Culver City, CA

**Fatma Girit**  
CEO  
Girit Consulting, Los Angeles, CA

**Manuel Cuadros**  
Education Department Manager  
Midnight Mission, Los Angeles, CA

**Mane Mazmalyan**  
Dental Office Manager  
Suren Chtchyan DDS, Los Angeles, CA

**Leticia Castillo**  
Regional Executive Recruiter  
EmployBridge Workforce Specialists  
Los Angeles, CA

**Yessenia Soto**  
Clinic Manager/Coordinator  
San Judas Medical Group-Wilshire, Los Angeles, CA

**William Flores**  
Dispatch Manager  
Pacifica Trucks  
Long Beach, CA

**Antonio Arista**  
Director of Logistics & Warehousing  
Oblong Industries  
Los Angeles, CA

**Brian Estrada**  
LAX Air Export Supervisor  
MAPCARGO Global Logistics  
Redondo Beach, CA

**Steve Horowitz**  
Compliance Officer/Licensed Customs Broker  
Hahn International Inc.  
Los Angeles, CA

**Leticia Castillo**  
Regional Executive Recruiter  
EmployBridge Workforce Specialists  
Los Angeles, CA

## DISCLOSURES

The following information is provided in compliance with various state and federal regulations.

### Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a formal hearing. After the hearing, if the school still decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose these records, without consent, to the following parties or under the following conditions: a) School officials with legitimate educational interest; b) Other schools to which a student is transferring; c) Specified officials for audit or evaluation purposes; d) Appropriate parties in connection with financial aid to a student; e) Organizations conducting certain studies for or on behalf of the school; f) Accrediting organizations; g) to comply with a judicial order or lawfully issued subpoena; h) Appropriate officials in cases of health and safety emergencies; and i) State and local authorities within a juvenile justice system, pursuant to specific State law. DVC follows the above procedures.

Students may request to review records in person at the DVC Records Office. Giving a 7-10 business days in advanced notice is desirable to avoid having to wait while files are retrieved from storage.

Diversified Vocational College does not maintain a student directory. Further information or complaints on adherence to this policy may be obtained by calling the Family Policy Compliance Office of the U.S. Department of Education at (202) 260-3887.

### Review of the School's Accreditation, Approval and/ or Licensing

Examination of the school's accreditation documents and state approval is available by making an appointment with the School Director during regular daytime business hours Monday-Friday, except holidays.

### Unlawful copying or sharing of copyright material

The downloading or copying of copyright material, including computer programs for personal use or distribution is prohibited both by DVC and by federal law. Persons found to be violating this prohibition are subject to dismissal as well as criminal penalties. A person who violates federal copyright law under Chapter 12 shall be fined not more than \$500,000 or be imprisoned for not more than five years, or both for a first-time offense and not more than \$1,000,000 or be imprisoned for not more than 10 years, or both for each subsequent offense.

### Vaccinations

Diversified Vocational College does not have a policy requiring vaccinations of any kind for Business Office Administration, Transportation and Logistics Technology. However, we advise students in attendance during fall and winter months to obtain the current flu vaccine.

### CREDIT HOUR POLICY

Definition of a Clock Hour:

A clock hour is defined as a 60-minute span of time in which no less than 50 minutes is devoted to actual class instruction, with the remaining portion being designated as a break.

Credit conversion of clock to credit hour for **academic** purposes is as follows:

**For Academic Purposes:** 15:1 Lecture; 30:1 Lab; 45:1 Externship

Credit Conversion of clock to credit hour for **financial aid** purposes is as follows:

**For Financial Aid Purposes:** 30:1

For financial aid purposes, semester credit hours are measured in terms of the amount of time in which a student is engaged in academic activity (lectures, labs, and hands on) that is a minimum of 30 clock hours.

**Laboratory hours:**

Definition: Supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.

**Laboratory Credit Hours:** Thirty (30) Class Laboratory Hours = 1 semester credit.

The institution's programs are recognized by ACCET for academic purposes as follows:

Program	Clock Hours	Semester Credit Hours
Business Office Administration	<b>720 Clock Hours</b>	<b>36 Credit Hours</b>
Transportation and Logistics Technology	<b>720 Clock Hours</b>	<b>36 Credit Hours</b>

**Courses Offered – Semester and Clock Hours – Occupational Codes**

**Business Office Administration (Semester Credits):** Computer Application and Operations, Office Administration Support. 36 Credit Hours; 720 Clock Hours; 30 Weeks. CIP Code: 52.0408

**Transportation and Logistics (Semester Credits):** 36 Credit Hours; 720 Clock Hours; 30 Weeks. This program prepares individuals with skills and knowledge in the field of Transportation and Logistics – 53.6099; Shipping and Receiving – 43.5071; Office Operations – 43.9199; Dispatching – 43-5032; Cargo and Freight Agents – 43.5011; and Freight Forwarders – 43.5011. CIP Code: 52.0410

**ARBITRATION AGREEMENT**

Any and all disputes, losses, and/or claims arising out of and/or relating to this Agreement including, without limitation, those as to the performance of the parties, the terms of this Agreement, its interpretation, its negotiation, or a party's breach of this Agreement shall be resolved by way of binding arbitration by a single neutral arbitrator by and pursuant to the rules of the American Arbitration Association (or any successor entity thereto) in the City of Los Angeles, County of Los Angeles. In rendering its decision and award, the arbitrator shall follow California law, rules and procedures and shall not modify the provisions of this Enrollment Agreement/Contract. The award entered in such a proceeding shall be fully binding, final and not subject to appeal and may be entered and enforced as a final judgment by any Court of competent jurisdiction. In the event of any arbitration or other proceeding between the parties hereto arising out of or in any manner relating to this Agreement including, without limitation, its negotiation, terms, interpretation, performance and/or breach and in addition to all other recoveries and awards, the prevailing party shall recover from the non-prevailing party any and all reasonable attorneys' fees incurred including those incurred on appeal, in enforcement proceedings and/or in connection with bankruptcy proceedings. Please read the statement shown on your enrollment agreement.

**APPROVED PROGRAMS OF STUDY**  
**Business Office Administration**

**All instruction is conducted in English only**

All students are evaluated weekly by qualified instructors. Evaluation is based on Module Tests and class performance. This program prepares students for the following jobs: office administrator, bookkeeper, clerk, customer service representative, receptionist, administrative assistant, office and administrative support.

CIP Code: 52.0408; Standard Occupational Classification Code 43-0000

Prerequisite: None

Length of Program: **36 Semester Hours (30 Weeks)**

The student must complete a minimum of 720 hours with a grade percentage of 70% or better, and an overall attendance of 80%. A Diploma is awarded upon successful completion of the program. The course is 30 weeks in length and consists of 720 hours of instruction. Instruction time is 50 minutes for every hour (60minutes). A total of 36 Semester Units is required for graduation. This program prepares students for entry level positions in the industry.

**Program of Study**

**Administrative Assistant 1** **12 Lecture Hours 12 Practicum Hours**

**Administrative Assistant 2** **12 Lecture Hours 12 Practicum Hours**

Students will learn to perform a variety of administrative and clerical tasks necessary to help run an organization. Students will learn document processing and multiple computer applications, as well as learn how to organize and manage an office.

**Business Communications** **12 Lecture Hours 12 Practicum Hours**

**Business English** **12 Lecture Hours 12 Practicum Hours**

Students will learn grammar, usage and style. They will learn techniques and formats to editing, proofreading letters, memos, publications, and other business documents.

**Business Skills** **12 Lecture Hours 12 Practicum Hours**

**Customer service** **12 Lecture Hours 12 Practicum Hours**

**Customer Service - Sales** **12 Lecture Hours 12 Practicum Hours**

Students will learn to identify the principles of good customer service and develop customer service techniques and systems. They will learn that customer service skills play a necessary and significant role in every business transaction.

**Data Entry / Office Clerk** **12 Lecture Hours 12 Practicum Hours**

Students will learn to key in text, enter data into a computer, operate other office machines, and perform other clerical duties, all in a mock-up office environment. Students will learn specific duties of an Office Clerk, such as maintaining payroll records, taking inventory, filing, entering data into the computer, and operating various office equipment such as photocopiers, fax machines, and scanners.

**Introduction to the Internet** **12 Lecture Hours 12 Practicum Hours**

Students will learn internet terminology, surf the Web, work with and customize a browser, optimize file usage, and learn tips on making a browser work for the student.

**Cybersecurity I****12 Lecture Hours 12 Practicum Hours**

Students will be introduced to the topic of cybersecurity. It begins by examining why it is so difficult to protect our devices. It then describes cybersecurity in more detail and explores why it is important. The module also looks at who is behind attacks and then concludes by examining the steps necessary for building a comprehensive cybersecurity strategy.

**Cybersecurity II****12 Lecture Hours 12 Practicum Hours**

Students will learn “Personal Cybersecurity”, looks at attack that are not directed at specific types of technology, like a laptop computer or a smartphone, but are broader in scope and can apply across multiple devices and technologies. This module explores personal security attacks on passwords, attacks that use social engineering, the risks of social networking, and identify theft. It also examines defenses for these attacks.

**Cybersecurity III****12 Lecture Hours 12 Practicum Hours**

Students will learn “Computer Security” discusses how protecting your personal computing device – be it a desktop, laptop, or tablet- is a challenge, even for the most advanced computer users. This module investigates computer security by looking at the types of computer attacks that occur and then what defenses must be in place.

**Microsoft Excel****36 Lecture Hours 36 Practicum Hours**

Students will learn basic spreadsheet concepts, navigate in workbooks, enter, edit, format and print data, charts, tables, as well as to record and edit simple macros.

**Microsoft Word****24 Lecture Hours 24 Practicum Hours**

Students will learn to create, edit, format, and print Word documents as well as to record and edit simple macros.

**Office Equipment Protocol****12 Lecture Hours 12 Practicum Hours**

Hands-on training to become knowledgeable about multiple office equipment found throughout business offices.

**Microsoft PowerPoint****12 Lecture Hours 12 Practicum Hours**

Students will learn slide layout and different views, enter data, create slide shows, insert other application objects, save, open, print and show presentations.

**Human Resources Generalist Track****60 Lecture Hours 60 Practicum Hours**

Students will learn entry level Human Resources support skills such as understanding H.R. policies, equal employment, technological changes, employee recruiting and hiring practices, pay and benefits administration, Labor Laws, Employee rights, administering personnel policies and the role and risk of social media in H.R.

**CargoWise I****12 Lecture Hours 12 Practicum Hours**

The CargoWise module designed for individuals who are new to CargoWise or starting in the warehouse industry. Students will learn the basics and foundations of core functions of Cargowise.

**Career Development****12 Lecture Hours 12 Practicum Hours**

This course is designed to prepare students back in the workforce in the field of study; students are taught skills that are necessary to prepare them to the job search process. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, job application, interview techniques, and other related assignments.

**Receptionist****12 Lecture Hours 12 Practicum Hours**

Students will learn real world work skills in answering telephones, operating multiple lines, routing and screening calls, greeting visitors, handling in-company mail and packages, updating appointment calendars, preparing travel vouchers, providing information to company visitors and employees. Students will learn specific duties of an Office Clerk, such as maintaining payroll records, taking inventory, filing, entering data into the computer, and operating various office equipment such as photocopiers, fax machines, and scanners.

**Intro to Transportation and Logistics I & II****24 Lecture Hours 24 Practicum Hours**

Students will learn the basic knowledge how efficient and effective supply chains can improve customer fulfillment and cash flow. They will also learn about the development and shaping of supply chains in leading

organizations. Understand the rationale for global trade flows (import and exports).

**Intro to Warehousing**

**12 Lecture Hours 12 Practicum Hours**

Students will learn the basic knowledge importance of inventory in the economy. The major types of inventory, their costs, and their relationships to inventory decision. Discuss materials handling objectives, principles and equipment use. Explain the role transportation plays in the supply chain.

**The Business Office Administration Program includes daily practice in Keyboarding and Typing.**

# Transportation and Logistics Technology

**All instruction is conducted in English only**

All students are evaluated weekly by qualified instructors. Evaluation is based on Module Tests and class performance. This program prepares individuals with skills and knowledge in the field of Transportation and Logistics – 53.6099; Shipping and Receiving – 43.5071; Office Operations – 43.9199; Dispatching – 43-5032; Cargo and Freight Agents – 43.5011; and Freight Forwarders – 43.5011. CIP Code: 52.0410. Standard Occupational Classification Code: 53-0000, Transportation and Logistics – 53-6099; Shipping and Receiving – 43-5071; Office Operations – 43-9199; Dispatching – 43-5032; Cargo and Freight Agents – 43-5011; and Freight Forwarders – 43-5011.

Prerequisite: None

**Length of Program: 36 Semester Hours, (30 Weeks)**

The student must complete a minimum of 720 hours with a grade percentage of 70% or better, and an overall attendance of 80%. A Diploma is awarded upon successful completion of the program. The course is 30 weeks in length and consists of 720 hours of instruction. Instruction time is 50 minutes for every hour (60minutes). A total of 36 Semester Units is required for graduation. This program prepares students for entry level positions in the industry.

## **Program of Study**

**Administrative Skills/Business English      12 Lecture Hours      12 Practicum Hours**

Students will learn grammar, usage and style. They will learn techniques and formats to editing, proofreading letters, memos, publications, and other business documents.

Students will learn to perform a variety of administrative and clerical tasks necessary to help run an organization. Students will learn document processing and multiple computer applications, as well as learn how to organize and manage an office.

**Career Development      12 Lecture Hours      12 Practicum Hours**

This course is designed to prepare students back in the workforce in the field of study; students are taught skills that are necessary to prepare them to the job search process. Through various exercises and the use of electronic and traditional media, students are taught how to develop career goals. They are also challenged to realize their potential in their chosen fields and how to use this knowledge in the job-hunting process. Students are required to write a resume, cover letter, job application, interview techniques, and other related assignments.

**Dispatching Procedures      36 Lecture Hours      36 Practicum Hours**

Introduction to dispatching skills and responsibilities, including Dispatcher's role, responsibilities, types of dispatchers, organizational and record keeping systems and procedures required for the industry.

**Customer Service      12 Lecture Hours      12 Practicum Hours**

Students will learn to identify the principles of good customer service and develop customer service techniques and systems. They will learn that customer service skills play a necessary and significant role in every business transaction.

**Microsoft Excel      36 Lecture Hours      36 Practicum Hours**

Students will learn basic spreadsheet concepts, navigate in workbooks, enter, edit, format and print data, charts, tables, as well as to record and edit simple macros.

**Freight Forwarding****36 Lecture Hours****36 Practicum Hours**

Introduction to the responsibilities of a freight forwarder, including International Goods and Trades, Freight HanDVCng, International Logistics, Freight Movement Types, Rules and Governing Laws, Foreign Currency and Money Exchange, and International Insurance Policies.

**Cargowise****48 Lecture Hours****48 Practicum Hours**

The CargoWise module designed for individuals who are new to CargoWise or starting in the warehouse industry. Students will learn the basics and foundations of core functions of Cargowise.

**Importing / Exporting****36 Lecture Hours****36 Practicum Hours**

International Trading, Import vs. Export. Target Identification, Negotiation Skills, International Trading Laws.

**Human Resources****24 Lecture Hours****24 Practicum Hours**

Students will learn entry level Human Resources support skills such as understanding H.R. policies, equal employment, technological changes, employee recruiting and hiring practices, pay and benefits administration, Labor Laws, Employee rights, administering personnel policies and the role and risk of social media in H.R.

**Internet Applications****12 Lecture Hours****12 Practicum Hours**

Students will learn internet terminology, surf the web, work with and customize a browser, optimize file usage, and learn tips to make a browser work efficiently.

**Word Processing****24 Lecture Hours****24 Practicum Hours**

Students will learn to create, edit, format and print Word documents as well as to record and edit simple macros.

**Microsoft PowerPoint****12 Lecture Hours****12 Practicum Hours**

Students will learn slide layout and different views, enter data, create slide shows, insert other application objects, save, open, print and show presentations.

**Cybersecurity****24 Lecture Hours****24 Practicum Hours**

Students will be introduced to the topic of cybersecurity. It begins by examining why it is so difficult to protect our devices. It then describes cybersecurity in more detail and explores why it is important. The module also looks at who is behind attacks and then concludes by examining the steps necessary for building a comprehensive cybersecurity strategy.

**Shipping and Receiving****36 Lecture Hours 36 Practicum Hours**

Principals of Warehousing, Inbound vs. Outbound Shipping, Measuring and Benchmarking Warehouse Performance, Packaging, Labeling and Safety Procedures.

**School Holidays**

New Year's (Observed)	Monday, January 1, 2024	Labor Day	Monday, September 2, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024	Thanksgiving	Thursday, November 28, 2024
Memorial Day	Monday, May 27, 2024	Black Friday	Friday, November 29, 2024
Independence Day	Thursday, July 4, 2024	Christmas	Wednesday, December 25, 2024

## Diversified Vocational College 2024 Vocational Calendar

Start	End	Start	End
Friday, January 5, 2024	Friday, April 19, 2024	Monday, April 22, 2024	Tuesday, August 6, 2024
Friday, January 12, 2024	Friday, April 26, 2024	Monday, April 29, 2024	Tuesday, August 13, 2024
Monday, January 22, 2024	Friday, May 3, 2024	Monday, May 6, 2024	Tuesday, August 20, 2024
Monday, January 29, 2024	Friday, May 10, 2024	Monday, May 13, 2024	Tuesday, August 27, 2024
Monday, February 5, 2024	Friday, May 17, 2024	Monday, May 20, 2024	Wednesday, September 4, 2024
Monday, February 12, 2024	Friday, May 24, 2024	Tuesday, May 28, 2024	Wednesday, September 11, 2024
Monday, February 19, 2024	Monday, June 3, 2024	Tuesday, June 4, 2024	Wednesday, September 18, 2024
Monday, February 26, 2024	Monday, June 10, 2024	Tuesday, June 11, 2024	Wednesday, September 25, 2024
Monday, March 4, 2024	Monday, June 17, 2024	Tuesday, June 18, 2024	Wednesday, October 2, 2024
Monday, March 11, 2024	Monday, June 24, 2024	Tuesday, June 25, 2024	Wednesday, October 9, 2024
Monday, March 18, 2024	Monday, July 1, 2024	Tuesday, July 2, 2024	Wednesday, October 16, 2024
Monday, March 25, 2024	Tuesday, July 9, 2024	Wednesday, July 10, 2024	Wednesday, October 23, 2024
Monday, April 1, 2024	Tuesday, July 16, 2024	Wednesday, July 17, 2024	Wednesday, October 30, 2024
Monday, April 8, 2024	Tuesday, July 23, 2024	Wednesday, July 24, 2024	Wednesday, November 6, 2024
Monday, April 15, 2024	Tuesday, July 30, 2024	Wednesday, July 31, 2024	Wednesday, November 13, 2024
Monday, April 22, 2024	Tuesday, August 6, 2024	Wednesday, August 7, 2024	Wednesday, November 20, 2024
Monday, April 29, 2024	Tuesday, August 13, 2024	Wednesday, August 14, 2024	Wednesday, November 27, 2024
Monday, May 6, 2024	Tuesday, August 20, 2024	Wednesday, August 21, 2024	Friday, December 6, 2024
Monday, May 13, 2024	Tuesday, August 27, 2024	Wednesday, August 28, 2024	Friday, December 13, 2024
Monday, May 20, 2024	Wednesday, September 4, 2024	Thursday, September 5, 2024	Friday, December 20, 2024
Tuesday, May 28, 2024	Wednesday, September 11, 2024	Thursday, September 12, 2024	Monday, December 30, 2024
Tuesday, June 4, 2024	Wednesday, September 18, 2024	Thursday, September 19, 2024	Monday, January 6, 2025
Tuesday, June 11, 2024	Wednesday, September 25, 2024	Thursday, September 26, 2024	Monday, January 13, 2025
Tuesday, June 18, 2024	Wednesday, October 2, 2024	Thursday, October 3, 2024	Monday, January 20, 2025
Tuesday, June 25, 2024	Wednesday, October 9, 2024	Thursday, October 10, 2024	Monday, January 27, 2025
Tuesday, July 2, 2024	Wednesday, October 16, 2024	Thursday, October 17, 2024	Monday, February 3, 2025
Wednesday, July 10, 2024	Wednesday, October 23, 2024	Thursday, October 24, 2024	Monday, February 10, 2025
Wednesday, July 17, 2024	Wednesday, October 30, 2024	Thursday, October 31, 2024	Monday, February 17, 2025
Wednesday, July 24, 2024	Wednesday, November 6, 2024	Thursday, November 7, 2024	Monday, February 24, 2025
Wednesday, July 31, 2024	Wednesday, November 13, 2024	Thursday, November 14, 2024	Monday, March 3, 2025
Wednesday, August 7, 2024	Wednesday, November 20, 2024	Thursday, November 21, 2024	Monday, March 10, 2025
Wednesday, August 14, 2024	Wednesday, November 27, 2024	Monday, December 2, 2024	Monday, March 17, 2025
Wednesday, August 21, 2024	Friday, December 6, 2024	Monday, December 9, 2024	Monday, March 24, 2025
Wednesday, August 28, 2024	Friday, December 13, 2024	Monday, December 16, 2024	Monday, March 31, 2025
Thursday, September 5, 2024	Friday, December 20, 2024	Monday, December 23, 2024	Monday, April 7, 2025
Thursday, September 12, 2024	Monday, December 30, 2024	Tuesday, December 31, 2024	Monday, April 14, 2025
Thursday, September 19, 2024	Monday, January 6, 2025	Tuesday, January 7, 2025	Monday, April 21, 2025
Thursday, September 26, 2024	Monday, January 13, 2025	Tuesday, January 14, 2025	Monday, April 28, 2025
Thursday, October 3, 2024	Monday, January 20, 2025	Tuesday, January 21, 2025	Monday, May 5, 2025
Thursday, October 10, 2024	Monday, January 27, 2025	Tuesday, January 28, 2025	Monday, May 12, 2025
Thursday, October 17, 2024	Monday, February 3, 2025	Tuesday, February 4, 2025	Monday, May 19, 2025
Thursday, October 24, 2024	Monday, February 10, 2025	Tuesday, February 11, 2025	Monday, May 26, 2025
Thursday, October 31, 2024	Monday, February 17, 2025	Tuesday, February 18, 2025	Monday, June 2, 2025
Thursday, November 7, 2024	Monday, February 24, 2025	Tuesday, February 25, 2025	Monday, June 9, 2025
Thursday, November 14, 2024	Monday, March 3, 2025	Tuesday, March 4, 2025	Monday, June 16, 2025
Thursday, November 21, 2024	Monday, March 10, 2025	Tuesday, March 11, 2025	Monday, June 23, 2025
Monday, December 2, 2024	Monday, March 17, 2025	Tuesday, March 18, 2025	Monday, June 30, 2025
Monday, December 9, 2024	Monday, March 24, 2025	Tuesday, March 25, 2025	Monday, July 7, 2025
Monday, December 16, 2024	Monday, March 31, 2025	Tuesday, April 1, 2025	Monday, July 14, 2025
Monday, December 23, 2024	Monday, April 7, 2025	Tuesday, April 8, 2025	Monday, July 21, 2025
Tuesday, December 31, 2024	Monday, April 14, 2025	Tuesday, April 15, 2025	Monday, July 28, 2025

**First Semester**

**Second Semester**

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