

**Vocamotive™**

**Computer**

**Software**

**Training**

VOCAMOTIVE



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VOCAMOTIVE



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Joseph Belmonte, CRC-President  
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**Our Mission**

To provide comprehensive computer training services to clients and customers that facilitate the development of immediately useful skills in the marketplace.

## **Methods for Course Delivery**

Methodology for course delivery depends upon student population served.

For the Vocational Rehabilitation client working under the guidelines of a Rehabilitation Plan and/or under the sponsorship of an insurance company or Workers Compensation Commission approved rehabilitation plan/agenda, the following formats are available:

- OS = On Site. Service is provided primarily on-site at the Vocamotive Computer Laboratory, coupled with one-on-one assistance as per program/rehabilitation plan guidelines. Vocamotive may provide on-site service at client home or within local geography pending rehabilitation plan requirements or client need.
- SS = Self-Directed Study. Student completes study at home while receiving one-on-one support via telephone or e-mail as per program guidelines. Vocamotive will provide on-site service at client home or within local geography as per rehabilitation plan requirements.
- CS = A combination of On Site and Self-Directed Study, again with one-on-one support as per program guidelines. Vocamotive will provide on-site service at client home or within local geography as per rehabilitation plan requirements.

For the self-pay student or student sponsored by his/her employer, the following formats are available:

- OS = On Site. On-site at the Vocamotive Computer Laboratory, coupled with one-on-one assistance as per program guidelines.
- IL = Instructor Led-On-site at the Vocamotive Training and Assessment Center

## **COURSE OFFERINGS**

### **KEYBOARDING TRAINING**

KBRD-101 Basic Keyboarding

### **COMPUTER BASICS**

WinPgm-101 Introduction to Windows

## **MICROSOFT OFFICE**

### **MICROSOFT WORD**

WORD-101 Microsoft Word – Level 1

WORD-102 Microsoft Word – Level 2

### **MICROSOFT EXCEL**

EXCL-101 Microsoft Excel – Level 1

EXCL-102 Microsoft Excel – Level 2

## **MICROSOFT OUTLOOK**

OUTL-101	Microsoft Outlook- Introduction
OUTL-102	Microsoft Outlook- Intermediate

## **MICROSOFT POWERPOINT**

PPNT-101	Microsoft PowerPoint – Level 1
PPNT-102	Microsoft PowerPoint – Level 2

## **COURSE DESCRIPTIONS**

### **KEYBOARDING TRAINING**

#### **KBRD 101-Basic Keyboarding/10 Key Data Entry**

This course is designed specifically for the entry-level computer user with little or no keyboard familiarity. The student will be instructed in proper touch typing technique. Course objective is to facilitate comprehensive keyboard familiarity and typing speed to 20-30 words per minute sufficient for entry-level employment. Evaluation is completed via weekly test. Certificate of proficiency is awarded based upon typing speed/accuracy. Minimum requirement for award of certificate is demonstrated typing speed of no less than 20 words per minute with 90 percent accuracy.

This course is designed specifically for the individual whose primary occupational focus includes demonstration of 10-key numerical data entry competitive levels of 121 keystrokes per minute/7260 keystrokes per hour with 95 percent accuracy at a minimum. Progress is evaluated via weekly testing and certificate of achievement is awarded for achievement of minimum keyboard speed of 121 keystrokes per minute/7260 Keystrokes per minute with 95 percent accuracy.

Prerequisites: None  
Clock Hours: 36.00  
Delivery Method: On Site, Self-Directed or Combination Study

### **COMPUTER BASICS**

#### **WinPgm 101-Introduction to Windows**

This course introduces the novice computer user to computer hardware, Windows Operating System (OS) concepts and the functions of this key software component. The student will learn to differentiate between the operating system and other software components and understand basic functions of the operating system. The student will learn to utilize keyboard, mouse and other input devices to perform basic activities such as launching programs, working with Windows, as well as Windows concepts such as menus, toolbars, dialogue boxes, etc. This course includes an introduction to the Internet browsers, search engines and navigating within websites.

Prerequisites: None  
Clock Hours: 11.00  
Delivery Method: On Site, Self-Directed or Combination Study

## **Microsoft Word**

### **WORD 101 Word Level 1**

Designed for the student with no previous word processing experience whose primary objective is to utilize Microsoft Word at a basic level to complete simple correspondence or who may desire a quick and effective introduction to word processing. Upon completion of this course, the student will be able to create and edit a Word document, set margins, copy text, utilize various format commands, work with numbered lists and columns, utilization of print commands and utilize file save in retrieval techniques.

**Prerequisites:** WINPGM 101 Introduction to Windows and enrollment in or completion of KBRD 101 or instructor approval.

**Clock Hours:** 27.00

**Delivery Method:** On Site, Self-Directed or Combination Study

### **WORD 102 Word Level 2**

This course is designed specifically for the individual who must demonstrate a comprehensive knowledge of Microsoft Word functions including creating and using Charts, inserting WordArt and SmartArt graphics, merging documents and envelopes, working with tables, inserting file and sections breaks, working with columns, inserting hyperlinks and editing a data source file.

**Prerequisites:** WORD 101, proficiency or instructor approval.

**Clock Hours:** 22.00

**Delivery Method:** On Site, Self-Directed or Combination Study

## **Microsoft Excel**

### **EXCEL 101 Excel Level 1**

This course is specifically designed as a preliminary introduction to use of Spreadsheets. It is designed for the individual who must learn a basic understanding of what a spreadsheet is, what it does, and how to perform basic data entry and formatting. It serves as preparation for more in-depth, formal study of Microsoft Excel and comprehensive spreadsheet utilization.

**Prerequisites:** WINPGM 101 and enrollment in or completion of KBRD 101 and WORD 101 or instructor approval.

**Clock Hours:** 30.00

**Delivery Method:** On Site, Self-Directed or Combination Study

### **EXCEL 102 Excel Level 2**

This course introduces the student to more advanced manipulation of formats, formulas and functions, table creation, sorting, filtering, using data tools, IF statements, utilizing graphics, grouping and ungrouping data, summarizing and consolidating data, maintaining external references, using PivotTables, PivotCharts and Sparklines.

**Prerequisites:** EXCEL 101, proficiency or instructor approval.

**Clock Hours:** 21.00

**Delivery Method:** On Site, Self-Directed or Combination Study

## **Microsoft Outlook**

### **OUTL-101 Microsoft Outlook Introduction**

This program is designed for the individual seeking employment which requires the management of basic personal and message processing activity utilizing Microsoft Outlook. The student will learn to send, receive and manage e-mail messages, schedule appointments utilizing Calendar function, create and organize contact and address lists and add reminders to appointments, manage scheduling utilizing various calendar views.

**Prerequisites:** WINPGM 101 and enrollment in or completion of KBRD 101 and WORD 101 or instructor approval.

**Clock Hours:** 11.00

**Delivery Method:** On Site, Self-Directed or Combination Study

### **OUTL-102 Microsoft Outlook Intermediate**

Outlook Intermediate provides a more comprehensive overview of the management of message processing skills. Upon completion of this course, the student will be able to, utilize the Task function to track specific tasks by date/time and target completion, utilize the Journal function, create and manage journal entries, attach files to journal entries, interface Journal with Contacts, learn to customize e-mail messages with specialized formatting, signatures and stationery and integrate Outlook components.

**Prerequisites:** OUTL 101, proficiency or instructor approval.

**Clock Hours:** 11.00

**Delivery Method:** On Site, Self-Directed or Combination Study

## **Microsoft PowerPoint**

### **PPNT 101 PowerPoint Level 1**

This course is a comprehensive introduction to Microsoft PowerPoint. Upon completion of this course, the student will be able to create, format, and edit a presentation, as well as add drawings, charts, tables, pictures, transitions, animations and sounds to existing presentations.

**Prerequisites:** WINPGM 101 and enrollment in or completion of KBRD 101 and WORD 101 or instructor approval.

**Clock Hours:** 12.00

**Delivery Method:** On Site, Self-Directed or Combination Study

### **PPNT 102 PowerPoint Level 2**

This course is designed for the advanced user who must demonstrate mastery of wide-ranging desktop presentation functions including using slide masters and action buttons, music, sound and video, setting up shows, exchanging information between programs, sharing and protecting presentations, and customizing Microsoft PowerPoint.

**Prerequisites:** PPNT 101, proficiency or instructor approval.

**Clock Hours:** 12.00

**Delivery Method:** On Site, Self-Directed or Combination Study

## **Vocational English as a Second Language** **VESL**

Vocamotive, Inc. currently offers a one of a kind Vocational English as a Second Language curriculum. The class is designed to provide the non-English speaking client with the skills necessary to independently job search with a variety of different employers.

This class is held over a period of 8 weeks; however customized programs such as workshops or shortened curriculums could be made for customers with a minimum of 5 participating clients.

Topics covered in the course included

- Completing paper and online applications
- Basic computer skills and terminology
- Internet usage
- Resumes, cover letters, interviewing skills
- Communicating with potential employers and completing job search logs.

Upon completion of the course the client has a completed master application, cover letter, resume, thank you letter, letter of interest and one video-taped mock interview.

Clients are immersed in the English language throughout the course. Clients of all backgrounds and ethnicities will succeed in this course as the entire course is conducted in English.

Every client is expected to show dedication and commitment throughout the program. Measuring factors in determining commitment include attending all scheduled appointments on time and dressed according to protocol, completing homework in a timely manner and demonstrating improvement and proficiency upon completion of every section of the course.

At the end of the course, the client completes a comprehensive final examination and recommendations for further planning and services could be identified.

As with all services offered at Vocamotive, upon completion of the course all parties will receive a standardized vocational report documenting all daily activities completed and any pertinent issues or concerns. Additional reporting is available upon customer request and needs.

Clients also have the ability to become comfortable with working with a variety of Vocamotive staff and all progress is carefully monitored by a Certified Rehabilitation Counselor.

**Prerequisites:** None

**Clock Hours:** 96.00

**Delivery Method:** On Site, Self-Directed or Combination Study

### **Award of Certificate**

Vocamotive only awards Certificates of Achievement. Certification is awarded upon successful completion of approved standardized testing according to achieved grade level. Certificates are not awarded for attendance or for proficiency achievement below 75 percent.

## **Admissions Procedures**

### **Vocational Rehabilitation Clients:**

1. Clients referred to Vocamotive Inc. directly for rehabilitation services will participate in the standard intake procedure. Computer training services will be implemented as defined in the Vocamotive developed rehabilitation plan.
2. For vocational rehabilitation clients referred by external rehabilitation counseling service providers, the Vocamotive Rehabilitation Referral and Computer Training Services Request Form must be completed by the referring counselor, claims adjuster or attorney. Comprehensive social history, testing results, medical status, identification of special needs, should be provided by referral source.
3. The client/student will undergo preliminary assessment under the supervision of Vocamotive computer instructional staff in order to determine existing keyboard and software proficiencies, if any. A specific training agenda will be developed under Rehabilitation Counselor supervision.
4. The rehabilitation clients/student will be subject to standard admission procedures, fees and protocol. Additionally, the student must complete authorization to release student information (if applicable) so that performance and grade information may be released to authorized parties.

### **Self-Pay and Corporate Sponsored Students:**

For the self-pay student or student referred by their employer, the following procedures will be applicable:

1. Completion of enrollment form with submission of nonrefundable \$25.00 processing fee.
2. Completion of Computer Training Services Request Form, review of Vocamotive policy booklet and acknowledgment of receipt and compliance. Additionally, the student must complete authorization to release student information (if applicable) so that performance and grade information may be released to authorized parties.
3. Identification of start and finish dates for instruction.
4. Submission of payment.

### **Minimum Typing Skills:**

All incoming rehabilitation clients will be subject to keyboard proficiency evaluation. Test results will be used to facilitate placement in appropriate courses.

### **Proficiency Examination:**

Vocamotive does not offer Certificates for proficiency. However, for those students already possessed of significant skill sets in specific program areas, proficiency testing may be completed. Such testing will be used to facilitate placement into appropriate Vocamotive course offerings.

The student must demonstrate a minimum passing score upon testing for the skill level/program selected. Appropriate testing/examination is completed only upon approval of the Computer Laboratory Instructor.

Proficiency examination is subject to the following restrictions:



- a) Proficiency Examination will not be completed when the client/student has previously completed a course with appropriate testing upon course completion. Proficiency Examination will not be completed for courses in which the student is currently enrolled.
- b) Proficiency Examination will not be completed as a means to raise a previous failing or passing score.
- c) The student will not be allowed to review or study Vocamotive instruction manuals or analyze practice files used for the regular study or practice prior to examination.

**Grading**

Grade points are numerical values which indicate the achievement level of the letter grade. Grade points are assigned according to the following scale:

The following letter grade scale will be applied for the total score points:

<b>A</b> = 93–100	Excellent	<b>F</b> = 69 or less	Fail
<b>B</b> = 85–92	Good	<b>W</b> .....	Withdrawal
<b>C</b> = 77-84	Acceptable	<b>I</b> .....	Incomplete
<b>D</b> = 70-76	Minimum passing requirement		

**The 70-point score is the minimum passing score.**

Clients/students failing to meet minimum passing criteria may be required to repeat coursework with all associated homework/testing in order to be awarded certification. Vocamotive staff will review client/student performance on a case-by-case basis. If it is determined that the student has made all reasonable efforts to remediate performance deficits and that administration of a third test will result in a passing score, Vocamotive may, at its discretion, award a third test opportunity. The student (or payer) will be charged for additional test expense.

Requests to repeat courses will be subject to review by Vocamotive Instructional Staff.

For Vocational Rehabilitation Clients, exceptions to this rule may be considered upon approval of Certified Rehabilitation Counseling staff and upon approval by Vocamotive president, Joseph Belmonte, CRC.

**Tuition and Fees**

All tuition and fees are due and payable at time of registration unless special arrangements are made with approval by Vocamotive Management Staff.

Additional fees are assessed for printed manuals, audio/visual materials, portable memory devices, software or computer hardware as defined in specific course outlines and/or vocational rehabilitation plan.

**Vocamotive charges the following fees:**

<b>Keyboard Training Software.....</b>	<b>\$200.00</b>
<b>Monthly Computer Rental Fee (includes all required software) .....</b>	<b>\$99.00</b>
<b>NSF Check Fee .....</b>	<b>\$25.00</b>

**Residency**

Vocamotive does not have a residency requirement.

## Course Tuition Schedule Web Based Training

Course Description	Contact Hours	Applicable Fees				Total Cost
		Tuition	Manual	Tests		
Proficiency Examination for any Course				\$30.00		\$30.00
General Test Expense				\$30.00		\$30.00
COMP-WinPgm 101-Introduction to Windows Computing	11.00	\$275.00	Included	\$30.00		\$275.00
KBRD-101 Basic Keyboarding	36.00	\$200.00	Included	Included		\$200.00
WORD-101 Microsoft Word – Level 1	27.00	\$425.00	Included	\$30.00		\$455.00
WORD-102 Microsoft Word – Level 2	21.00	\$350.00	Included	\$30.00		\$380.00
EXCL-101 Microsoft Excel – Level 1	30.00	\$425.00	Included	\$30.00		\$455.00
EXCL-102 Microsoft Excel – Level 2	17.00	\$350.00	Included	\$30.00		\$380.00
OUTL-101 Microsoft Outlook - Introduction	11.00	\$425.00	Included	\$30.00		\$455.00
OUTL-102 Microsoft Outlook - Intermediate	11.00	\$350.00	Included	\$30.00		\$380.00
PPNT-101 MS PowerPoint – Level 1	12.00	\$425.00	Included	\$30.00		\$455.00
PPNT-102 MS PowerPoint – Level 2	9.00	\$400.00	Included	\$30.00		\$430.00
VESL Vocational English as a Second Language	96.00	\$1,700.00	Included	Included		\$1,700.00

Tuition may be charged for all repeated courses depending upon student performance and assessment of additional time needed to achieve passing score. Generally, Vocamotive instructional staff will work with the student to identify specific skill deficits and remediate these to appropriate performance level. The student will not be required to purchase additional manuals or supplies unless course descriptions and software have undergone modification or revision.

### **Methods of Student Payment**

The following payment methods are acceptable:

- Cash
- Cashier's Check Or Money Order
- Insurance Payment or Approval

Payment in full must be received by Vocamotive at time of registration. Students will not be allowed to begin course activity until payment is received in full. For vocational rehabilitation clients, billing for services will be submitted directly to the insurance carrier or referral source. Vocational rehabilitation clients will not be balance billed for any services without prior notification.

### **Refund Policy for Tuition, Manuals, Fees, and other charges**

#### **REFUND POLICY:**

Student fees are not refundable. These include but are not limited to: application, registration, and change of class, late installment payment, late registration, transcript, and reinstatement.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of Vocamotive to issue refunds of tuition and fees in a prompt

manner. As a matter of courtesy, students should give written notification to Vocamotive (in person or by registered mail) of their intention to withdraw from a program. However, Vocamotive does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, Vocamotive shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance Vocamotive shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.

In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

**TUITION REFUND SCHEDULE:**

1. If a student does not begin classes, and fees or tuition of \$150 have been collected, a refund of tuition or fees shall be made within thirty (30) days of the start of the program, and an amount not more than \$100 may be retained for application and registration fees.
2. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the students' completion of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
3. When a student has completed in excess of 5% of the course of instruction Vocamotive may retain the application-registration fee but shall retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction.
4. When a student has completed an excess of 60% of a course of instruction, Vocamotive may retain the application registration fee and the entire tuition and other charges.
5. The refund policy for short courses up to 20 clock hours shall refund pro rata up to 60% of the course of instruction.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition owed for 12 months. Vocamotive shall refund 100% of any tuition collected for the obligation beyond the 12 months. (Tuition refund schedule for short courses available.)

## Academic Calendar

### School Hours

Vocamotive is open Monday thru Thursday, 8:00 a.m. to 4:00 p.m. and Friday 8:00 am to 3:00 p.m. Vocamotive offers programming throughout the year according to the following Academic Calendar Schedule:

### Holidays:

January 01, 2018.....	Monday	New Year's Day
May 28, 2018.....	Monday	Memorial Day
July 4, 2018.....	Wednesday	Independence Day
September 3, 2018 .....	Monday	Labor Day
November 22 and November 23, 2018 .....	Thursday/Friday	Thanksgiving Holiday
December 25, 2018 .....	Tuesday	Christmas Day
January 01, 2019.....	Tuesday	New Year's Day

VOCAMOTIVE



## **Absences & Tardiness Policy and Rules of Conduct**

### **Absences**

Due to the unique nature of the Vocamotive personalized training program, each student will receive their own training record schedule, which will specify days and hours computer laboratory space will be reserved for his/her study and practice.

The student is expected to attend all sessions as scheduled. In the event of illness or other circumstances which preclude timely attendance, the student is responsible to contact the instructor to reschedule training sessions or to undertake homework assignments to maintain progress.

Excessive unauthorized absence or "no call/no-show" cancellation on a repetitive basis will result in the student being dropped from the program at Vocamotive discretion. In such circumstances, tuition will not be refunded.

If the student or vocational rehabilitation client is subject to extenuating circumstances secondary to injury, illness, medical treatment or other personal difficulty, special accommodations may be arranged to eliminate hardship. Such determinations will be made by Vocamotive Management staff.

Tuition refund may be implemented on a pro rata basis under such circumstances and at the discretion of Vocamotive Management staff.

### **Tardiness**

It is the responsibility of the student to advise Vocamotive instructional staff of circumstances resulting in late arrival or requirement for early dismissal from a scheduled session. It is the responsibility of the student to request makeup sessions or homework assignments to maintain progress.

Excessive tardiness or regular manifestation of tardiness without contact with Vocamotive Management staff on a repetitive basis will result in the student being dropped from the program at Vocamotive discretion. In such circumstances, tuition will not be refunded.

If the student or vocational rehabilitation client is subject to extenuating circumstances as noted above under "Absences", special accommodations may be arranged to eliminate hardship. Such determinations will be made by Vocamotive Management staff.

Tuition refund may be implemented on a pro rata basis under such circumstances and at the discretion of Vocamotive staff.

### **Procedure for Obtaining Student Transcripts**

Upon written request of any Vocamotive student, Vocamotive will provide documentation as to dates of attendance, student progress, final grading and certificates issued. Please allow 5 business days for the student transcript to be mailed.

Confidential information will not be released to any third party without written authorization by the student.

### **Description of Student Services**

At time of publication of this catalog, Vocamotive does not provide additional student services to the general population. The full range of vocational rehabilitation counseling, training, placement and related services is provided to vocational rehabilitation clients only.

## **Minimum Equipment Provided On-Site To All Students.**

Computer Specifications:

- Windows compatible PC Computer and Monitor or Laptop computer, Keyboard, Mouse & Printer
- Windows, Microsoft Office
- Keyboarding Training Software
- Internet Access

## **Student Complaint Procedures**

For students who feel they have a legitimate grievance or complaint with regard to Vocamotive Instructional Services, a Complaint Form may be requested from computer lab instructional staff. All complaints will be reviewed by Vocamotive Management staff and written response will be issued.

a) VOCAMOTIVE SHALL RESOLVE STUDENT COMPLAINTS PROMPTLY AND FAIRLY AND SHALL NOT SUBJECT A STUDENT TO PUNITIVE ACTION BECAUSE OF WRITTEN GRIEVANCES HAVING BEEN FILED WITH THE SCHOOL OR THE SUPERINTENDENT.

b) VOCAMOTIVE SHALL MAINTAIN A WRITTEN RECORD OF ITS HANDLING OF ALL STUDENT COMPLAINTS.

- d) ANY STUDENT OR EMPLOYEE OF A SCHOOL APPROVED BY THIS ACT WHO BELIEVES HE HAS BEEN AGGRIEVED BY A VIOLATION OF THIS ACT SHALL HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT WITHIN ONE YEAR OF THE ALLEGED VIOLATION.

Complaints against the school may be registered at website the IBHE online complaint system at <http://complaints.ibhe.org/> , accessible through the agency's homepage ([www.ibhe.org](http://www.ibhe.org)). The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

Notice: "Certificate of Approval to operate issued by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education."

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**\*Vocamotive, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.**

**\*Vocamotive, Inc. is not accredited by a US Department of Education recognized accrediting body.**