

# ASSOCIATED TECHNICAL COLLEGE

## SCHOOL CATALOG

January 1 through December 31, 2022



Rev. 01/03/2022

2650 Camino del Rio North, Suite 100  
San Diego, CA 92108

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# APPROVAL DISCLOSURE STATEMENT

Associated Technical College (ATC), a private institution is licensed 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 as set forth in this Act. The Act is administered by the Bureau of Private Postsecondary Education, under the Department of Consumers Affairs. P. O. Box 980818, West Sacramento, CA 95798-0818, Tel 888-370-7589.

ATC under the terms of California Education Code (CEC) Section 94890(a)(1) will be in operation and it's approved to offer the programs as follows:

- **Telecommunications (CIP Code: 10.9999)**
- **Microcomputer Technology (CIP Code: 11.0101)**

Each of the above courses is taught in approximately thirty (30) weeks and consists of 900 Clock Hours of lecture and hands-on laboratory practice plus additional 180 hours of required outside preparation. Each course carries 24 Semester Hour Credits. Instruction is in residence with a facility occupancy level accommodating 120 students at any one time.

Prospective enrollees must visit the School to discuss personal educational and occupational goals with School personnel prior to enrolling or signing enrollment agreements.

Associated Technical College does not teach English as a Second Language (ESL).

The School currently has available certain financial aid programs to assist qualified applicants in meeting their tuition expenses;

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Subsidized and Unsubsidized Direct Student Loans
- Federal PLUS Loans for Parents
- Federal Work Study Program
- Federal VA Benefits
- Military Active Duty Tuition Assistance Accepted
- Extended Payment Plans (RIC)

The following are state boards, bureaus, departments or agencies that set minimum standards for your program of studies in accordance with Education Code Section 94318.12: None.

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to the School Director. Please consult the Staff pages for the name of the Director. For further information, see 'COMPLAINT PROCEDURES.'

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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.

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 web site at <http://bppe.ca.gov>.

Associated Technical College is owned and operated by Diversified Education Company, 1670 Wilshire Blvd., Los Angeles, CA 90017—A California Corporation. Samuel Romano, President; Mercedes Bombino, Vice President; Lena Romano, Board Member. All classes are held at campus located at 707 Broadway, Suite 300, CA, 92101.

(Signed)

*Samuel Romano*

President

## School History

Associated Technical College, 2650 Camino del Rio North, Suite 100, San Diego, California 92101, was founded in 1984, as a branch of Associated Technical College Los Angeles. The campus was granted “Free-Standing” status in July 1988, by the Accrediting Commission for Trade and Technical Schools. The parent school was founded in 1967 in Hollywood, California, as Career Academy. It was acquired by the National Institute of Arts and Science in 1969 and by Associated Technical Colleges of California in 1973. It was purchased by and became a division of Diversified Education Company on January 1, 1975.

## Accreditation and Approvals

Associated Technical College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Proof of Institutional Eligibility, Licensure, and Accreditation may be reviewed in the office of the Director of the School during regular business hours. ATC's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 which is effective January 1, 2010. ATC will be in operation of law under section 94802(a) of CPPEA. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumers Affairs. The Bureau can be reached at: P. O. Box, 980818, West Sacramento, CA 95798-0818, 888-370-7589.

## Admission Requirements and Procedures

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).

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 Representatives will guide you through the following steps:

- Choosing from the courses available
- Showing you our facilities and equipment
- Arranging for you to be tested, or meeting other requirements for admission
- Arranging for an appointment with a Financial Aid Officer
- 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. Testing (if necessary)
5. Attending an interview with a Financial Aid Officer
6. Attending an Orientation session

## **Non-Discrimination Statement**

Associated Technical College, in compliance with Civil Rights Legislation, hereby asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, sexual orientation, age or handicap in its employment, admissions, or educational programs. Access is provided for 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.

## **School Facilities**

The School maintains separate air-conditioned laboratories and classrooms for each of our courses and has both the facilities and the equipment to meet the need for 'hands on' practical experience. Each classroom is equipped with specialized and supportive materials to enrich and broaden your knowledge and training. Classrooms and labs are equipped for a maximum class size of 25 students.

A list of equipment used in each course taught at this campus is provided at the back of this catalog. Consult the Index for page number.

## **Institutional Philosophy and Mission Statement**

The school's philosophy is that education needs to be accessible and affordable to all. Our institutional mission is to provide results-oriented training programs to help the student develop the quality job skills needed for success in career areas offering long-range opportunities. The institution's objectives are to assist each student to achieve marketable skills through hands-on, (learn-by-doing) training in the subject matters that will qualify them as entry-level employees.

Flexible training schedules, morning, afternoon and evening will allow students to finish their training even if employed before graduation.

Our experienced instructional staff constantly updates and broadens program content and learning methods to prepare you for the changing needs of today's real world job market.

The Telecommunications program's mission is to prepare individuals with the skills necessary to enter the job market in the fields of: Fiber Optics, Cabling, Computer Hardware and Software, Computer Networking, Residential and Commercial Telephone Systems, Electronics System Installation and Repair, Satellite and Security Systems, Green Technology and Smart Systems Installation & Repair. This objective is made through classroom instructions, hands-on and interactive training in the subject matters noted above.

**The Microcomputer Technology:** The program's mission is to prepare individuals with the skills necessary to enter the job market in the fields of: Office Automation, Desktop Publishing, Computer Support Assistant, Executive Assistant, Computer Operator, Business Office Personnel, and Data Entry Specialist. This objective is made through classroom instructions, hands-on and interactive training in the subject matters noted above.

## **Office Hours**

The School's business offices are open Monday through Friday from 9:00 AM to 5:00 PM.

## **Student and Employment Assistance Services**

The ultimate goal of your training at ATC is to obtain a job in the field you have chosen. To assist you in this goal, our Employment Assistance Department will help you look for a job and prepare you for your job interview. No less than six weeks prior to your scheduled graduation should your job search begin.

The Employment Assistance Office conducts seminars, if needed, or one-on-one training that will train you in how to search for and apply for a job and will assist you in the preparation of a resume which will present you to prospective employers in a professional manner.

As you near graduation, you will be directed to potential employers and job opportunities which have been developed by the Employment Assistance Department. Searching for a job must be approached in a positive manner. Your search includes going to interviews set up by the Employment Assistance Department and/or on your own. Finding the right job for you is your responsibility and depends on your effort and commitment to the task. Remember, the School cannot guarantee you a job. The Employment Assistance Department will work with you to assist you with the process.

You must inform the Employment Assistance Department once you have secured employment. If you decline the School's employment placement assistance, you are required to sign a Placement Waiver. From time to time you will receive follow up letters from the Employment Assistance Office. Please take a moment to complete and return these questionnaires. Your responses will help us better serve you and others in the future. Remember that job placement assistance for our graduates is an on-going process with no time limit imposed.

All inquiries, questions and concerns regarding job placement and job placement assistance should be directed to the School's Employment Assistance Department or the School's Director.

Our Student Services Department provides assistance for you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. Please see one of our officers from the Student Services for more information.

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

ATC does not offer English as a Second Language Courses. Proficiency in Reading and Writing in English is required to be able to participate and benefit from the training programs offered, since all classes are conducted in English language. The School establishes this proficiency via the multiple in-person interviews, ability to read and complete enrollment forms and the evidence of completing high school or obtaining a GED Certificate.

## **Orientation**

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

## **Tuition & Other Charges**

Tuition charges may be found with each course description.

Several ways can be arranged for payment of your tuition such as: Federal financial aid and private loans for those who qualify; and the School's extended payment plan or Diversified Education Company loan.

In addition to Tuition, each accepted applicant pays a \$100.00 Registration fee. This fee is not refundable after the date for a complete refund occurs. (See Refund Policy).

The minimum supplies and other expendables necessary for completing the programs are provided by the School at no additional cost to you. That cost is included in the Tuition charge. Students may find it desirable to purchase additional, miscellaneous supplies, generally not exceeding an additional \$100 in cost. These supplies are not included in tuition and are not sold by the School.

A fee of \$100.00 may be charged when a student re-enters after dropping or being dropped under conditions listed under "Termination." The School Director may waive this fee if circumstances warrant.

Room and board as well as transportation to and from School are not included in the Tuition charge. The transportation cost may vary between \$2 to \$5 per day.

## 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 student financial aid funds, the student is entitled to a refund of the money not paid from Federal student financial aid programs.

## Financial Stability Statement

Diversified Education Company, parent company of Associated Technical College, has never filed a petition in bankruptcy and is not operating as a debtor in possession. The Company has not 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 (11 U.S.C. Sec. 1101 et seq.)

## Credit for Prior Training

Associated Technical College will allow transfer of applicable credit which meets the school's criteria. Applicants seeking to transfer credits must provide all documents needed for the school to make a determination. Not all credits earned at another college may be transferrable and limitations are placed on the number of credit hours the school may accept. Please read the entire list of requirements before deciding whether to attempt a transfer.

Transfer credits may be applied toward graduation requirements but the grades earned on those transferred credits are not used in determining the student's final GPA. Only those grades earned at Associated Technical College reflect the final GPA. Only successful completion of courses that apply to the program you have chosen at this school may be transferred. The school does not provide challenge examinations.

Transfer of credit criteria include:

1. The applicant must first meet the school's admissions requirements.
2. Credits will only be accepted from a college that is recognized by the State in which it operates, may be accredited by an accrediting body recognized by the Federal Department of Education or from a foreign school operating legally in accordance with governing law.
3. Credits earned must be commensurate to Associated Technical College's curriculum.
4. Transcripts must be presented for review; transcripts from foreign schools must be translated into English.
5. No more than 12 semester credits, based on our definition of semester credit hours, may be transferred.



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

The transferability of credits you earn at Associated Technical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Microcomputer Technology or Telecommunications is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 see to transfer after attending Associated Technical College to determine if your credits or diploma will transfer.

Your goal here should be to obtain skills to make yourself employable in the field of training you have chosen.

### Part-Time Training

Associated Technical Colleges does not provide courses for part-time students. All courses require full-time attendance.

### School Holidays Observed

The School observes at the minimum the following holidays:

New Year's Holiday — Martin Luther King Day  
President's Day — Memorial Day — Independence Day  
Labor Day — Veteran's Day  
Thanksgiving Holiday (2 days)-Christmas Holiday

The exact date for each holiday observed can be found in your orientation package. This list is subject to change without notice. The School reserves the right to modify the schedule, curriculum, or the course content consistent with and in response to changes in the needs of students and/or their areas of specialization. A list of Start Dates will be found at the back of this catalog as an insert.

### Cancelling All or Part of your Direct Loans

You may cancel all or part of your loan before it is disbursed. After the loan is disbursed, within 14 days the school notifies you that it has credited the loan money into your account, you may cancel all or part of your loan that was credited into your account. The school will then return the cancelled loan amount to the lender.

You will not have to pay interest or cancellation fee if you cancel within the time frame. Obtain the Form for making this request from your financial aid officer. 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 for paying the amount directly to the lender. Contact the Direct Loan Servicing Center for guidance on how and where to return the money. You do not have to pay interest or the loan fee on the amount returned. Your financial aid officer will assist you in returning the money, if requested.

## Articulation Agreement

The School has not entered into any articulation agreements.

## Schedule of Classes

**Three Sessions are available as follows;**

### **1<sup>st</sup> Session**

Monday through Thursday	7:30 AM to 12:30 PM
Friday	7:30 AM to 11:30 AM

### **2<sup>nd</sup> Session**

Monday through Thursday	10:00 AM to 3:00 PM
Friday	10:00 AM to 2:00 PM

### **3<sup>rd</sup> Session**

Monday through Thursday	3:00 PM to 8:00 PM
Friday	3:00 PM to 7:00 PM

The School reserves the right to modify the class hours if deemed necessary for operation.

## Financial Aid Programs

Associated Technical College is eligible to provide Federal financial assistance to those who qualify under each of the following programs:

- Federal Pell Grant Program (need-based)
- Federal Supplemental Educational Opportunity Grant Program (FSEOG) (Need-based)
- Federal Subsidized Direct Stafford Loan Program (Need-Based)
- Federal Un-Subsidized Direct Stafford Loan Program (Non-need-based)
- Federal Direct PLUS loan for Parents (Non-need-based)
- Extended Payment Plan (Non-need-based)
- Federal VA Benefits
- Military Active Duty Tuition Assistance Accepted



Applications for assistance under the above Programs may be obtained from the Financial Aid Office. Eligibility Campus-based awards (for FSEOG and Perkins loans) are made on an individual basis considering individual needs and resources. Funds for these programs are limited.

Consumer information about these programs will be found under the ‘Disclosures’ section at the back of this catalog.

## **DIVERSIFIED EDUCATION COMPANY SCHOOLS**

### **Corporate Offices**

1670 Wilshire Boulevard  
Los Angeles, California 90017

## **ASSOCIATED TECHNICAL COLLEGE CAMPUSES**

**(Accredited by ACCSC)**

### **LOS ANGELES**

1670 Wilshire Boulevard  
Los Angeles, California 90017

### **SAN DIEGO**

2650 Camino Del Rio North, Suite 100  
San Diego, California 92108

## **DIVERSIFIED VOCATIONAL COLLEGE CAMPUSES**

Separately accredited by ACCET

### **LOS ANGELES**

1670 Wilshire Boulevard  
Los Angeles, California 90017

## **Attendance Policy**

You are expected to attend all scheduled classes regularly. 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 on your return complete an absence slip. Excessive absences may result in dismissal, or recycling, as determined by the School Director. When necessary, make-up work will be scheduled following an absence.

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 are not allowed to make more than fourteen (14) consecutive absences. After fifteen consecutive absences, you may automatically be terminated. 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.

## Leave of Absence Policy

A Leave of Absence (LOA) if granted is a temporary authorized interruption in your training caused by unexpected situation that will not allow you to continue your classes on a regular basis. The LOA request form must be submitted in advance for review and approval. It is not recommended that a student interrupts his or her training for a long period of time, however, in special occasions, a Leave of Absence for specific reasons may be granted. A Leave of Absence may delay your graduation and/or may require you to recycle or repeat modules that you had already taken (at no additional charges) since you are no longer on the same schedule path that you had started.

Student may take more than one LOA totaling no more than 180 days in a 12 month period during which no additional charges will incur. If a total Leave of Absence exceeds 180 days, the student will be terminated from the training program. This termination does not bar the student from returning at a later date which may require recycling a part or the entire course upon return. You may be terminated as a result of an LOA violation, or not returned as required by the terms of the LOA, during which the refund policy is applied and any due amount will be returned according to the school's policy.

Students receiving Federal Financial Aid must consult with Financial Aid Officer since an extended LOA may jeopardize eligibility or loss of benefits. Additionally, if you participate in Federal Student Loan Programs, failure to return from LOA will affect your repayment grace period.

## Policy on Tardiness and Leaving Early

Being tardy or leaving class early can be disruptive both to the teacher and to your classmates, and you may not be learning as you would when you were present the entire time. While there may be good reason for being late to class or having to leave early at times, if the conduct is causing an issue for the instructor you may be placed on probation for unprofessional conduct. In rare cases, students may be dismissed altogether from school for poor conduct.

## Make-Up Work Policy

Make-up work will be scheduled by your instructor on an individual basis, as necessary.

## Grading Policy

The School utilizes the following grading system, which applies to all written examinations and laboratory projects:

- 90-100% = A: Excellent
- 80-89% = B: Good
- 70-79% = C: Average
- 60-69% = D: Below Average
- Below 60% = F: Fail

## Records Retention Policy

The School retains all records for a period of not less than five years at its principle place of business within the State of California. A student's permanent educational records – which include date of entry, date of departure, program of study, credit hours awarded, and grades obtained – will be retained indefinitely. A request for a copy of your records must be made in person, or in writing.

## Semester Hours Definition

The Semester Hour system of granting credit is utilized for measuring the length of each program and to calculate the educational progress of the student. One semester hour is earned for each 30 clock hours of classroom work, plus outside preparation as noted under course descriptions.

NOTE: Clock hours are listed for each course along with credit hours awarded because certain agencies require this statement. A clock hour consists of 60 minutes of which 50-60 minutes of instruction takes place. Instruction may be in the form of lecture or supervised laboratory practice.

## Satisfactory Progress Policy

All students are expected to maintain satisfactory academic progress throughout their entire course. Satisfactory Academic Progress is defined, in part, as maintaining a grade point average (GPA) of 65% or better during the first seven (7) weeks of your course and 70% or better thereafter until the completion of the course. An overall GPA of 70% or higher is required for successful completion. The Administration Office determines your GPA (qualitative progress) at the end of weeks 7, 15, 22 and 30.

Satisfactory Academic Progress also requires maintaining a cumulative attendance of 80% or better (quantitative progress). An overall attendance of 80% or better is required for successful completion of the course. The Financial Aid Office determines the attendance at the end of weeks 7, 15, 22, and 30.

Timely completion of your program is an additional factor in determining Satisfactory Academic Progress. You must complete your entire program within 150% of the normal program length of 30 weeks, or within a total of 45 weeks, exclusive of any periods of withdrawal. Your quantitative progress will be evaluated at the end of the 15th week by which time you must have completed at least 1/3 of your program and must complete one-half of your program by the end of week 22.

Students who fail to meet the above-stated standards at the end of week 7 will be issued a financial aid eligibility warning. Students who fail to meet the above-stated standards at the end of week 15 must go through an Appeal Process to petition for consideration of Federal Student Aid eligibility and if successful, the student will be placed on probation. Students in good standing at week 15, but who fail to meet the above-stated standards at the end of week 22, will be issued a financial aid warning. Students who receive a

financial aid warning are considered to be maintaining satisfactory progress; however, students placed on probation will be provided with appropriate counseling and lose eligibility for financial aid until the probationary period is satisfactorily concluded, as explained in the probation policy. A student who does not meet the terms of his or her probation within the probationary period may be dismissed. A student who has been dismissed may appeal against the probation using a form available from the School Director or the Education and Records Office. The appeal will be reviewed by the director and instructor. The maximum time of completion of 150% includes periods that student maybe attending the program but not eligible for financial aid benefits.

Students who complete the program with a GPA below 70%, or attendance of less than 80% will be recorded as Program Completion/Credit for Graduation Not Met. Such students, as well as students who fall too far behind to continue with their class, may 'recycle' or retake portions of the course. Bear in mind, however, that the total time to complete must not exceed 1 1/2 times the normal length of the course.

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 Programs. The Financial Aid Officer may note on the Audit checklist or other like form whether or not the student's GPA is satisfactory. A copy of the report may be placed in the student's file.

Transfer between program programs is allowed and credits can be transferred as long as it meets the program coursework. However, student has to complete the program within the 150% of the original enrollment period.

## **Withdrawing From Class**

You may withdraw from a course by not attending class for 14 consecutive class days, as outlined in the attendance policy, or by informing the Education Office or School Director that you wish to withdraw. We prefer that you complete a withdrawal form at The Records Office; however, a signed letter will suffice. When you withdraw, you withdraw from the entire program.

## **Repeating Tests; Recycling Classes**

You may take an examination twice. If you miss an examination due to absence, it is considered the same as if you had taken the examination and received a grade of zero (0). You will then be allowed one retake for the examination. If you do not take the make-up test, you will receive a 0% for that portion of the course, which will be averaged into your GPA. If you receive below 70% on a test you must retake the test within 3 weeks of receiving the grade; otherwise, the grade becomes permanent. Under certain circumstances, exceptions may be approved by the School Director.

If you fall too far behind, or are maintaining an unsatisfactory GPA, or have taken a Leave of Absence, you may be required to recycle, or re-take portions of the course. Recycling is without additional charge to you when it is required by the School.

When you recycle a portion of your program, the original grades received on that portion that is being retaken are replaced with your new grades. You will be required to retake all examinations and complete all classroom projects required during recycling. If you are recycling because of academic reasons (low GPA), you must maintain a 70% or higher GPA during the recycling period.

## **Graduation Requirements**

Students who meet the student progress policy and do not have outstanding issues with the school will receive a Diploma for the course taken.

## **Continued Education**

An Associated Technical College graduate may apply to be considered for a continuing education opportunity for any of the other programs offered by the institution. The admissions requirements must be met and the applicant must be accepted for enrollment. An institutional tuition discount of \$7,000 will be awarded upon successful completion of the new program. Your Admissions Advisor will assist you in the application process.

## **Rules of Conduct**

You are expected to follow all School Rules and Regulations and to conduct yourself within the bounds of acceptable behavior at all times. Observance of the Rules and Regulations and maintaining a professional manner during School attendance will result in your being qualified for recommendation to prospective employers as having conformed to all the requirements placed upon you. This, combined with your assimilation of the course content, will promote success in your chosen profession. Conversely, infractions of the School Rules and Regulations, or improper behavior, including use of obscene language or the placing of graffiti on school property may result in Probation, Suspension or Termination.

Smoking in the building is prohibited. Eating, and drinking, other than water, allowed only in designated areas. Your ID badge must be worn at all times in the classroom and on campus. Students are expected to be in proper attire commencing with the first day of class. Allowed dress code is posted around the campus for your review.

## **Drugs and Alcohol Prohibited**

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 towards high standards and respectful conduct. While we seek to educate and encourage, we also have a responsibility to restrict any behavior that adversely affects members of the campus. We feel we have a compelling obligation to eliminate illegal drugs and alcohol from our campuses. Possessing, using or distributing illegal drugs or alcohol on campus will be grounds for immediate dismissal. Students convicted of



possession or sale of drugs may lose their rights to Title IV financial aid funds. Further details will be found under ‘Disclosures’.

## **Guidance and Counseling**

Our experienced Admissions Staff possess a wide variety of formal training, which has prepared each to provide you with guidance. In addition, the instructors and the administrative staff are available to advise you on any problems you may have and to assist you in achieving your goals successfully, while you are enrolled as a student.

## **Probation, Suspension and Termination**

Any student who is not in full compliance with the qualitative and quantitative academic standards stated in the Satisfactory Academic Progress Policy will receive a Financial Aid Warning.

You will be given a warning if you are not making satisfactory academic progress and will be placed on probation if this has not been corrected at the end of the warning period. Once placed on probation, your academic progress will be monitored closely. At the midpoint of your probationary period, you will be advised if you are not meeting the terms of probation. If you should fail to meet the terms of probation, you may be terminated at the end of the probationary period. The School Director may consider extenuating circumstances in determining whether you have complied with the terms of probation.

Probation shall be for a reasonable period of time, not to exceed sixty (60) days. The probationary period will be stated on your Probation Form. During your probationary period, you must correct the deficiencies which led to the probation as outlined in the Probation Form. The Probation Form is completed by the Director or his designee and signed by you at the time you are placed on probation.

Suspension or termination may result from failure to follow School Rules, which include, but are not limited to: tardiness, absences, satisfactory progress, make up work, failure to satisfy conditions of probation, and failure to meet financial obligations, including failure to go to required appointments with the Financial Aid Office. If suspended, you may apply for re-entry when the reasons for the suspension are corrected.

## **Student Tuition Recovery Fund (STRF)**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1) The school closed before the course of instruction was completed; 2) The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or

materials for which a charge was collected within 180 days before the closure of the school; 3) The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs; 4) There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

You must pay \$8.50 for the state imposed assessment for the Student Tuition Recovery Fund (STRF), if all of the following applies to you: 1) You are a student in an educational program, a California resident, or enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,

2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

## **Grievance and Complaint Procedure/Appeal Policy**

If you are aggrieved by an adverse action of an instructor, staff member or School Director concerning Probation, Suspension or Termination, you may appeal against such an action in the manner proscribed in the Procedures Manual. The Administration and Records Office will assist you.

If you have complaints about any matters relating to the School you should follow this procedure: First, discuss your complaint with your instructor. If you do not receive satisfaction, discuss the matter with the School Director.

If you still do not receive satisfaction, put your complaint in writing and address it to The President, Diversified Education Company, 1670 Wilshire Boulevard, Los Angeles, California 90017. Your complaint will be addressed within ten (10) working days of receipt.

You may also make complaints, as follows:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. Such a plan is outlined above. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form,

with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 (703) 247-4212; [www.accsc.org](http://www.accsc.org). A copy of the Commission's Complaint Form may be obtained by contacting the School Director.

## **“Student’s Right to Cancel” Procedures**

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 full refund of charges if requested within three days after signing an enrollment agreement and making an initial payment. You may also cancel at the first class session, or seven (7) 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, or email. 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 tuition; including the \$100.00 registration fee and you will be required to return any textbooks or a uniform that you have received.

## **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.

Notification of intent to withdraw must be made to the Director of Education. Tuition is charged beyond the cancelation periods as indicated under “Student’s Right to Cancel”.

Student who misses regularly scheduled classes for fourteen (14) consecutive absences, on the fifteen consecutive absences may automatically be terminated. An automatic termination does not necessarily bar from re-entering at a later date.

Student may also be terminated by the institution if the code of conduct is not met or the minimum performance as required 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 cancellation 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, to determine the amount of tuition owed 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 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 VI 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 in the following order:

- |                             |                       |
|-----------------------------|-----------------------|
| 1. Direct Unsubsidized Loan | 3. Direct Plus Loan   |
| 2. Direct Subsidized 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.

Percent of Program Completed:	10%	25%	50%	60%	Over 60%
Tuition paid	\$8500	\$8500	\$8500	\$8500	\$8500
Tuition owed by the student	\$850	\$2125	\$4250	\$4335	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 Officer to determine the amount you

may owe or be due.

## **Notification of Return of Title IV Refund Requirements**

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.

## **Tuition Assistance (TA) Unearned Tuition Policy**

The policy allows the return of any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

## **Comparable Program Information**

Comparable program information relating to tuition and program length is available. This information is furnished by:

The Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd. Suite 302Arlington, VA 22201 (703) 247-4212

## **Notification of Title IV Refund Requirements**

Beginning October 1, 2000, 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 hours attended divided by the number of hours 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 you drop out after attending 25% of a term and have received a \$1,650 grant for that period, you could owe as much as \$1,237.50. Please check with your Financial Aid Officer to determine the amount you may owe.

**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 as shown on your enrollment agreement.



## **CAREER PLANNING**

Career Planning starts with thinking about your interests, values, skills and preferences which will impact your working life. Those with special skills and trade may find long term career resulting in continuous employment and advancement. Our mission is to provide you with a rewarding Career where you can achieve professional growth.

**INDUSTRY:** In the final two decades of the twentieth century a revolution in communications took place, and the pace continues today and into the foreseeable future. Our day-to-day life is surrounded by electronic and computerized equipment that is used for communications and for conducting business; from life-saving medical devices to communications in space. Fiber optics, cabling, computer hardware and software, computer networking, paging, security systems and cellular telephones are but a few of the areas that are continuing to enjoy rapid growth. Qualified Technicians are needed to install, program and maintain the equipment needed.



The program's objective is to prepare you with the skills necessary to enter the job market in the fields of: Fiber Optics, Cabling, Computer Hardware and Software, Computer Networking, Residential and Commercial Telephone Systems, Electronics System Installation and Repair, Satellite and Security Systems, Smart System Automation Technology and Home Theater Audio/Video Systems. The Classrooms are set up to resemble the real world. Therefore, making it easy for our graduates to move right into the working environment. The Hands-On and Practical training is our approach to give you the skills needed to enter the job market.

### **PROGRAM LENGTH**

The program will require a total of 900 clock hours covered over two semesters out of which, 720 clock hours are assigned to classroom lecture and supervised practical hands-on. Students may also expect outside preparation such as homework, reading/writing assignments, research and presentation amounting to 180 clock hours. Typically 30 weeks or 7 months is required to complete this program and 24 credit units are awarded upon successful completion.

### **EMPLOYMENT OPPORTUNITIES AND JOB TITLES**

Successful graduates may pursue employment as an entry level Technician with Residential Telephone Companies, companies owning their own Telephone Systems, Cable or Television industry, Field or Service Technician with Electronic or Computer Companies, Cable Installer, Fiber Optic Splicer and Terminator, Satellite Installer, Home Automation, Home Theater and Security Systems Installer.

The U.S. Dept. of Labor Job Title classifications are 003.161-014, 822.261-022, 10.9999, 10.0105, 10.0299, 10.0305, 11.3001, 11.0699, 11.0801, 11.0901, 11.1006, 52.0411

### **Driver's License Requirement**

Employers usually require that an employee in this field have a valid California driver's license.

### **Color Blind Test**

Applicants must pass the Ishihara Test for Color Blindness, which will be administered by the School.

### **PLACEMENT SERVICES**

All students will be assisted in employment preparation prior to graduation. The preparation will include Interviewing Skills, Job Research Skills, and Resume Writing. Successful graduates are assisted with job development and job leads in the field of training.

Students may also receive assistance in locating temporary part or full time jobs while attending the training program.



## **FINANCIAL AID AND FINANCIAL ASSISTANCE**

Financial Aid and Assistance is available to all qualified applicants.

### **TUITION/FEES**

Tuition is charged separately for each semester of 15 weeks each.

Registration Fee (Non-refundable)	\$100.00
First semester tuition	\$8,450.00
2nd semester tuition	\$8,450.00
STRF Fee (Non-refundable)	\$8.50
Total tuition and registration fee	\$17,008.50

All tools, equipment, and material required for the training are provided and are included in the cost of training. Refer to the section under Equipment and Textbook List for details.

### **Job Certifications**

No certification is required to be employed in the occupations for which our courses train you.

## **PROGRAM CONTENT**

### **CABLING (3 WEEKS-72 hours)**

Cabling methods, types, and applications. Cabling categories, and connecting blocks. Cable handling & termination. Cabling topology and applications.

### **FIBER OPTICS (2 WEEKS-48 hours)**

Fundamentals of fiber optic technology; Handling fiber optics cables; Basic and advanced Splicing and termination process using various methods and test equipment; Installation process to premises.

### **SMART SYSTEM/HOME AUTOMATION TECHNOLOGY (2 WEEKS-48 hours)**

Understanding the use and setup of “Smart Devices” such as; appliances, security, heating and air conditioning, home entertainment and voice control systems. Installation and programming of Smart Devices and their applications.

### **ELECTRONIC KEY SYSTEMS (4 WEEKS-96 hours)**

Understanding of operation and features of EKTS systems. Installation and programming procedure of multiline phone systems.

### **SATELLITE & SECURITY CONTROL SYSTEMS (2 WEEKS-48 hours)**

Installation and troubleshooting of Digital Satellite, Security Alarm, Surveillance Camera and Security Access Control systems.

## **CUSTOMER SERVICE SKILLS (1 WEEK-24 hours)**

Problem-solving and customer satisfaction strategies; Soldering & electronic assembly techniques.

## **ELECTRICITY & ELECTRONICS (5 WEEKS-120 hours)**

Theoretical and practical applications of Electricity, Motors, Generators and commonly used electronic components. Basic reading and drawing of electronic schematic symbols. Troubleshooting and repair of analog circuitry and understanding their applications utilizing test equipment.

## **GREEN TECHNOLOGY (2 WEEKS-48 hours)**

Theory and practical applications of Green Technology utilizing Solar Cells and other renewable energy sources and their conversion to usable electricity. Understanding complex circuitry and test equipment for troubleshooting.

## **PC OPERATION (1 WEEK-24 hours)**

Introduction to PCs and operating systems. Introduction to software applications in Microsoft Office.

## **HARDWARE (4 WEEKS-96 hours)**

Computer components, computer assembly. Understanding and performing PC upgrades such as: hard drives, flash drives, modems, CD/DVD drives, system backups, and multimedia. Understanding and performing software upgrades such as:

MS Windows and Windows based programs, defragmenting, and troubleshooting computers using software diagnostic programs.

## **NETWORKING (3 WEEKS-72 hours)**

Basic computer networking, installation and hardware requirements to setup Peer to Peer, Local & Wide Area Networks plus Cloud and Wireless Services Technology.

## **INTERNET (1 WEEK-24 hours)**

Introduction to the World Wide Web services. Hardware and software requirements. Introduction to web page design using HTML.

# MICROCOMPUTER TECHNOLOGY PROGRAM



## CAREER PLANNING

Career Planning starts with thinking about your interests, values, skills and preferences which will impact your working life. Those with special skills and trade may find long term career resulting in continuous employment and advancement. Our mission is to provide you with a rewarding Career where you can achieve professional growth.

**INDUSTRY:** All companies aim for having the best product and the most satisfied customer. The most important part of any company is its essential basic element, “Its Employees”. A motivated, skilled, and pleasant employee is considered to be an asset to any firm. Therefore, due to the extreme increase of the office equipment, “Computers”, companies are in need of skilled workers who can utilize office automated equipment for the purpose of typing letters or forms, perform accounting, desktop publishing, updating and maintaining company data, etc.

The program’s objective is to prepare you with the skills necessary to enter the job market in the fields of: Office Automation, Desktop Publishing, Computer Support Assistant, Executive Assistant, Computer Operator, Business Office Personnel, and Data Entry Specialist.

The Classrooms are setup to resemble the real world. Therefore, making it easy for our graduates to move right into the working environment. The Hands-On and Practical training is our approach to give you the skills needed to enter the job market.

Our experienced instructional staff constantly updates and broadens program content and learning methods to prepare you for the changing needs of today’s real-world job market. One-on-one training as well as group training is our methods of instructions.

## **PROGRAM LENGTH**

The program will require a total of 900 clock hours covered over two semesters out of which, 720 clock hours are assigned to classroom lecture and supervised practical hands-on. Students may also expect outside preparation such as; homework, reading/writing assignments, research and presentation amounting to 180 clock hours. Typically 30 weeks or 7 months is required to complete this program and 24 credit units are awarded upon successful completion.

## **EMPLOYMENT OPPORTUNITIES/JOB TITLES**

Successful graduates may pursue employment as an entry level Computer or Office Assistant with companies in any line of business, such as, Insurance Companies, Medical Companies, Law or Legal Firms, Technical or Manufacturing Companies, Publishing or Printing Companies, Sales and Research Companies.

The U.S. Dept. of Labor Job Title classifications are 10.9999, 11.0101, 11.0301, 11.0601, 11.0602, 11.0699, 11.0803, 11.0899, 11.1004, 52.0201, 52.0207, 52.0401, 52.0406, 52.0408 52.0411, 52.0499

## **PLACEMENT SERVICES**

All students will be assisted in employment preparation prior to graduation. The preparation will include Interviewing Skills, Job Research Skills, and Resume Writing. Successful graduates are assisted with job development and job leads in the field of training.

Students may also receive assistance in locating temporary part or full time jobs while attending the training program.

## **FINANCIAL AID AND FINANCIAL ASSISTANCE**

Financial Aid and Assistance is available to all qualified applicants.

Tuition is charged separately for each semester of 15 weeks each.

Registration Fee (Non-refundable)	\$100.00
First semester tuition	\$8,450.00
2nd semester tuition	\$8,450.00
STRF Fee (non-refundable)	\$8.50
Total tuition and registration fee	\$17,008.50

All tools, equipment, and material required for the training are provided and are included in the cost of training. Refer to the section under Equipment and Textbook List for details.

## **Job Certifications**

No certification is required to be employed in the occupations for which our courses train you.

### **PROGRAM CONTENT**

**CUSTOMER SERVICE SKILLS & SUPPORT (WEEK-24 hours)**      Problem solving and customer satisfaction strategies.

**PC's OPERATING SYSTEMS (1 WEEK-24 hours)**

Introduction to personal computers and types of operating systems.

**WORDPROCESSING (3 WEEKS-72 hours)**

Introduction to word-processing, programs such as Note Pad, Word Pad, DOS editor. Understanding Microsoft Word program. Creating documents, editing, configuring and formatting files.

**SPREADSHEET (3 WEEKS-72 hours)**

Introduction to computerized spreadsheet programs. Create, Edit, and Format Spreadsheets using Microsoft Excel program.

**DATABASE MANAGEMENT (3 WEEKS-72 hours)**

Introduction to computerized database management programs. Performing data entry and reporting using Microsoft Access program.

**DESKTOP PUBLISHING (3 WEEKS-72 hours)**

Introduction to desktop publishing programs and their applications. Creating, Editing, and formatting publications.

**PRESENTATION SOFTWARE (3 WEEKS-72 hours)**

Introduction to presentation software programs and their applications. Creating, editing, and formatting complex slide shows using Microsoft PowerPoint.

**COMPUTERIZED ACCOUNTING (4 WEEK-96 hours)**

Introduction to office accounting. Performing and managing simple accounting tasks using accounting software program.

**INTERNET (1 WEEK-24 hours)**

Understanding the principles of the World Wide Web. Connecting and surfing the web. Designing web pages using different types of software programs.

## **BUSINESS COMMUNICATIONS (1 WEEK-24 hours)**

Proper communication formats in the business environment. Creating business journals, agendas, minutes of meetings, and other office documentation.

## **OFFICE PROCEDURE (4 WEEKS-96 hours)**

Understanding office systems and procedures, message handling and transmission, records management, and file maintenance.

## **EXCHANGE E-MAIL (1 WEEK-24 hours)**

Understanding sending and receiving computerized e-mail using Outlook and other software programs.

## **PERSONAL DEVELOPMENT (2 WEEKS-48 hours)**

Building and maintaining self-image, esteem, and motivation.



# EQUIPMENT & TEXTBOOK LIST

## TELECOMMUNICATIONS PROGRAM

**Standard Hand Tools:** Standard screwdrivers, Standard cross-tip screwdrivers, Diagonal wire cutter, Long-nose pliers.

**Specialized Tools:** Automatic impact tools (for terminating wires). Wire connecting tools (multi-wire connecting tools), Hand-held connecting tool, Tone test set (used for wire identification), Line induction amplifier (used w/ tone test set), Linemen's telephone test set.

**Specialized Equipment:** Analog and Digital Educational Trainers. Snap Circuit Lab Kits, Oscilloscopes and Digital Multi-meter. Soldering Tool Set, and Fusion Splicer. Satellite, Alarm and Security Video Systems. Fiber Optics Fusion, OTDR, and OLTS equipment. Cable Side-Kick. Cable Mapper, MEGGER, Solar panels, Smart TVs, Home Automation and Home Theater Systems.

**Computer Equipment:** Desktop Computer Systems to perform software and hardware troubleshooting and upgrades. Various Operating Systems software, Microsoft Office 2016 program, Windows 2016 Server to learn Computer Networking.

**Telephone Equipment:** Multi-line telephone sets (6-10-20 button telephone sets), Connecting devices (used to connect multi-conductor cables), Apparatus panels (designed to support multi-line telephone operations). Voice over Internet (VOIP) systems.

**Specialized Telephone equipment:** Electronic Key Telephone Systems: Central key telephone unit (cabinet), Power supply, associated printed circuit boards (for total system operation), Key Telephone Sets, Programming Terminal.

**Textbooks And Manuals:** Outside published textbooks: "Certified Premise Cabling Technician Manual", "How Computers Work", "Windows O.S. for Dummies", "Creating Webpages for Dummies", "Office Suite for Dummies", "Snap Circuits", Text and Study Guide With Labs, and Smart Home Automation/Entertainment. In-house published textbooks/manuals: Introduction to Operating Systems, Introduction to Office Applications, Direct Current & Alternating Electronics, Electronic Circuits, Digital Electronics, Satellite TV, Customer Service Skills, Introduction to Electronic Keys, Understanding the Internet, NEC Digital Phone System Manual and Computer Networking/Cloud Services Technology.

All materials noted above are maintained on campus and are available for classroom instructions. The equipment are checked in and out during class hours and textbooks are handed out at the beginning of each subject matter. All of these activities are processed through the School's Resource Center.

## **MICROCOMPUTER TECHNOLOGY PROGRAM**

**Computer Equipment:** Desktop Multimedia Computer Systems. Microsoft Windows Operating Software, Microsoft Office Suite to learn word-processing, database management, spreadsheet, presentation, desktop publishing and e-mail exchange.

**Textbooks And Manuals:** Outside published textbooks: “Windows O.S. Simplified”, “Microsoft Office 365”, “Office Etiquette & Protocol”, “Professional Secretary’s Encyclopedic Dictionary”, “Proofreading & Editing Business Documents”, Mastering QuickBooks, “The Official Guide”, ”Creating Webpages for Dummies” Customer Service Skills, Personal Development using “The Job Hunting Handbook”.

All materials noted above are maintained on campus and are available for classroom instructions. The equipment are checked in and out during class hours and textbooks are handed out at the beginning of each subject matter. All of these activities are processed through the School’s Resource Center.

## **LIBRARY AND OTHER LEARNING RESOURCES**

The School maintains additional learning materials in its Student Services Department including; textbooks, audio/video systems and computers with high speed access. In addition, the School has a list of reference materials that are available within the local public libraries. Procedures for obtaining public library cards and checking out materials are available at the Student Services Department. Students are encouraged to use these resources as an additional reference to their field of studies.

Students may obtain access to any of the in-house materials simply by showing their Student ID card to the School Officials.

## **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 inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

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 then 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 those 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. ATC follows the above procedures.

Students may request to review records in person at the ATC Records Office. Giving a 2-4 day advanced notice is desirable to avoid having to wait while files are retrieved from storage.

Associated Technical College does not maintain a student directory. Further information or complaints on adherence to this policy may be obtained by calling (202) 260-3887

### **DISCLOSURES**

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

### **DIRECT STUDENT LOANS**

\*Direct Subsidized loans interest rate is 3.73%

\*Direct Unsubsidized loans interest rate is 3.73%

\*Direct Plus Loans interest rate is 6.28%

\*This interest rate applied at the time this catalog was published, but it changes frequently. Ask your Financial Aid Officer for the current rate.

Other consumer information appears on the SCHOOL PERFORMANCE FACT SHEET which, by reference, is made a part of this catalog.

If you did not receive a SCHOOL PERFORMANCE FACT SHEET, or have misplaced yours, please ask for a copy. It is important that you examine this sheet before signing an enrollment agreement.

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

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

## **Unlawful copying or sharing of copyright material**

Downloading or copying of copyright material, including computer programs for personal use or distribution is prohibited both by ATC 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, Section 1201 or 1201 shall be fined not more than \$500,000 or be imprisoned for not more than five years, or both for a first offense and not more than \$1,000,000 or be imprisoned for not more than 10 years, or both for each subsequent offense.

## **National Student Loan Data System (NSLDS)**

The borrower or recipient of federal financial aid (Grants and Loans) will be submitted to the National Student Loan Data System which is accessible to all guarantee agencies, lenders and institutions authorized to be users of the system. In other words, the type and amount of financial aid which you receive here will be known to anyone having legitimate access to the system.

## **Vaccinations**

ATC does not have a policy requiring vaccinations of any kind. However, we advise students in attendance during fall and winter months to obtain the current flu vaccine.

## **Prior Experiential Learning**

Associated Technical College does not grant credit for prior experiential learning.

## **Student Visas**

The school does not enroll students from other countries.

## **Learning Resource Center**

The school's Learning Resource Center (Library), is located in the administrative offices. The library houses books, magazines and other literature relating to the programs offered by the school. The school also subscribes to an online library system that the students can access. The library also has several computers sufficient in number to serve the student population.

## **Student Services**

Our Student Services Department provides assistance to you in such areas as housing, transportation, baby-sitting, tutoring, financial planning, and other general life coping needs. The department is located across from the library. While the school provides information on housing, it does not own or have under its control a dormitory. There are many housing facilities available within a ten mile radius of the school with varying range of \$300 to \$800 per month. The school is not responsible in securing housing for its students.

## **Bankruptcy Statement**

The school is not operating under bankruptcy or other financial insolvency protection of law.

## **Prior to Signing the Enrollment Agreement**

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.

## **Have Additional Questions?**

Any questions a student may have regarding this catalog that have not been satisfactorily addressed by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (800-952-5212 or by fax (916) 263-1897.

## **Public Complaints**

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 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))

## **Financial Aid Programs**

The amount of financial aid for which a student qualifies is based on the Education Budget as determined by the institution.

- ***Independent*** students, the budget used is as follows: Tuition and Fees: \$17,000.; Books and Supplies: \$100; Personal Expenses: \$1,750; Room and Board: \$9,500; Transportation: \$1,440; Total budget \$29,790
- ***Dependent*** students, the budget used is as follows: Tuition and Fees: \$17,000; Books and Supplies: \$100; Personal Expenses: \$1,750; Room and Board: \$4,200; Transportation: \$1,440. Total budget \$24,490.

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.

Associated Technical College is eligible to provide Federal financial assistance to those who qualify under each of the following 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 students 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.
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 for 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. **William D. Ford 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 balanced owed, student may be scheduled to pay off the balance prior to graduation in monthly payment schedule or will be granted extended payment plan post-graduation. These payments are without interest, however, 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 graduates, or withdraws. Your financial aid officer 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.

**Campus Security and Drug and Alcohol 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 Officer.

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## **Title IX Non Discrimination Policy**

Title IX originated in 1972 as part of the educational amendments of the U.S. Department of Education, since updated to now include barring discrimination on the basis of 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 should report the incident(s) to Leticia Serrano, Title IX Coordinator, located in the Financial Aid Office. Telephone: (619) 234-2181, email: [TitleIXCoordinator@atcsd.edu](mailto:TitleIXCoordinator@atcsd.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.

Associated Technical College has no athletic programs, nor does it provide school owned residential facilities.

## STAFF

### **FACULTY AND STAFF**

SAMUEL ROMANO, President of DEC, 213-353-1845

MERCEDES BOMBIMO, Chancellor of DEC, 213-353-1872

ALI POURHOSSEINI, Campus Director, 619-234-2181, Ext 309, Office 309

MARTHA JUAREZ, Administrations and Records Supervisor, 619-234-2181, Ext 310

LETICIA SERRANO, Financial Aid Officer, 619-234-2181, Ext 304, Office 304

Main Email Address: [info@atcsd.edu](mailto:info@atcsd.edu)

### **FACULTY**

SHERRIE GIBBS, 10 years experience in administrative positions, Bachelors of Arts in Communications, University of New York and 5 years experience in vocational training. Email: [s.gibbs@atcsd.edu](mailto:s.gibbs@atcsd.edu)

LAWRENCE QUALEY, 10 years experience in technical field as a network, computer and cable technician and 10 years experience in vocational training. Email: [l\\_qualey@atcsd.edu](mailto:l_qualey@atcsd.edu)

BUCK TINSLEY, 12 years experience in technical field as an electronic, telecommunications and cable technician and 13 years experience in vocational training. Email: [b.tinsley@atcsd.edu](mailto:b.tinsley@atcsd.edu)

Faculty Office located in Office 311

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## START AND ENDING DATES

<b>Start Date</b>	<b>1st Semester End</b>	<b>2nd Semester End</b>
1/6/2022	4/22/2022	8/9/2022
1/13/2022	4/29/2022	8/16/2022
1/21/2022	5/6/2022	8/23/2022
1/28/2022	5/13/2022	8/30/2022
2/4/2022	5/20/2022	9/7/2022
2/11/2022	5/27/2022	9/14/2022
2/18/2022	6/6/2022	9/21/2022
2/28/2022	6/13/2022	9/28/2022
3/7/2022	6/20/2022	10/5/2022
3/14/2022	6/27/2022	10/12/2022
3/21/2022	7/5/2022	10/19/2022
3/28/2022	7/12/2022	10/26/2022
4/4/2022	7/19/2022	11/2/2022
4/11/2022	7/26/2022	11/9/2022
4/18/2022	8/2/2022	11/17/2022
4/25/2022	8/9/2022	11/28/2022
5/2/2022	8/16/2022	12/5/2022
5/9/2022	8/23/2022	12/12/2022
5/16/2022	8/30/2022	12/19/2022
5/23/2022	9/7/2022	12/27/2022
5/31/2022	9/14/2022	1/4/2023
6/7/2022	9/21/2022	1/11/2023
6/14/2022	9/28/2022	1/19/2023
6/21/2022	10/5/2022	1/26/2023
6/28/2022	10/12/2022	2/2/2023
7/6/2022	10/19/2022	2/9/2023
7/13/2022	10/26/2022	2/16/2023
7/20/2022	11/2/2022	2/24/2023
7/27/2022	11/9/2022	3/3/2023
8/3/2022	11/17/2022	3/10/2023
8/10/2022	11/28/2022	3/17/2023
8/17/2022	12/5/2022	3/24/2023
8/24/2022	12/12/2022	3/31/2023
8/31/2022	12/19/2022	4/7/2023
9/8/2022	12/27/2022	4/14/2023

9/15/2022	1/4/2023	4/21/2023
9/22/2022	1/11/2023	4/28/2023
9/29/2022	1/19/2023	5/5/2023
10/6/2022	1/26/2023	5/12/2023
10/13/2022	2/2/2023	5/19/2023
10/20/2022	2/9/2023	5/26/2023
10/27/2022	2/16/2023	6/5/2023
11/3/2022	2/24/2023	6/12/2023
11/10/2022	3/3/2023	6/19/2023
11/18/2022	3/10/2023	6/26/2023
11/29/2022	3/17/2023	7/3/2023
12/6/2022	3/24/2023	7/11/2023
12/13/2022	3/31/2023	7/18/2023
12/20/2022	4/7/2023	7/25/2023
12/28/2022	4/14/2023	8/1/2023