

2014-2015 School Catalog



**U.S. Career
Institute®**
Dream › Learn › Succeed®

0200000CT02Y-44



SCHOOL CATALOG 2014–2015

COURSES IN CAREER EDUCATION



U.S. Career Institute

2001 Lowe Street • Fort Collins, CO 80525

1-800-347-7899

www.uscareerinstitute.edu

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Welcome to U.S. Career Institute!

Dear Student:

On behalf of U.S. Career Institute, I would like to welcome you to our student body! You've taken the first step toward controlling your future and gaining career advancement. You should be proud of yourself—we certainly are!

At U.S. Career Institute, we pride ourselves on teaching to a classroom of one. You will have our undivided attention as you progress through our up-to-date curriculum that follows our step-by-step, accredited learning process. Each lesson in every course is fun, educational and brings you one step closer to your new career.

Our staff is standing by to answer any questions you may have or to simply offer encouragement along the way. Our Instructors, Student Services and Graduate Counselors can be reached through our Web site at www.uscareerinstitute.com. Or, if you prefer a toll-free conversation, call 1-800-347-7899.

Soon, you will be able to take your place alongside our other successful graduates who work in very rewarding careers. I look forward to serving you while you are a student and sharing your successful experiences when you thrive in your new career. Welcome to U.S. Career Institute!

Warm regards,

Ann Rohr

President



Administrative Personnel

Pamela L. Weston, Founder

Ann Rohr, President

Joyce Lindquist, Vice President of Student Affairs

Janet Perry, Director of Education and Compliance

Primary Faculty

Accounting Services..... Valerie Monahan, BS, MBA, CPA, CFE
Bookkeeping Ann Brauch, BS
Certified Personal Fitness Trainer & Nutritional SpecialistDarrell Portis, BS, MS
Child Daycare Specialist..... Diana Stice
Computer Essentials..... Marc Aumiller, A+ cert., Network+ cert., Security+ cert., BS
CompTIA A+..... Marc Aumiller, A+ cert., Network+ cert., Security+ cert., BS
CompTIA Network+..... Marc Aumiller, A+ cert., Network+ cert., Security+ cert., BS
CompTIA Security+..... Marc Aumiller, A+ cert., Network+ cert., Security+ cert., BS
Criminal Justice.....Carl Meltzer, BS
Healthcare Office Manager..... Brenda Blomberg, BA, CPC
Home Inspection Don Srock, InterNACHI
Insurance Claims Adjuster..... Trevor Eyden, BS
Introduction to Dental Assisting Mary Beth Williams, RDH
Introduction to Medical Assisting..... Jessica Guzman
Legal Transcription..... Bonnie Schou, JD
Massage Therapy Linda Koch, CMT
Medical Claims and Billing Specialist Joyce Jeckewicz, BA
Medical Coding Specialist Brenda Blomberg, BA, CPC
Medical Transcription.....Barb Maas, CMT
Office Administrator Joyce Jeckewicz, BA
Paralegal Bonnie Schou, JD
Patient Care Technician..... Jessica Guzman
Pharmacy Technician..... Mary Catherine VonGarlem, BS, MHA
Veterinary AssistantCatharine Speights, DVM
Wedding and Event Planner Kim Connour

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General Information

Mission Statement

U.S. Career Institute's mission is to offer affordable, quality distance education to our students. USCI's flexible, real world career training is written especially for the distance learner. Our administration, faculty and staff are dedicated to supporting our students through exceptional service.

Authority to Operate

U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, CO 80202, (303) 866-2723.

The school conducts its educational activities as a privately owned and operated institution from its site of operations at 2001 Lowe Street, Fort Collins, Colorado 80525.

The school is owned by Weston Distance Learning, Inc., a private corporation which is wholly owned by its founders Pamela L. Weston and Earl J. Weston, who are the sole members of the Board of Directors. The school operates both as a correspondence and an online institution.*

Accreditation

U.S. Career Institute wants you to feel secure that you will receive the highest-quality education. Accreditation is a strong indicator of a school's ability to meet rigorous educational and business criteria. U.S. Career Institute is pleased to be accredited by the Distance Education and Training Council, 1601 18th Street NW, Washington, DC 20009; www.detc.org. The Accrediting Commission of the Distance Education and Training Council is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Method

The educational program and the instructional materials are specifically designed for guided independent study through distance learning.* This approach requires constant effort on the part of the student, encouraged by frequent evaluation from the instructor. Each course includes lessons and instructional materials with clear directions for the learning assessments to be completed. The school provides electronic lesson books and supplements for most courses. In these cases, physical textbooks and supplements are available for student purchase. Demonstration of mastery of the instruction by the student is accomplished by self-study activities which enable the student to evaluate progress. Evaluations of required quizzes are recorded by the school and form a part of the student's permanent record. Correction and constructive criticism of submitted quizzes by the instructor reflect the measure of progress for each student and may point out areas needing special attention. Further assistance is provided to each student whenever necessary.

*Online student educational program and instructional materials are a combination of instructor-guided study and guided independent study. Massage Therapy students may attend hands-on training in Fort Collins, Colorado.

Academic Information and Policies

Academic Code of Conduct for the Distance Education Student

As a student of a DETC accredited distance education institution, I recognize that in the pursuit of my educational goals and aspirations, I have certain responsibilities toward my fellow distance learners, my institution and myself. To fulfill these responsibilities, I pledge adherence to this Code of Conduct. I will observe fully the standards, rules, policies and guidelines established by my institution, the Accrediting Commission of the Distance Education and Training Council, the State Education Agency and other appropriate organizations serving an oversight role for my institution.

I will adhere to high ethical standards in the pursuit of my education, and to the best of my ability will:

1. Present my qualifications and background truthfully and accurately for admission to the institution.
2. Observe the institutional policies and rules on submitting work, taking examinations, participating in online discussions and conducting research (where applicable).
3. Never turn in work that is not my own, or present another person's ideas or scholarship as my own.
4. Never ask for, receive or give unauthorized help on graded assignments, quizzes and examinations.
5. Never use outside books or papers that are unauthorized by my instructor's assignments or examinations.
6. Never divulge the content of or answers to quizzes or examinations to fellow students.
7. Never improperly use, destroy, forge or alter my institution's documents, transcripts or other records.
8. Never divulge my online username or password (where applicable).

Academic Progress

Student's progress is monitored by the instructional staff. Students who do not make passing grades may be subject to academic review. The school will determine if there is evidence to indicate that continuing in the program would be of value to the student.

Admissions

U.S. Career Institute is an equal opportunity institution and offers admission to anyone who meets the admission standards and can benefit from the training, without regard to race, religion, sex, age, color, national origin, physical disability or place of residence. Students under the age of 16 cannot be admitted to the school. Additional admission requirements for each program are listed later in this catalog.

The school accepts admissions on any regular business day. The applicant will receive prompt notification of acceptance or rejection of admission. The enrollment period for self-paced courses begins seven days from the date of the enrollment agreement or from enrollment over the phone.

The enrollment period for online courses begins on the first day of class. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or the student, and: b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.



Availability of Course Materials

U.S. Career Institute reserves the right to change and revise course materials as needed. U.S. Career Institute also reserves the right to discontinue a course of study. If U.S. Career Institute chooses to discontinue a course, students who have submitted a quiz within the past 365 days prior to the decision to discontinue the course will be given at least one year's notice before the course is discontinued. In addition, no course will be discontinued earlier than three years after the acceptance of the last enrollment. **Important Note:** CompTIA revises its certification exams every three years. Accordingly, CompTIA courses are revised every three years. Depending on the timing of CompTIA revisions, students have four months to a year to complete the program of study.

Dean's List

If you obtain a grade point average of 93 or higher in the course, you will be awarded a seat on the U.S. Career Institute Dean's List. Your name will appear on our Dean's List if you previously granted approval in writing.



Grading System

The school uses a number-letter system of grading, with number grades being assigned to quizzes and letter grades to completed courses. The course Grade Point Average is determined by obtaining a weighted average of designated quizzes.

Numerical Grade	Letter Grade	Rating
92-100	A	Excellent
85-91	B	Good
75-84	C	Average
70-74	D	Passing
Below 70	F	Fail (no credit)
	I	Incomplete

In order for students to graduate from the course, they must submit all quizzes, complete the course with a GPA of 70% or above and fulfill their tuition obligation. **When students graduate, they will receive their Certificate of Completion and will be eligible for graduate support.

**Massage Therapy students see course description for additional details.

Graduation Requirements

To graduate, you must:

1. Attain a final average of 70% or higher;
2. Have a signed enrollment agreement on file; and
3. Have paid your tuition in full.

USCI will automatically release your certificate once all requirements have been met.

Graduate Support

As a leading institution specializing in preparing people for new careers, U.S. Career Institute has always had a strong commitment to the success of its students. U.S. Career Institute provides its students with continuing employment instruction and advice. This personal counseling includes training in job-search techniques, résumé and letter writing, interviewing and presentation skills. This is a continuing service available to all U.S. Career Institute graduates whenever they request it. While graduate and career counseling is provided, it is understood that the school cannot promise or guarantee employment and does not provide placement services to any student or graduate. In addition, prospective students, students and graduates are expected to investigate licensing, certification or other professional requirements for their chosen profession.

Learning Resources

Students are provided with all course and instructional materials necessary to complete the course work. This does not include computers or other business machines or specialized reference publications (such as coding manuals) normally available at public libraries. Students are encouraged to make use of resources available to them in their communities. These include public, private and professional libraries and research facilities. For course-related problems, students should request help from school staff members in locating specific sources. The school provides one copy of each textbook, either electronically or bound, as part of a course's tuition. USCI will select how these materials are delivered (electronic or bound book).

Study Tips

Studying at home is convenient and flexible. It can also be challenging. Following are tips to help students successfully study from home:

1. Follow Directions

The most important point for you to remember is to follow the directions given in the program. Complete the reading, studying, Practice Exercises and Quizzes as directed. Always remember to check the results of Practice Exercises, review any errors and be sure to understand those errors.

2. Establish a Comfortable, Well-lit Learning Place

Find a place in your home that is comfortable and well-lit. This may be your kitchen, living room or bedroom—or a special study area that you create. Doing this will help remove stress and tension and allow you to concentrate on your lessons.

Your chair should be comfortable and provide good back and body support. Lighting should be bright but non-glaring and focused on your materials without casting shadows.

When studying, keep study materials close at hand. This will prevent interruptive trips across the room—and loss of concentration.

3. Eliminate All Distractions

To keep your mind clear for learning, you will need to schedule study sessions in time periods when you will not be distracted. Remove yourself from your family's traffic and noise patterns, and inform family members that you are not to be disturbed during your study session. Also, schedule this time period when you are alert and likely to be at your best. Scheduling will probably be the biggest challenge that you have to face. Most everyone can, however, find a couple of one-hour periods during the day to concentrate on learning that will lead to a new and satisfying career.

Your study sessions do not have to be long, blurry-eyed marathons. In fact, we all learn better and can focus our concentration when study sessions are kept short, not exceeding one hour each.

Your learning sessions should, however, be regular, everyday activities. Regular studying will help you remember yesterday's lesson and tie it to the new activity. Also, when you do this, you will constantly be reinforcing your learning and solidifying your skills to make them a permanent part of your abilities.

4. Plan and Scan Each Lesson before Detailed Study

Learning experts claim that planning and scanning a lesson will increase your learning effectiveness by 25 percent or more.

When you begin a lesson, read the first page, and find out what you will be learning in the lesson. Once you have identified your learning objectives for the lesson, you will be striving to meet specific goals.

When you have done this, scan the entire lesson. Take from five to 15 minutes to read headings, bold and boxed print, the first sentences of paragraphs and any symbols or illustrations. This will give you a firm idea of what you will be learning—and what you will have to do to achieve your goals for the lesson.

Then, when you do your detailed study, write notes in the margins of your lesson or on your own paper. Highlight important information in the lesson. Making notes will put the knowledge in your own words and make it a permanent part of your pattern of skills.

5. Frequent Review Is Necessary and Reinforcing

Once you have completed a lesson, review the instruction within 24 hours. This will help you verify your understanding of the instruction and further reinforce your learning. You can do this by reading the notes you have made and scanning the important parts of the lessons.

6. Ask Questions When You Have Them, and Use Your New Knowledge Whenever You Can

Your lessons are clear and easy to understand. It is likely, however, that you will have questions from time to time. When you have a question, please ask so we can help you get the right answer. We have several specialists and resource persons on our staff who will be happy to answer your questions through e-mail or mail. Make sure you provide your course code and student ID# when contacting us, or on the telephone if your question is urgent.

Then, to really nail down your learning, use it. Tell your family members about what you have studied, or mention some of your new concepts to friends. Also, read healthcare articles and any other literature that relates to what you've learned. Each day or two, see if you can recall and summarize the last lesson studied (without referring to the pages). Following this practice will provide the overlearning that makes correct responses automatic.

Transfer of Credit

The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, degree or non-degree course, final grade, credits per course, type of accreditation, age of credits, etc. Courses in U.S. Career Institute's certificate program may or may not transfer to other institutions and depends solely on the receiving institution's criteria and determination. U.S. Career Institute does not imply or guarantee the transferability of credits from its certificate programs. Due to the all-inclusive, unique nature of U.S. Career Institute's certificate programs, USCI does not accept transfer credit.

Administrative and Support Services

Grievance Policy

U.S. Career Institute focuses on the needs and satisfaction of you, our student, in order to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department in an effort to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the Vice President of Student Affairs.

A valid complaint is defined as written notification to the school by a student that one of the following have occurred:

- An error or poor quality affecting a student's enrollment, academic services, administrative services or payment record;
- Inappropriate conduct or performance issues concerning any school employee or third party representative;
- School's failure to follow school policy unless it is to the benefit of the student and within accreditation/ state acceptable guidelines;
- School's failure to follow DETC or state policies, standards or requirements;
- Any other issue that has a clear negative impact on student's ability to complete their coursework in a reasonable fashion or affects the academic transcript without appropriate cause.

Students accept there may be some decisions they do not agree with, but these decisions are inherent to the school's right to operate such as grading, quiz requirements, tuition payment and collection policies, any item covered in the Code of Conduct or other policies outlined in the school catalog and/or enrollment agreement. Student conflict with one of these items is not a basis for valid complaint.

Please send your complaint to:

U.S. Career Institute
ATTN: Vice President of Student Affairs
2001 Lowe Street, Fort Collins, CO 80525

Your complaint should include your:

1) name, 2) student ID number (if enrolled), 3) current address, 4) current phone number (if available), 5) current e-mail address (if available), 6) a description of the complaint including pertinent details (dates, who you spoke to, etc) of any previous conversations with the school, 7) copy of any documents necessary for full understanding of complaint, 8) expectation for how the complaint should be resolved.

The Vice President of Student Affairs will conduct an investigation into your complaint. The Vice President of Student Affairs will respond in writing to your complaint within 30 days of its receipt.

If your complaint is not appropriately handled by U.S. Career Institute, you may file a written complaint with the Colorado Division of Private Occupational Schools online at www.state.co.us/dpos or by requesting a complaint form by calling (303)866-2723. There is a two-year limit for the Division to take action on a complaint. You may contact the DETC at <http://www.detc.org/complaints.html>.

School Holiday Schedule

U.S. Career Institute will be closed the following dates:

2014

January 1, 2014
February 17, 2014
May 26, 2014
July 4, 2014
September 1, 2014
November 27, 2014
November 28, 2014
December 25, 2014
December 26, 2014

2015

January 1, 2015
January 2, 2015
February 16, 2015
May 25, 2015
July 3, 2015
September 7, 2015
November 26, 2015
November 27, 2015
December 24, 2015
December 25, 2015
December 31, 2015

School Contacts

We enjoy assisting our students with any questions they may have about the program or the school. Students may email, call, write or fax the school.

24-hour Automated Information: Call 1-800-373-0100

24-hour Online Student Record Information: Log on to student account at www.uscareerinstitute.edu.

Financial Aid: Call 1-800-347-7899, ext. 6330.

Instruction:

- E-mail: instructors@uscareerinstitute.edu
- Phone: 1-800-347-7899 (weekdays). Instructors are available by phone Monday through Thursday from 8:00 am to 5:00 pm MST, and on Fridays and Saturdays from 11:00 am to 1:00 pm MST. For weekend calls, please use the following phone number: 1-877-515-5093.

Military Education Benefits: U.S. Career Institute is an approved provider of military education benefits. For assistance, please call 1-800-347-7899, ext. 6330.

Payments:

- Online: Access balance information or make payments on student account at www.uscareerinstitute.edu.
- Phone: 1-800-347-7899

Student Services: Call 1-800-347-7899.

Submitting Quizzes:

- E-mail: assignments@uscareerinstitute.edu
- Fax: 1-877-599-5863
- Phone: 1.877.599.5857 (multiple choice exams)
- Mail: U.S. Career Institute
ATTN: Instruction
2001 Lowe Street
Fort Collins, CO 80525



Student Services

Educational Surveys: From time to time, U.S. Career Institute will ask you to complete a survey. These surveys contain required information for reports, as well as helpful information that will allow USCI to continually assess the effectiveness of our curricula, our service and the academic achievement of our students.

Student Records: Permanent academic records which includes transcripts, are maintained for all school students. Individual records will be maintained for a minimum of six years following the end of the last enrollment period, graduation or withdrawal. The contents of these records are confidential and will not be divulged except upon written request of the student or as required by state or regulatory agencies.

Transcripts: Transcripts of academic records are available to the student, or will be sent to an institution or person designated by the student, when the student makes the request in writing. A request for a transcript should be accompanied by a \$15.00 fee for each transcript requested.

Withdrawal and Termination

Students may request to withdraw from enrollment in any manner to include writing, calling and e-mailing. Upon withdrawal or termination, any refund due in accordance with the Student Protection Policy in this catalog.

U.S. Career Institute reserves the right to terminate a student from any program for the following reasons:

- ✓ Failure to demonstrate reasonable and successful progress in the course.
- ✓ Failure to maintain a tuition payment agreement.
- ✓ Failure to conduct self with professionalism, courtesy and respect for others in all of my dealings with the institution staff, faculty and other students. (Source: DETC Code of Conduct for the Distance Education Student.)
- ✓ Failure to observe the Academic Code of Conduct for the Distance Education Student.

Accounting Services Course

The Accounting Services Course provides theoretical and practical instruction that prepares students to obtain an entry-level accounting services position. Students begin by learning the importance of accounting terms and concepts. They continue with step-by-step instruction through the entire accounting cycle. The course also provides instruction in specialized procedures used in accounts receivable and payable, merchandising accounts and tax preparation. Students learn payroll recordkeeping, as well as payroll processing procedures. Additionally, students study computerized accounting and the accounting elements of sole proprietorships, partnerships, corporations and non-profit organizations. The course culminates with practical instruction on obtaining an accounting services job and how to establish and operate a home-based accounting service.

Course Objectives

The Accounting Services Course prepares a student for an entry-level position in an accounting department, accounting firm, tax preparation firm or payroll firm.

Upon completion of this course, graduates will be trained to:

- Post entries in the journal, ledger and subsidiary ledgers.
- Record bank transactions and reconcile bank accounts.
- Prepare payroll records for processing.
- Compile and organize financial information into reports, including the income statement, balance sheet, and statement of owner's equity.
- Implement GAAP procedures and policies.
- Complete Form 1040 and its supplemental forms, including Schedules A through E.
- Complete payroll-related employee tax forms, including Form W-2, Form W-3 and Form W-4.
- Set up and manage a home-based bookkeeping service.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Accounting Services Course Description

406 Clock Hours

Instruction Pack I: Accounting Services Concepts

Students learn about the importance of accounting services in today's businesses. Key accounting terms are defined, and students learn how to use accounting equations. This instruction pack covers the types of accounts businesses use, as well as how to interpret balance sheets and operating statements. Additionally, students learn how to follow a transaction through the entire accounting cycle, including recording transactions in journals, posting transactions to ledger accounts and identifying debits and credits. Students practice arriving at a trial balance and identifying common accounting errors.

Instruction Pack II: Completing the Accounting Cycle

Students practice the detailed procedures of accounts payable and accounts receivable methods. They prepare a worksheet to summarize the entire accounting cycle and as a preparatory step to preparing financial statements. Additionally, students learn how to figure depreciation and sales tax and perform accounting functions for merchandising businesses. Finally, this instruction pack teaches students to post to specialized journals and complete the accounting cycle by preparing a balance sheet and operating statement.

Instruction Pack III: Banking and Payroll Accounting

Students learn how to close the financial books for a set period of time, handle checking accounts, interest, promissory notes and petty cash transactions, as well as reconcile bank statements. They write payroll checks, figure payroll deductions and maintain employers' payroll records. Students also practice processing payroll forms, including the W-4 and W-2 forms and compute and process tax deductions. Finally, students learn about computerized accounting services, including the importance of spreadsheets in the accounting services profession.

Instruction Pack IV: Tax Preparation

Students practice daily concepts used in accounting and bookkeeping processes. Additionally, they learn to prepare the 1040-EZ and 1040 federal tax forms. Students also learn about legal and ethical issues involved with tax preparation.

Instruction Pack V: Accounting Services Simulation

Students learn the differences among partnerships, corporations, non-profit organizations and sole-proprietorships and how each type of business sets up the books. This final instruction pack provides practice keeping financial records for each entity, including a comprehensive accounting services simulation project for a sole-proprietorship.

Bookkeeping Course

The Bookkeeping Course provides theoretical and practical instruction that prepares students to obtain an entry-level bookkeeping position. Students begin by learning the importance of accounting terms and concepts. They continue with step-by-step instruction through the entire accounting cycle. Additionally, students learn specialized procedures used in accounts receivable, accounts payable and merchandising accounts. Students also study computerized bookkeeping and the accounting elements of sole proprietorships, partnerships, corporations and non-profit organizations. The course culminates with practical instruction on how to obtain a bookkeeping position and how to establish and operate a home-based bookkeeping service.

Course Objectives

The Bookkeeping Course prepares students for an entry-level position in an accounting department or firm and trains students to effectively manage an individual's finances or a small company's books and records.

- Post entries in the journal, ledger and subsidiary ledgers.
- Record bank transactions and reconcile bank accounts.
- Prepare payroll records for processing.
- Compile and organize financial information into reports, including the income statement, balance sheet, and statement of owner's equity.
- Implement GAAP procedures and policies.
- Set up and manage a home-based bookkeeping service.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Bookkeeping Course Description

340 Clock Hours

Instruction Pack I: Bookkeeping Concepts

Students learn about the importance of bookkeeping in today's businesses. Key bookkeeping terms are defined, and students learn how to use accounting equations. This instruction pack covers the types of accounts businesses use, as well as how to interpret balance sheets and operating statements. Additionally, students learn how to follow a transaction through the entire accounting cycle, including recording transactions in journals, posting transactions to ledger accounts and identifying debits and credits. Students practice arriving at a trial balance and identifying common bookkeeping errors.

Instruction Pack II: Completing the Accounting Cycle

Students practice the detailed procedures of account payable and accounts receivable methods. They prepare a worksheet to summarize the entire accounting cycle and as a preparatory step to preparing financial statements. Additionally, students learn how to figure depreciation and sales tax and perform accounting functions for merchandising businesses. Finally, this instruction pack reaches students to post to specialized journals and complete the accounting cycle by preparing a balance sheet and operating statement.

Instruction Pack III: Banking, Payroll and Computer Bookkeeping

Students learn how to close the financial books for a set period of time, handle checking accounts, interest, promissory notes and petty cash transactions, as well as reconcile bank statements. Students write payroll checks, figure payroll deductions and maintain employer's payroll records. Finally, the students learn about computerized bookkeeping, including the importance of spreadsheets in the bookkeeping profession.

Instruction Pack IV: Daily Bookkeeping Procedures, Business Forms and Bookkeeping Simulation

Students learn how to apply daily bookkeeping procedures for businesses. Next, they learn the differences among partnerships, corporations and non-profit organizations and learn how each type of business sets up the books. Finally, students demonstrate the skills they've acquired by performing a bookkeeping simulation project for a sole-proprietorship.

Certified Personal Fitness Trainer & Nutritional Specialist Course

This course provides students with the skills and knowledge necessary for entry-level employment and certification in the fitness industry. The course offers a foundation in exercise physiology and nutrition, focusing on overall wellness and health. Students receive technical training on improving flexibility, muscular strength and endurance, cardiorespiratory fitness and nutrition. Students also conduct health and fitness assessments and design appropriate fitness and nutrition programs for a vast segment of the population, including those with special needs. In addition, they will be trained to implement business and marketing strategies and effectively employ communication skills. Graduates will be prepared to gain certification and entry-level positions in public and private health clubs, corporate health facilities, private residences, small fitness studios, spas and large resort health facilities.

Course Objectives

The Personal Fitness Trainer & Nutritional Specialist Course trains students in the theoretical instruction and practical skills that prepare them for entry-level work as personal fitness trainers, corporate wellness professionals, fitness center trainers or wellness consultants. Graduates will be prepared to sit for the National Council on Strength and Fitness (NCSF) certification exam.

Upon completion of this course, graduates will be trained to:

- Apply the skills needed to obtain entry-level personal fitness and nutritional specialist positions.
- Demonstrate the functions of fitness equipment, including machines, free weights, fit balls, weight benches and more.
- Explain the science of exercise, including muscle mass and flexibility.
- Evaluate a client's body composition, muscle strength, muscular endurance and cardiorespiratory fitness, using fat mass and heart rate calculations.
- Explain the role of fats, carbohydrates, protein, vitamins, minerals and water in nutrition.
- Calculate the calories necessary to maintain or lose weight and increase or decrease muscle mass.
- Develop exercise programs nutritional guidance programs for individual clients.
- Discuss ethics, boundaries and confidentiality in relation to starting a business.
- Explain informed consent and the standards of professional conduct.
- Apply mental assessment tools to help motivate and aid clients.
- Obtain certification through the National Council on Strength and Fitness (NCSF).

Admissions

To qualify for enrollment in the Certified Personal Fitness Trainer & Nutritional Specialist Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Certified Personal Fitness Trainer & Nutritional Specialist Course Description

441 Clock Hours

Instruction Pack I: Personal Fitness Training, Nutrition and Physiology

Students explore the demand for personal fitness trainers and nutritional specialists and career opportunities in the fields of fitness, health and wellness industries. Then, students learn the psychology of wellness and how lifestyle, motivation and expectation play a role in any fitness regime. Additionally, students gain an introduction to nutrition and how to effectively fuel activity. Finally, students learn the basics of exercise physiology.

Instruction Pack II: Cardiovascular Fitness and Muscle Anatomy and Physiology

Students learn theory and applications of cardiovascular exercise and energy production. Students then continue their anatomical and physiological studies as they closely examine how muscles work. They practice isometric, dynamic resistance and isokinetic exercises, as well as stretching and flexibility techniques.

Instruction Pack III: Fitness Equipment, Movement and Support I and Ethics for the Trainer

Instruction Pack III introduces students to the various types of equipment and clothing used in the fitness industry. Students then focus on the anatomy and physiology of upper body movement and support, covering the torso, the chest, upper back, shoulder girdle and arm. Students also learn about ethical and legal issues for the personal fitness trainer and nutritional specialist to consider.

Instruction Pack IV: Movement and Support II, Injury Prevention, Safety Precautions and Flexibility

Students study the anatomy and physiology of the pelvis and leg. They also learn to recognize, treat and prevent injury. Additionally, students explore the theory and anatomy and physiology of stretching and developing flexibility. Students then take their studies to an interpersonal level—the initial client interview and how to assess a client's goals, needs, desires and level of physical fitness.

Instruction Pack V: Exercise Prescriptions, Training for Weight Loss/Gain and First Aid

Students learn to manage training methods, intensity, duration, frequency, progression and balance in fitness programs. Additionally, this instruction pack focuses on training methods and nutritional guidance for clients who want to gain or lose weight. Students learn basic first aid and emergency procedures. The course culminates in a practicum that allows students to develop appropriate fitness and nutritional prescriptions for a variety of hypothetical clients.

Certification

Students who successfully complete the training earn the U.S. Career Institute Personal Fitness Trainer and Nutritional Specialist diploma. The diploma signifies eligibility to proceed to the National Council on Strength and Fitness certification step.

Students must confirm to U.S. Career Institute that she/he has passed the NCSF certification exam and has paid his/her tuition in full. At that time, U.S. Career Institute will issue a Certified Personal Fitness Trainer and Nutritional Specialist certificate.

Child Daycare Specialist Course

The Child Daycare Specialist Course provides theoretical and practical instruction that prepares students to obtain a position as a daycare provider, in accordance with state, federal and local governmental regulations and recommendations. Students will be familiar with the stages of child development and associated activities for each stage and know how to meet the nutritional and safety needs of the children in their care. The course also provides practical instruction in managing and operating a daycare facility, with emphasis on business practices for a family day care home.

Course Objectives

Graduates of the Child Daycare Specialist Course will have the knowledge base to work for a daycare facility or open their own home daycare.

The coursework trains students to:

- Provide competent child care in a daycare facility.
- Implement childcare principles, procedures and practices.
- Set up and manage an in-home day care.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he has completed two years of high school or the equivalent, and has the reading, writing and mathematics skills normally associated with the required grade level.
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Child Daycare Specialist Course Description

300 Clock Hours

Instruction Pack I: Child Development I

Students learn about the need for quality daycare programs and explore different age groups, such as newborns, infants, toddlers and school children. Discover how children develop physically, emotionally, socially and intellectually, and how to plan activities that are appropriate for different age levels.

Instruction Pack II: Child Development II

Students continue to study child development by learning about school-age children and child development theories. Students also discover how to effectively discipline children and connect with children in their care. Lastly, students learn how to provide nutritious snacks and meals for children.

Instruction Pack III: Health, Safety, Regulations and Parents

Learn how to provide a healthy, safe environment for children. Discover how to handle medical emergencies and how to promote good health for children. Students explore how to comply with governmental regulations and licensing requirements. Finally, students learn how to create a business plan and connect with parents.

Instruction Pack IV: Run a Daycare Facility

Students see how to assess the needs of their community so they can plan a daycare program to meet those needs. Students also discover how to care for special-needs children and explore how to accommodate them. The course concludes with a comprehensive quiz in which students will apply what they've learned about child daycare.



CompTIA A+ Certification Training Course

The CompTIA A+ certification is recognized as the foundation for a career in the IT industry and is an asset for individuals applying for entry-level IT positions.

The theory portion of the CompTIA A+ Certification Training program begins with an overview of essential IT topics and the fundamentals of computer troubleshooting principles and tools. Students will study various memory types, input and output elements, video and adapter cards, motherboards, CPUs and more. The program compares the features and problems of desktop versus laptop computers and discusses the methods of problem-solving for each. In addition, students examine the basics of networking, security, power supplies, system cooling and the safety and environmental concerns involved with working in the IT industry.

In the online lab portion of the program, students progress through TestOut's A+ CompTIA labs. This allows the students to apply theoretical concepts to real-world scenarios. Throughout CompTIA A+ Certification Training, each chapter and lab exercise builds on previous material to give students a ground-up approach to broader, more challenging topics.

Once students successfully complete the program, they receive vouchers to take two CompTIA A+ certification exams.

Course Objectives

The CompTIA A+ Certification Training program trains students in the theoretical instruction and practical skills that prepare them for entry-level work in information technology (IT) support. Graduates of the program will be prepared to sit for the CompTIA A+ certification exams.

The coursework trains students to:

- Demonstrate the basic skills that PC technicians use, including the troubleshooting process.
- Describe the anatomy and essential parts of a computer, as well as the functions of each part.
- Compare and contrast the features of desktop and laptop computers.
- Install and use Windows 7, XP and 2000 operating systems.
- Explain the security, safety and environmental concerns that PC technicians encounter in their work.
- Apply the practical skills necessary for entry-level work in IT support.
- Sit for two CompTIA A+ certification exams.
- **Important Note:** CompTIA revises its certification exams every three years. Accordingly, CompTIA courses are revised every three years. Depending on the timing of CompTIA revisions, students have four months to a year to complete the program of study. If the course is not affected by a revision and if the student's account is current at the time, the student may be allowed extra time to finish the course.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Technical Requirements

See Technical Requirements in this catalog.



CompTIA A+ Certification Training Course Description

200 Clock Hours

Instruction Pack I: CompTIA A+ Theory Course

The theory portion of the program uses the CompTIA-approved text *CompTIA A+ Cert Guide*, Second Edition, by Mark Edward Soper, David L. Prowse, Scott Mueller.

Chapter 1: PC Technician Essentials PC technicians must rely on several essential tools to complete their work successfully. This chapter provides an overview and definition of these tools and their functions, as well as how they may help in troubleshooting situations.

Chapter 2: PC Anatomy 101 This chapter provides an overview of hardware systems and operating systems, including their common inputs, outputs and internal and external commands. Students learn to identify the internal and external parts of a computer.

Chapter 3: Motherboards, Processors, and Adapter Cards Chapter 3 examines how to choose a processor and motherboard for a computer, and introduces students to the installation and troubleshooting process for these key components.

Chapter 4: BIOS Chapter 4 provides the details of the motherboard's firmware, known as the BIOS. This chapter also offers an overview of the BIOS setting screens, BIOS error codes and the BIOS upgrade process.

Chapter 5: Power Supplies and System Cooling Chapter 5 overviews power supplies and computer system cooling methods. Students perform basic calculations to determine power supply needs and usage. In addition, this chapter introduces power protection types and troubleshooting for potential problems.

Chapter 6: RAM Students explore the basic features of RAM, what it does, how it works and how it contributes to the overall computer system. Chapter 6 also discusses the different types of RAM, as well as operational characteristics.

Chapter 7: I/O and Multimedia Ports and Devices Chapter 7 explains basic I/O (input/output) ports, port connectors and devices and explores how to use them. Students study the troubleshooting process for I/O devices.

Chapter 8: Video Displays and Graphics Cards Chapter 8 discusses the different types of video cards available, as well as their cooling methods. Students learn how to install and troubleshoot video cards and displays and perform preventive maintenance.

Chapter 9: Laptops and Portable Devices In Chapter 9, students examine the features of portable devices, such as laptops and notebook computers. They gain an overview of cooling issues for these devices and develop basic keyboard maintenance skills.

Chapter 10: Security Methods of dealing with computer security are always evolving as vulnerabilities change. Students learn security fundamentals and apply skills to recognize and handle common computer security risks.

Chapter 11: Printers Chapter 11 introduces the printing and spooling process, laser-printer printing process and printer and scanner connections. Students examine these items to troubleshoot common printer problems.

Chapter 12: Storage Devices In Chapter 12, students identify the external removable storage devices of a computer. They learn how to use flash memory devices, memory sticks and card readers, as well as troubleshoot storage problems.

Chapter 13: Using and Managing Windows Chapter 13 explores the differences among Windows 7, Vista and XP operating systems. The chapter helps develop basic skills for managing Windows operating systems and interfaces and optimizing Windows.

Chapter 14: Installing and Upgrading Windows Operating Systems In this chapter, students learn the key questions to ask before performing a Windows installation or upgrade. They compare and contrast installation, reinstallation and upgrade, plan the installation process and troubleshoot common problems.

Chapter 15: Troubleshooting and Maintaining Windows Chapter 15 explores the troubleshooting and solution process for Windows operating systems. Students develop skills to identify problems, troubleshoot errors and fix application issues.

Chapter 16: Networking This chapter provides an overview of network models, Internet connection technologies, network protocols and network types, including both wired and wireless technologies. Students install and make dial-up Internet connections, as well as troubleshoot network and Internet problems.

Chapter 17: Safety and Environmental Issues Environmental responsibility has become a concern in nearly every industry. Chapter 17 explores the laws governing the computer and IT industry and the safety concerns IT technicians frequently encounter.

Chapter 18: Troubleshooting and Communications Methods This final chapter provides a comprehensive overview to troubleshooting methods. Students determine whether a problem is related to software or hardware and learn how to apply helpful software and hardware tools.

Instruction Pack II: CompTIA A+ Online Lab

In the online portion of the program, students work through TestOut's A+ CompTIA labs. The labs include extensive practice in both hardware and software configuration tasks. Following is a list of some of these tasks:

- Connect monitor, keyboard, mouse, printer and other peripheral devices
- Troubleshoot system power
- Install USB and Firewire devices
- Select and install video cards and monitors
- Install network interfaces, and manage network connections
- Install CPU, memory, power supply and internal expansion cards
- Configure BIOS settings
- Format and partition hard disks, and manage volumes
- Configure a small wireless network and client wireless connections
- Connect, configure and troubleshoot printing
- Configure password and account security
- Configure BIOS security settings
- Configure Windows Update
- Use Windows backup and recovery options
- Troubleshoot startup errors

CompTIA Network+ Certification Training Course

CompTIA Network+ certification offers students a globally recognized validation of foundational knowledge and helps fuel a successful IT career pathway.

The theory portion of the program provides students with the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure. In addition, students will be able to describe basic network design principles that apply to all technologies. Students will recognize and adhere to wiring standards and use testing and monitoring tools. And they will recognize and mitigate common network security risks.

In the online lab portion of the program, students progress through TestOut's Network+/Network Pro CompTIA lab. This allows the students to apply theoretical concepts to real-world scenarios. Throughout CompTIA Network+ Certification Training, each chapter and lab exercise builds on previous material to give students a ground-up approach to broader, more challenging topics.

Once students successfully complete the program, they receive a voucher to take the CompTIA Network+ certification exam.

The CompTIA Network+ Certification Training program trains students in the theoretical instruction and practical skills that prepare them for entry-level work in information technology (IT) networking. Graduates will be prepared to sit for the CompTIA Network+ certification exam. CompTIA Network+ certification offers students a globally recognized validation of foundational knowledge and helps fuel a successful IT career pathway.

Course Objectives

The CompTIA Network+ Certification Training program trains students in the theoretical instruction and practical skills that prepare them for entry-level work in information technology (IT) networking. Graduates will be prepared to sit for the CompTIA Network+ certification exam. The coursework trains students to:

- Describe the role of a given network infrastructure component.
- Explain the functions of various Ethernet switch features.
- Assign IP addresses to networked devices.
- Compare and contrast distance-vector and link-state routing protocols.
- Design a SOHO network based on a set of requirements.
- Identify components used in network configuration management.
- Explain best practices for minimizing network security risks.
- Troubleshoot real-world network challenges.
- Apply the practical skills necessary for entry-level work in IT networking.
- Sit for the CompTIA Network+ certification exam.

- **Important Note:** CompTIA revises its certification exams every three years. Accordingly, CompTIA courses are revised every three years. Depending on the timing of CompTIA revisions, students have four months to a year to complete the program of study. If the course is not affected by a revision and if the student's account is current at the time, the student may be allowed extra time to finish the course.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Technical Requirements

See Technical Requirements in this catalog.



CompTIA Network+ Certification Training

Course Description

145 Clock Hours

Instruction Pack I: CompTIA Network+ Theory Course

The theory portion of the program uses the CompTIA-approved text *CompTIA Network+ N10-005 Authorized Cert Guide*, First Edition, by Kevin Wallace.

Chapter 1: Introducing Computer Networks This chapter introduces the purpose of computer networks and their constituent components. Additionally, networks are categorized by their geography, topology and resource location.

Chapter 2: Dissecting the OSI Model This chapter discusses the OSI model and the TCP/IP stack. These two models categorize various network components from equipment, like network cables, to applications (e.g. e-mail). In addition, the student learns common TCP and UDP port numbers used for specific applications.

Chapter 3: Identifying Network Components Chapter 3 outlines a variety of network components. Various media types are explained, including the roles of specific infrastructure components and features provided by specialized network devices (e.g. firewalls).

Chapter 4: Understanding Ethernet Students are introduced to Ethernet, the most widely deployed LAN Technology. Topics include media access, collision domains, broadcast domains and limitations for popular Ethernet standards. Students will also discover some of the features available on Ethernet switches, including VLANs, link aggregation, port monitoring and user authentication.

Chapter 5: Working with IP Addresses IP subnetting is a challenging concept for many students. This chapter demystifies the topic by reviewing the basics of binary numbering before delving into the specifics of subnetting. Both IP version 4 (Ipv4) and IP version 6 (Ipv6) are discussed.

Chapter 6: Routing Traffic This chapter outlines the operation of routing IP traffic and explains how a router obtains routing information. The student learns how basic network environments (e.g. home networks) use NAT to convert private IP addresses inside a network and public IP addresses outside a network. DNAT, SNAT and PAT are introduced, as well as unicast and multicast routing.

Chapter 7: Introducing Wide-Area Networks Many corporate networks need to connect multiple sites separated by large distances. Connections between geographically dispersed sites make up a WAN. This chapter discusses three categories of WAN connections and contrasts various connection types. Additionally, the chapter lists characteristics of multiple WAN technologies.

Chapter 8: Connecting Wirelessly In an increasingly mobile world, wireless technologies are exploding in popularity. Chapter 8 explains the basic operation of WLANs. In addition, WLAN design and security considerations are discussed.

Chapter 9: Optimizing Network Performance Chapter 9 explains the importance of high availability for a network and what mechanisms help provide a high level of availability. Network performance optimization strategies are discussed. Finally, the student applies previous course instruction while designing a SOHO network.

Chapter 10: Using Command-Line Utilities The IT professional needs familiarity with various command-line utilities to administer and troubleshoot computer networks. This chapter presents a collection of popular command-line utilities for both Microsoft Windows and UNIX platforms.

Chapter 11: Managing a Network Chapter 11 reviews some of the more common tools used to physically maintain a network. The components of configuration management are also presented. Finally, students discover some of the network-monitoring tools available to network administrators and what types of information are included in the various logs.

Chapter 12: Securing a Network Network security is an issue for any network specialist. This chapter covers a variety of network security technologies. Students begin by exploring the goals of network security and the types of attacks a network must defend against. Then, students review a collection of security best practices. Finally, the chapter discusses specific security technologies, including firewalls, VPNs, IDSs and IPSs.

Chapter 13: Troubleshooting Network Issues Chapter 13 presents a structured approach to troubleshooting various network technologies. Students learn how to troubleshoot common Layer 2, Layer 3 and wireless network issues.

Chapter 14: Final Preparation This chapter reviews available certification exam prep tools.

Instruction Pack II: CompTIA Network+ Hands-on Lab

In the online lab portion of the program, students work through TestOut's Network+/Network Pro CompTIA lab. The lab combines hardware and software and uses simulated locations (corporate network, small office/home office, dormitory), building the networks sequentially through the duration of the lab. Hardware devices provide real-life experiences and behaviors. Some of these are as follows:

- activity lights
- power lights
- cables
- network adapters
- networking devices (switches)
- Internetworking devices (routers)
- security and fault tolerant devices
- wireless access points (APs)
- wireless adapters

The following operating systems and interfaces are simulated:

- Windows 7 Ultimate (workstations and laptops)
- Windows Server 2008 R2 Datacenter (networking closet server)
- Wireless A/B/G/N Access Point (configured through a Web browser)

The following software networking tools are simulated:

- The Network and Sharing Center in the Windows 7 or Windows 2008 R2 operating system (including dialog/property boxes)
- Ping, ipconfig, or tracert command utilities
- The DHCP server console in the Windows 2008 R2 operating system

Computer Essentials Course

The Computer Essentials Course provides theoretical and practical instruction in Microsoft Office® applications. Students will also explore the inner-workings of computers, providing a foundation upon which to apply word processing, spreadsheet, and presentation skills, as well as adhere to e-mail etiquette and manage computer files. Graduates will be skilled to seek employment in areas that require computer literacy and competency.

Course Objectives

Upon completion of the Computer Essentials Course, graduates will be able to apply basic computer skills and adeptly use Microsoft Office® applications in a variety of employment settings.

The coursework trains students to:

- Implement computer theory and practical skills.
- Perform word processing, spreadsheet, desktop publishing and presentation functions on a computer.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the selected course versions* checked and the required payment.

*Available course versions include:

1. Windows XP®/Microsoft® Office 2003,
2. Windows Vista®/Microsoft® Office 2003 or
3. Windows Vista®/Microsoft® Office 2007

Computer Essentials Course Description

410 Clock Hours

Instruction Pack I: Introduction to Computers

Students learn about the importance of computers in society and business today, the many ways people use computers, the components of a computer and computer hardware and software. Students are introduced to Microsoft Windows XP® or Vista® and the Microsoft Office Suite®.



Instruction Pack II: Use Microsoft® Word and Excel®

Students learn the tools, keys and commands of Microsoft® Word, and then create documents in Microsoft® Word. Students then apply this knowledge to use Microsoft® Word to design and format documents. The instruction pack wraps up with an introduction to Microsoft Excel®.

Instruction Pack III: Put Excel® and PowerPoint® to Work

Students apply their Excel® basics and use it to manipulate data. Students then learn the basics of Microsoft PowerPoint®; they create slides and enter information into presentations. Students additionally apply their Microsoft PowerPoint® knowledge to create a presentation.

Instruction Pack IV: World Wide Web, Internet Research and E-mail

Students are introduced to the Internet and World Wide Web. Next, students learn strategies to use the Internet for research. Students then learn how to secure information and their computer. They also learn e-mail basics, as well as e-mail etiquette.

Instruction Pack V: Microsoft Outlook® and Practicum

Students begin this instruction pack with an introduction to Microsoft Outlook®. Once students learn to send, receive, open and close e-mails, they then learn to use Outlook® to organize files, manage contacts, create task lists and schedule appointments in Microsoft Outlook®. The course concludes with a “real-world” practicum where students apply their computer skills from the course.

Criminal Justice Specialist Course

The Criminal Justice Specialist Course builds a strong foundation for graduates to enter the world of law enforcement, particularly as police, parole or probation officers. The Criminal Justice Specialist course offers an in-depth view of American government and the application of law as it pertains to criminal justice. Students learn to think like a criminologist, investigate crime scenes and provide the victims of crime with support services. Additionally, students develop a comprehensive understanding of policing and the psychology, biology and sociology of crime. Students inspect today's evolving prison system and the U.S.'s parole and probation programs. Furthermore, they develop a thorough knowledge of the security demands that face society in a post-9/11 world. They step into the role of disaster management, as well as learn to differentiate among racism, discrimination, prejudice and bias as they exist in law enforcement. Upon completion of the course, students will be prepared to effectively apply all they've learned to entry-level positions as private security officers and correctional workers.

Course Objectives

The Criminal Justice Specialist Course provides graduates with theoretical instruction and practical skills that prepare them to obtain entry-level, criminal justice positions at correctional facilities and private security establishments.

The coursework trains students to:

- Apply theoretical instruction and practical skills that enable them to obtain entry-level criminal justice positions at correctional facilities and private security establishments.
- Think like a criminologist, investigate crime scenes and provide the victims of crime with support services.
- Develop a comprehensive understanding of policing and the psychology, biology and sociology of crime.
- Distinguish between the particular needs of and treatments for adult and juvenile offenders.
- Create informed opinions of how to balance our growing security needs with personal needs for privacy.
- Effectively apply all they've learned to entry-level positions as private security officers and correctional workers.

Admissions

To qualify for enrollment in the Criminal Justice Specialist course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Criminal Justice Specialist Course Description

410 Clock Hours

Instruction Pack I: Introduction to Criminal Justice

Instruction Pack I introduces students to the career options in the criminal justice field. Students examine how social influence affects criminal behavior, as well as investigate mental disorders, distinguish between the theoretical views of personality development and learn how to think like a criminologist. Students discover how the current criminal justice system treats and punishes criminal behavior and how laws are created, reviewed and enforced. Students study the organization, management and strategies of police work. In addition, they explore the history and trends of private security forces.

Instruction Pack II: Anatomy of a Crime

Instruction Pack II tackles crime scene investigation and preservation, evidence collection and forensics. Students dissect the complexities of crime scenes and the safety hazards of up-close investigations. They analyze the particulars of interviews, interrogations and investigations. And, they examine the guidelines for search and seizure, as well as criminal justice technological innovations and safety precautions. In addition, students assess victimization and the mental and emotional difficulties that crime victims experience. Students then discover technical writing as it applies to law enforcement—field notes, witness testimony, search warrants and incident reports. Finally, students are provided with an in-depth view of America's courts.

Instruction Pack III: Trial and Sentencing

Instruction Pack III orients students to the criminal trial process. Next, students study the sentencing of criminals from the problems associated with sentencing to the controversy surrounding the death penalty. They explore daily life in correctional establishments and learn to differentiate among parole, probation and pardon. They study the purpose, conditions and goals of the parole program and illustrate the various ways in which parole affects inmates, their families and their communities. Finally, students assess the needs of and treatments for adult versus juvenile offenders.

Instruction Pack IV: Impact of Environment and Genetics on Crime

Instruction Pack IV continues with the inner-workings of the juvenile court system. Students assess the roles of detention and probation in the juvenile court system and learn to differentiate between the legal treatments of status offenders and juvenile delinquents. Students also discover the impact of bias, discrimination and prejudice in the realm of law enforcement. They examine the influence of environment and genetics upon criminal behavior and investigate the use of racial profiling and deadly force. Additionally, students differentiate among the various degrees of murder and study larceny, robbery and burglary. Finally, students look into the future trends of crime, which include cyber and identity theft, credit card fraud and embezzlement.

Instruction Pack V: Emergency and Disaster Management

Instruction Pack V teaches students the basics of emergency and disaster management—strategies for dealing with natural disasters, emergencies and acts of terrorism. Students investigate the challenges of aviation and maritime security, examine the threat of terrorism and create informed opinions of how best to balance security needs with personal needs for privacy. They are introduced to future trends in technology, corrections and crime prevention. Finally, students complete a real-world practicum that lets them apply everything that they have learned in the course.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Healthcare Office Manager Course

The Healthcare Office Manager Course provides students with a firm foundation in healthcare office management principles and practices, preparing them for entry-level positions in the field. Students begin with an introduction to the world of healthcare, the medical front office and general office equipment. Lessons outline the daily activities that occur in medical facilities, how to handle medical front-office procedures and how to use specific types of office equipment. The course offers a firm foundation in medical terminology and anatomy. Students also explore various types of medical records and record and file management. The course ensures students are well prepared to use Microsoft Word® and Excel®, send and receive e-mails and perform online research. Students also apply their knowledge of technology to scheduling and patient accounting software. The Healthcare Office Manager Course stresses the importance of strong verbal and written communication skills, as well as healthcare legal and ethical issues. Students work with medical insurance, office management procedures and business correspondence. They also apply bookkeeping, medical claims and coding skills as well as become familiar with transcription procedures. Finally, the course concludes with a practicum that allows students to apply what they learned throughout the course, as well as prepare them for similar situations in the workplace.

Course Objectives

The Healthcare Office Manager Course provides graduates with theoretical instruction and practical skills that train them to obtain entry-level, healthcare office manager positions.

The coursework trains students to:

- Apply human anatomy, physiology and medical terminology correctly.
- Perform front- and back-office administrative duties, including patient scheduling, accurately maintaining and handling medical records, filing and bookkeeping.
- Implement project and office management practices, principles and procedures, including communication, computer use and research.
- Perform medical claims, coding and transcription procedures.
- Apply legal and ethical guidelines to real-world, healthcare office situations.
- Apply theoretical instruction and practical skills to obtain entry-level, healthcare office manager positions in a physician's office or inpatient facility.

Admissions

To qualify for enrollment in the Healthcare Office Manager Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Healthcare Office Manager Course Description

600 Clock Hours

Instruction Pack I: Welcome to the World of Healthcare

The Healthcare Office Manager Course begins with an introduction to the world of healthcare and the medical front office. Lessons outline the daily activities that occur in medical facilities, as well as how to handle medical, front-office procedures. The course offers a firm foundation in medical terminology and stresses the importance of record and file management. Students explore different filing systems to help them accurately and confidentially manage paper and electronic files. Students also examine various types of medical records in their first pack of lessons.

Instruction Pack II: Communication Skills, Anatomy and Office Technology

Pack 2 begins with interpersonal communication. Students then turn their attention to anatomy and physiology—important topics to the healthcare office manager as he communicates with other healthcare professionals. The lessons ensure students are well prepared to use Microsoft Word® and send and receive e-mails. And, students build on their studies of verbal communication as they gain written communication skills. Students discover the medical ethics and legal responsibilities that pertain to the healthcare industry—and specifically to healthcare office managers. The pack concludes with an introduction to medical insurance.

Instruction Pack III: Medical Insurance, Bookkeeping and HIPAA

In Pack 3, students apply their knowledge of medical insurance to process insurance claims, complete the CMS-1500 claim form and study the UB-04, as well as get hands-on practice entering patient data and creating and submitting claims with MedLook billing software. They continue to build their technology base as they use Microsoft Excel® and perform online research. Students also explore basic bookkeeping skills for medical offices, including making deposits, writing checks and handling payroll. Pack 3 also introduces students to the basics of the Health Insurance Portability and Accountability Act.

Instruction Pack IV: Medical Coding and Office Management

Pack 4 builds students' foundation in medical coding. Students discover diagnostic and procedure coding, including the *ICD-9-CM* and *CPT* manuals and how to use them. They examine the Healthcare Common Procedure Coding System (HCPCS) as well. Students gain an introduction to electronic health records and then wrap up the pack as they explore basic management principles and human resources fundamentals.

Instruction Pack V: Code Integration, Medical Transcription and Business Correspondence

As Pack 5 begins, students practice integrating ICD-9-CM and CPT codes as they assign them to patient scenarios. Students then study the basics of medical transcription. They also practice formatting business letters, memos, forms and reports using common business styles. The final lesson presents real-world, healthcare office management scenarios. Students apply all of the skills they gained throughout this course to work through different tasks and problems that they may encounter on the job.

Home Inspection Course

The Home Inspection Course provides theoretical and practical instruction that trains students for entry-level employment in the home inspection industry. Students begin by learning the roles, responsibilities and regulations of home inspection, as well as how home inspection plays an integral role in the real estate industry. Students take a step-by-step journey through the features of a home inspection, including foundations, exterior and interior walls, roofs, electrical systems, plumbing systems, appliances and fixtures, fireplaces and wood stoves, insulation, ventilation, heating and air conditioning systems and exterior structures. They will also learn how to prepare inspection reports, interact with clients and abide by applicable regulations, as well as how to operate a successful home inspection business.



Course Objectives

The Home Inspection Course prepares students to sit for the National Home Inspectors Examination and work as entry-level home inspectors.

The coursework trains students to:

- Apply the skills needed to obtain entry-level work in the home inspection field.
- Implement home inspection principles, procedures and practices.
- Set up and manage a home inspection business.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Home Inspection Course Description

518 Clock Hours

Instruction Pack I: Introduction to Home Inspection, Foundations

Students explore the role of home inspection in the real estate industry and discover the scope of a home inspector's job, as well as the expected growth of the profession. Then, students delve into the history of house types and styles. In addition, this pack covers construction basics and how to inspect a house's lot and foundation.

Instruction Pack II: Walls, Roofs and Environmental Concerns

Students continue learning about home construction and inspection—moving “up” the house. Areas covered include frames, roofs, exterior and interior walls, ceilings, floors, stairs, windows and doors. Students then study common environmental concerns that affect the real estate industry and drive home inspection principles. Students also explore green construction, specialization and outsourcing and how each is shaping the future of home inspection.

Instruction Pack III: Electrical Systems, Plumbing and the Interior

Students continue their studies by exploring the following areas: electrical systems, plumbing, kitchens, bathrooms, appliances, fireplaces and wood stoves. Then, they discover tools and technology the home inspector uses on the job.

Instruction Pack IV: Heating, Ventilation and Air Conditioning Systems; Home Inspection Reports

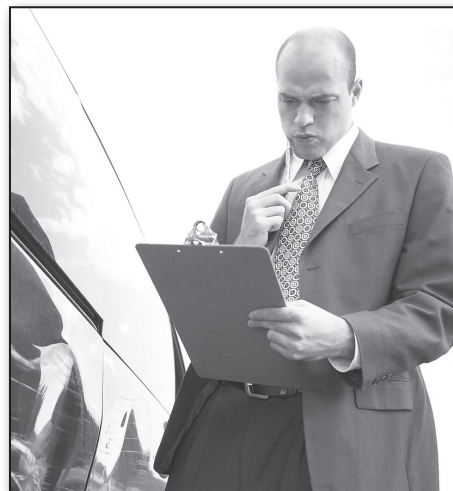
Instruction Pack IV completes students' review of residential property with in-depth coverage of insulation, ventilation, moisture management, heating and air conditioning systems, garages, pools and spas and exterior structures. Then, students learn how to prepare professional home inspection reports and estimate repair costs. Students will practice their inspection knowledge with a full-length, exterior, home inspection scenario.

Instruction Pack V: The Business Side of Home Inspection

Instruction Pack V continues the home inspection scenario with a full-length, interior, home inspection. Students round out their inspection knowledge by learning about regulation, licensing, certification, marketing and home business management. Finally, students polish their inspection skills with detailed inspection scenarios.

Insurance Claims Adjuster Course

The Insurance Claims Adjuster Course provides theoretical and practical instruction that trains students for entry-level employment in the claims adjustment industry. Students explore the ins and outs of the different types and policies of insurance: accident and health, life, property, liability, catastrophe and automobile. They apply communication and negotiation skills to the steps in the claims adjustment process and use proper protocol to contact policyholders and conduct investigations, as well as interview witnesses. Students relate knowledge of legal and ethical issues to claims adjustment, and use math and computer skills to verify bills and estimates, as well as negotiate and calculate settlements. Additionally, students gain grammar, spelling and punctuation expertise, which allows them to write concise reports as claims adjusters.



Course Objectives

The Insurance Claims Adjuster Course provides graduates with theoretical instruction and practical skills that train them to obtain entry-level, insurance claims adjuster positions. Upon completion of the course, students will be trained to apply all that they've learned to effectively complete the steps in the insurance claims adjustment process.

The coursework trains students to:

- Apply theoretical instruction and practical skills that enable them to obtain entry-level, insurance claims adjuster positions.
- Explain different types and policies of insurance: accident and health, life, property, liability, catastrophe and automobile.
- Apply communication and negotiation skills to the steps in the claims adjustment process and use proper protocol to contact policyholders and conduct investigations, as well as interview witnesses.
- Relate knowledge of legal and ethical issues to claims adjustment.
- Apply math and computer skills to verify bills and estimates, as well as negotiate and calculate settlements.
- Write concise reports as claims adjusters.

Admissions

To qualify for enrollment in the Insurance Claims Adjuster Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Insurance Claims Adjuster Course Description

632 Clock Hours

Instruction Pack I: Introduction to Claims Adjusting

Instruction Pack I introduces students to careers in the field of insurance claims adjustment. Students learn the basics of insurance, including concepts and terminology. They also study the importance of strong interpersonal skills as they pertain to this career. After all, insurance claims adjusters must be able to calm clients, interview witnesses and negotiate settlements. Therefore, this instruction pack enables students to obtain a firm foundation of the claims adjustment process. Finally, students get their first taste of specific insurance types as they take an in-depth look at health and accident insurance.

Instruction Pack II: Life and Automobile Insurance and Math and Written Communication Skills

Instruction Pack II begins with detailed information about life and auto insurance. Students study terminology, policies, types and specific situations. Next, students learn why strong math and written communication skills are a must-have for any claims adjuster. They apply information about percentages, decimals and fractions to typical claims situations—such as calculating settlements. In addition, students review parts of speech, spelling and grammatical rules and proper sentence and paragraph structure and use these skills to write effective claims-adjuster reports.

Instruction Pack III: Property, Liability and Catastrophe Insurance, Workers' Compensation and Legal and Ethical Issues

Instruction Pack III teaches students the basics of both residential and commercial property insurance. Students also study different types of liability insurance, as well as types of catastrophe insurance, which include protection against damages from earthquakes, fires, floods and tornados. In addition, students discover how to analyze and estimate workers' compensation claims. Finally, they assess some of the common legal and ethical issues that insurance claims adjusters encounter.

Instruction Pack IV: Safety Precautions, the Financial Side of Claims Adjusting and Tools of the Trade

Instruction Pack IV explains basic safety precautions and procedures that claims adjusters use—from ladder safety to hazardous materials safety. Then, students apply the math skills gained previously in this course to verify bills and estimates, as well as negotiate and calculate settlements. This pack also introduces students to tools of the claims-adjuster trade, such as cameras, cell phones, computers, calculators, measuring devices, transportation and much more.

Instruction Pack V: Computer Skills, Application of the Claims Adjustment Process and Practicum

Instruction Pack V provides students with the computer skills necessary to work in the field. Students work with Microsoft® Word and Excel® and their many helpful features. Then, students combine their knowledge of the claims adjustment process with what they learned about accident, health, life, automobile, property, liability and catastrophe insurance. Students study real-life claims and walk through each scenario, as well as try their hands at similar scenarios. This pack concludes with a real-world practicum that allows students to apply everything they've learned about claims adjustment throughout the course.

Introduction to Dental Assisting Course

The Introduction to Dental Assisting Course trains students with the necessary skills to professionally perform many dental assistant duties. Students learn to perform front office administrative duties, including scheduling appointments, maintaining patient charts and claims processing procedures. Students discover how to adhere to federal safety, security and privacy regulations, as well as accurately maintain and handle dental records. Also, students access virtual labs to become familiar with various dental procedures.

Course Objectives

The Introduction to Dental Assisting Course provides graduates with theoretical instruction and practical skills that prepare students to obtain entry-level dental assistant positions in a dentist's office.

The coursework trains students to:

- Apply the necessary skills to professionally perform many dental assistant duties and obtain entry-level employment in the field.
- Perform front office administrative duties, including scheduling appointments, maintaining patient charts and claims processing procedures.
- Adhere to federal safety, security and privacy regulations, as well as accurately maintain and handle dental records.
- Use virtual labs to become familiar with various dental procedures.

Admissions

To qualify for enrollment in the Introduction to Dental Assisting Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Introduction to Dental Assisting Course Description

740 Clock Hours

Instruction Pack I: Introduction to the Dental Assisting Career

Instruction Pack 1 introduces students to the dental assisting career with an overview of the daily activities that occur in dental treatment facilities and the duties and responsibilities of dental assistants. Students study the importance of preventive dentistry and healthy eating habits. Students hone communications skills to effectively interact with co-workers, welcome patients and gather information. Students learn the components of a patient record and the dental assistant's responsibilities in complying with HIPAA regulations. Pack 1 introduces students to dental equipment, instruments and materials. In addition, students explore the dental treatment area, the elements of a dental examination, dental exam techniques and learn how to measure vital signs.

Instruction Pack II: Operatory Fundamentals

Instruction Pack 2 introduces students to dental front office procedures such as scheduling appointments, maintaining inventory and ordering supplies. Students explore the biology of disease transmission and infection control. In addition, students learn how to use sterilization equipment, learn proper waste disposal, discover the importance of handwashing, gloving, glove removal procedures and the use of other PPE. Students practice dental terminology as they learn about the specific features of the oral cavity and the types of teeth, the dental arches, dentition and tooth numbering systems. Students learn how to classify and chart dental conditions and document treatment plans. Students learn how to maintain asepsis in the operatory area by using barriers and sterilization techniques, lay out instruments and materials and use correct single-handed and two-handed transfer techniques. Pack 2 concludes with instruction on the characteristics of topical, local and general anesthetics, as well as the procedures dental assistants can perform to deliver pain medications.

Instruction Pack III: Advanced Assisting Skills: Part 1

Students explore pediatric dentistry, orthodontia and dentistry for the disabled. They learn common procedures and how dentists treat traumatic injuries. Students identify diseases of the mouth and the effects of medical treatments. Students learn how to respond to common medical emergencies that can occur in the dental office. Finally, students explore oral and maxillofacial surgery procedures and the instruments that are used in this specialized field.

Instruction Pack IV: Advanced Assisting Skills: Part 2

Instruction Pack 4 introduces students to dental insurance and how to determine patient eligibility and benefits and work with procedure codes to file claims. Students also learn about radiology procedures, creation of impressions and how to prepare restorative materials.

Instruction Pack V: Specialization in Dental Assisting

In Pack 5, students gain an overview for assisting with prosthodontic, periodontic and endodontic procedures. Students become familiar with codes of ethics and laws that affect the field of dentistry. The final lesson provides a real-world practicum that allows students the opportunity to “work” in a dental office.

Introduction to Medical Assisting Course

The Introduction to Medical Assisting Course provides graduates with the necessary skills to professionally perform many medical assistant duties. The course trains students to perform front and back office administrative duties, including patient scheduling and basic bookkeeping. Students learn to adhere to federal safety, security and privacy regulations, as well as accurately maintain and handle medical records. Also, students step into the role of a medical assistant by observing actual procedures via their Virtual Labs. They virtually experience many clinical procedures, including providing first aid to victims, checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.

Course Objectives

The Introduction to Medical Assisting Course provides graduates with theoretical instruction and practical skills that prepare students to obtain entry-level, medical assistant positions in a physician's office or healthcare facility. Upon completion of the course, students will be trained to effectively perform administrative medical office duties and will be familiar with many clinical procedures. With clinical experience students gain on the job, they may be eligible to earn the prestigious Certified Clinical Medical Assistant credential through the National Healthcareer Association.

The coursework trains students to:

- Apply theoretical instruction and practical skills that enable them to obtain entry-level, medical assistant positions in a physician's office or inpatient facility.
- Apply the necessary skills to professionally perform many medical office and assistant duties, as well as clinical procedures.
- Perform front- and back-office administrative duties, including patient scheduling and basic bookkeeping.
- Adhere to federal safety, security and privacy regulations, as well as accurately maintain and handle medical records.
- Use Virtual Labs to virtually experience many clinical procedures, including checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.



Admissions

To qualify for enrollment in the Introduction to Medical Assisting Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Introduction to Medical Assisting Course Description

593 Clock Hours

Instruction Pack I: Introduction to the World of the Medical Assistant

Instruction Pack I introduces students to the medical assistant career. Students learn how to handle many common medical front office procedures—from scheduling appointments to prioritizing data to filing methods. Students gain a strong foundation in medical terminology. In addition, students explore the basics of the Health Insurance Portability and Accountability Act (HIPAA) and how the regulations affect medical records management. Students also work with common first aid situations and procedures that they may deal with as medical assistants. Lastly, students learn to identify common clinical equipment and prepare each piece of equipment for use.

Instruction Pack II: Fundamental Medical Assisting Skills, Part 1

Instruction Pack II provides students an overview of human anatomy, including cell biology and each of the body's organ systems. Students learn to properly explain, take and record patients' vital signs with the help of their *Virtual Lab*. In addition, students learn basic OSHA and CDC safety regulations and procedures for the medical office—from the reception area to emergency procedures. Also, students discover how personality traits, biology, health, stress and psychological disorders affect human behavior. Students additionally practice interpersonal communication skills—both verbal and written. Finally, students discover the basics of how health insurance works.

Instruction Pack III: Fundamental Medical Assisting Skills, Part 2

Instruction Pack III introduces students to electronic health records. Then, it moves to the clinic, where students examine their role in assisting with the patient exam, as well as blood and body fluid testing procedures. Students' front-office skills build with information on ethical and legal aspects of the healthcare field, basic bookkeeping and the use of technology to simplify administrative procedures.

Instruction Pack IV: Clinical Skills, Part 1

Instruction Pack IV continues in the lab with bacterial testing and common bacterial diseases. Also, students become familiar with common patient therapies, such as ROM exercises, hot and cold treatments and treatments that patients can use at home. Students then discover the basics of pharmacology and how to assist with special examinations.

Instruction Pack V: Clinical Skills, Part 2, and Practicum

Instruction Pack V teaches students assisting skills for minor surgical procedures, as well as how to prepare and administer medications. The course concludes with a real-world practicum that allows students the opportunity to “work” in a medical office.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Legal Transcription Course

The Legal Transcription Course includes theoretical and practical instruction that prepares students to transcribe legal documents. From that solid base of knowledge, students then prepare actual legal documents that meet professional standards while under the direction of qualified instructors. Students complete the course with solid evidence to show prospective employers. The transcription that students prepare clearly demonstrates competency to perform legal job assignments at the entry level.

Course Objectives

Graduates of the Legal Transcription Course will be extensively trained from actual court reporters' notes and be ready to enter the job market with solid transcription experience. They will be prepared to incorporate specific report formats, punctuation and terminology used in the field.

The coursework trains students to:

- Implement the skills required for entry-level competency in the field of legal transcription.
- Apply legal transcription procedures, practices and principles.
- Set up, maintain and carry out the business transactions necessary for a home-based, legal transcription business.
- Communicate effectively with professionals in the field.

Admissions

To qualify for enrollment in the Legal Transcription Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Legal Transcription Course Description

675 Clock Hours

Instruction Pack I: Introduction to Legal Transcription; Criminal Law Terminology

Students explore the roles of a court reporter and that reporter's legal transcriptionist in the legal system. Students begin to build their legal terminology foundation with criminal law.

Instruction Pack II: Civil Law Terminology; Research Techniques; Introduction to Medical Terminology

Students study civil law terminology, as well as discover the tools to research accurate spellings for names and terms in a variety of fields. Then, students advance to learn a system of medical word building, which allows them to recognize hundreds of new medical terms that health professionals use in the court room. Students also are introduced to the body's organization and the anatomical direction and location terms, as well as body landmarks.

Instruction Pack III: Medical Terminology; Organ Systems; Punctuation; Introduction to Stenotype Theory

Students continue to increase their medical vocabulary as they study each body system in detail. They then move on to learn about the specific punctuation used in legal transcripts. Finally, students are introduced to the basics of the stenotype language and immediately begin to read single words written in steno.

Instruction Pack IV: Stenotype Theory

Students learn the stenotype symbols for punctuation and begin to read sentences written in steno. Step by step, students learn how particular English sounds are represented in steno. They learn common shortcuts that court reporters use, including special abbreviations and dates, times, numbers, prefixes and suffixes. Students also learn about the conflict words of steno and homophones, or words that sound alike.

Instruction Pack V: Legal and Medical Terminology in Stenotype; Preparing Legal Transcripts

Students practice reading legal and medical terms written in steno. They learn how to format legal documents. Then, using all the skills they have gained, students transcribe eight depositions from court reporters' notes. These real-life depositions give students practice not only in professional transcription techniques, but also in handling exhibits, expert medical testimony and testimony through an interpreter.

Massage Therapy Course

The Massage Therapy Course integrates theory and hands-on training, providing students with the skills necessary to effectively assess clients' needs, prepare therapeutic treatment plans and apply appropriate massage techniques. Beginning with instruction in anatomy and physiology, students build on this foundation of knowledge by learning contraindications to massage and principles of assessment. Students then learn massage theory for common massage modalities and begin practicing their massage skills. The course culminates in Colorado on-site, hands-on training in which students master their massage skills under the supervision of certified massage therapy instructors.

The student's tuition includes all lessons and other instructional materials listed on the Course Outline. Students are invited to attend 200 hours of on-site training by credentialed Colorado massage therapy instructors upon completion of the academic portion and fulfillment of their tuition obligation. The tuition does *not* include travel or accommodation costs for the training. Graduates of the program are students who successfully complete the academic and hands-on training and pay their tuition in full.

Course Objectives

Graduates of the Massage Therapy Course will be trained extensively in anatomy and physiology, assessment skills and hands-on techniques of common massage modalities. In addition, they will be trained to implement business and marketing strategies and effectively communicate with healthcare professionals and clientele. Graduates will be prepared to sit for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or Massage and Bodywork Licensing Examination (MBLEx) certification exams.

The coursework trains students to:

- Perform skills required for entry-level, massage therapist positions.
- Implement massage therapy procedures, practices and principles.
- Set up and maintain a massage therapy business.
- Obtain certification through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Admissions

To qualify for enrollment in the Massage Therapy Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Massage Therapy Course Description

600 Clock Hours

Instruction Pack I: Massage Therapy Introduction

Students learn about the demand for massage therapy and the many business opportunities for the massage therapist. They learn about the common bodywork approaches and the importance of ethics in the therapeutic setting. In addition, students begin their study of anatomy, physiology and body movements.

Instruction Pack II: Anatomy and Physiology

From the respiratory system to the musculoskeletal system and every system in between, students learn how each body system works and the diseases and disorders of each. Students will learn how to identify major muscles, bones and bony landmarks. They learn about the shoulder girdle and arm. Students begin to learn about Swedish massage theory and techniques. In addition, students learn about safety precautions for the practitioner and the client.

Instruction Pack III: Assessment Skills I

Students learn how to create a client-centered therapeutic setting and how to create and chart client records. Massage contraindications and cautions, as well as safety precautions for the therapist and client, are also covered. Students learn about movement and support for the forearm, hand, head, neck and torso. They continue to learn Swedish massage techniques and theory. They learn to define and assess soft tissue and begin learning conditions and assessment skills. In addition, they learn the principles of Chinese medicine and how to integrate this knowledge into their massage practice.

Instruction Pack IV: Assessment Skills II

Students continue their study of conditions and assessment skills, focusing on the pelvis, thigh, knee, leg and foot. They also learn about hydrotherapy techniques and its purpose and benefits. Students also learn about energy techniques and theory.

Instruction Pack V: Massage Techniques

Students learn theory and techniques for neuromuscular, deep tissue and sports massage. Students are taught basic first aid and about HIV and AIDS. Students also learn about the common disorders that massage therapists treat. Finally, legal issues for the massage therapist are covered.

On-site Training and Certification

Students who successfully complete the academic, theory portion of the training receive the U.S. Career Institute *Letter of Academic Achievement*. The letter signifies eligibility to proceed to the hands-on portion of the program where students earn their certificate.

U.S. Career Institute advises students to determine the requirements within their local area and/or state regarding massage therapists **prior to incurring the cost of traveling for the hands-on training**. Students taking the course for avocational reasons may decide not to incur the cost of traveling for the hands-on training. It is the student's responsibility to determine whether credits or certificates from this institution will transfer to other institutions or meet local/state or employers' training requirements.

Students who successfully complete the academic and hands-on training, as well as pay their tuition in full, will graduate from the program and earn their certificate and are eligible to sit for the National Certification Examination for Therapeutic Massage (NCETM) or the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB) through the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB).

Medical Billing Specialist Course

The Medical Claims and Billing Specialist Course trains students on the theoretical and practical skills of all aspects of medical billing and claims processing. This includes working with doctors, hospitals and other healthcare providers to ensure these providers receive fair and accurate compensation for the services they provide. To bill effectively, students explore the insurance world, including both private and government programs. They also learn how insurance companies interact with medical-service providers through forms, follow-up letters and claims processing. This course gives the student instruction in medical terminology, human anatomy, ethics and problem-solving.

Course Objectives

Graduates of the Medical Claims and Billing Specialist Course will be trained in the theoretical instruction and practical skills that prepare them to gain entry-level employment in the medical claims and billing profession.

Upon completion of this course, graduates will be trained to:

- Describe the roles, average day, personal qualities, and desirable character traits of various healthcare professionals.
- Apply an understanding of anatomy and physiology as well as medical terminology to their work as medical billing professionals.
- Describe the characteristics of different types of healthcare insurance and explain the differences between them.
- Explain the history and development of various diagnostic and procedural coding manuals and how they apply to insurance.
- Correctly complete CMS-1500 forms using medical billing software.
- Define terms used on an explanation of benefits and complete a CMS-1500 form for secondary insurance carriers and create medical bills for patients.
- Interpret the information found in a UB-04 claim form.
- Process and maintain records on claim reimbursement.
- Adhere to ethical standards and guidelines for healthcare professionals.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Medical Billing Specialist Course Description

540 Clock Hours

Instruction Pack I: Introduction to Medical Claims and Insurance

In this first pack, students explore the role of medical claims and billing specialists in the medical field, gaining a strong foundation in the language and concepts of health insurance. The pack discusses Medicare and Medicaid along with supplemental insurance programs. Students also study many other types of governmental and private health plans in the United States. They discover the ins and outs of military insurance, workers' compensation, disability insurance, health maintenance organizations (HMOs), preferred provider organizations (PPOs), physician provider groups (PPGs) and other types of health plans.

Instruction Pack II: Medical Terminology, Anatomy and Physiology

Pack 2 begins the important work of mastering medical vocabulary using a word-building system. The system teaches students to recognize and interpret hundreds of new medical terms. Students also examine the structure and function of the human body. Areas covered include anatomical landmarks, divisions of the abdomen, location terms and how the body is organized from cells to tissues to organs to systems. Then, students study each body system in detail—from the major organs and structures to how each system functions. Medical vocabulary continues to increase through reading and flashcard study.

Instruction Pack III: Medical Coding and Billing

Students begin their study of medical coding when they discover how the *ICD-9-CM (International Classification of Diseases, Ninth Revision, Clinical Modification)* manual is used to code diagnoses. They practice additional coding concepts with procedural and diagnostic coding manuals. Students hone their skills to identify the proper code for a given diagnosis or procedure and apply codes to ensure proper payment to the medical provider. Finally, the pack introduces students to one of the most common insurance claim forms—the CMS-1500.

Instruction Pack IV: Medical Claims Processing I

In Pack 4, students get extensive, hands-on practice completing the CMS-1500 form and interpreting explanations of benefits. They also explore the UB-04—the insurance form that hospitals primarily use. Students then delve in to the evolving technology that impacts medical claims and billing, such as the electronic health record, clearinghouses and electronic claims submission.

Instruction Pack V: Medical Claims Processing II

Students round out their skills as they discover how to solve problems with insurance carriers, physicians and patients; how to prepare secondary claims; and how to effectively manage patient and client accounts. They also look to the future and the job opportunities that await them upon course completion. Finally, students examine the important ethical and legal issues that medical claims and billing specialists encounter before they apply all of the concepts and skills gained in the course to the final exam.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Medical Coding Specialist Course

The Medical Coding Specialist Course provides practical instruction to train students to research and assign diagnostic and procedural codes to medical records. Students gain competency in ICD-9-CM, and CPT coding procedures in accordance with state and federal regulations and recommendations, as well as with respected practices in the evolving field of medical coding. The course provides students with a solid foundation of medical terminology, human anatomy and physiology and common disease processes. Students apply their knowledge using real-world, coding scenarios and medical records. Additionally, students learn to validate coding accuracy using data from medical records and protect data integrity and validity using software or hardware technology.

Course Objectives

Graduates of this course will be trained in the theoretical instruction and practical skills that prepare them to gain entry-level medical coding positions in a variety of medical settings, such as physicians' offices, ambulatory care centers and billing services.

Upon completion of this course, graduates will be trained to:

- Describe the roles, average day, personal qualities, and desirable character traits of various healthcare professionals.
- Apply an understanding of anatomy and physiology as well as medical terminology to their work as medical coding professionals.
- Explain the parts of a medical record.
- Use the ICD-9-CM manual to identify diagnostic codes.
- Use the CPT manual to identify procedural and evaluation and management codes.
- Integrate ICD-9-CM and CPT codes.
- Describe the history, organization and use of the HCPCS Level II manual.
- Use Practice Fusion to create electronic health records.
- Adhere to ethical standards and guidelines for healthcare professionals.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Medical Coding Specialist Course Description

600 Clock Hours

Instruction Pack I: Introduction to the Healthcare Industry and Medical Terminology

In Instruction Pack I, students explore the roles of medical coding specialists and other healthcare professionals. They gain a solid foundation in medical terminology using a unique word-building system to help them interpret new terms. Additionally, students discover the role medical records play in a coding specialist's job. They discover the importance of documentation in medical records, learn to recognize the various types of dictation formats and learn how professionals manage medical records.

Instruction Pack II: Human Anatomy and Diagnosis Coding 101

Students continue to expand their medical terminology in Instruction Pack II. They examine the structure and function of the human body, including anatomical landmarks, key body divisions and location terms. In addition, students differentiate among cells, tissues, organs and body systems. Finally, students explore the history and development of the diagnostic coding system, as well as the impact of the ICD-9 coding system.

Instruction Pack III: Diagnosis Coding

In Instruction Pack III, students examine the structure of the *ICD-9-CM* coding manual as well as the guidelines and rules of ICD-9-CM coding. Students will learn the structure of the ICD-10 as they compare and contrast it with the ICD-9-CM. Additionally, students integrate diagnosis coding procedures with additional physiology knowledge—from infections to mental disorders to pregnancy. Students also begin coding symptoms, ill-defined conditions, injuries, poisonings and they also learn to apply V-codes and E-codes. Pack III culminates in a real-world practicum, so students can apply their diagnosis coding skills as they will when working as medical coding specialists.

Instruction Pack IV: Coding Resources and Procedure Coding

This Instruction Pack teaches students to use coding resources throughout their careers. Students then are introduced to procedure coding and learn to differentiate between CPT and HCPCS codes. They learn the structure and format of the *CPT* coding manual, as well as the steps of CPT coding. Throughout the Pack, students code procedures related to all the body systems, in addition to surgery, radiology and anesthesia.

Instruction Pack V: Integrating ICD-9-CM and CPT Coding, Evaluation and Management Services and HCPCS Coding

This final Instruction Pack begins with a real-world procedure coding practicum. Students then integrate ICD-9-CM and CPT coding and learn how and when to use evaluation and management codes, including documentation guidelines, level sections and modifiers. Students also learn about HIPAA guidelines, as well as variations of electronic and remote coding. Finally, students gain an introduction to HCPCS formats, levels and coding rules and learn when to use HCPCS coding. Students complete the course with a final opportunity to apply outpatient coding skills as they prepare to enter the workforce as medical coding specialists.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Medical Coding and Billing Specialist Course

The Medical Coding and Billing Specialist Course provides practical instruction to train students to research and assign diagnostic and procedural codes to medical records, as well as process medical claims and bills. Students gain competency in ICD-9-CM and CPT coding procedures in accordance with state and federal regulations and recommendations, in addition to respected practices in the evolving field of medical coding. The course provides students with a solid foundation of ethics and problems-solving, medical terminology, human anatomy and physiology and common disease processes. Students apply their knowledge using real-world, coding scenarios and medical records. Additionally, students learn to validate coding accuracy using data from medical records and protect data integrity and validity using software or hardware technology. Students examine how to work with doctors, hospitals and other healthcare providers to ensure these providers receive fair and accurate compensation for the services they provide. To bill effectively, students explore the insurance world, including both private and government programs. They also learn how insurance companies interact with medical-service providers through forms, follow-up letters and claims processing.

Course Objectives

Graduates of this course will be trained in the theoretical instruction and practical skills that prepare them to gain entry-level medical coding and claims and billing positions in a variety of medical settings, such as physicians' offices, ambulatory care centers and billing services.

The coursework trains students to:

- Describe the roles, average day, personal qualities, and desirable character traits of various healthcare professionals.
- Apply an understanding of anatomy and physiology as well as medical terminology to their work as medical coding and billing professionals.
- Describe the characteristics of different types of healthcare insurance and explain the differences between them.
- Explain the history and development of various diagnostic and procedural coding manuals and how they apply to insurance.
- Correctly complete CMS-1500 forms using medical billing software.
- Define terms used on an explanation of benefits and complete a CMS-1500 form for secondary insurance carriers and create medical bills for patients.
- Interpret the information found in a UB-04 claim form.
- Process and maintain records on claim reimbursement.
- Explain the parts of a medical record.
- Use the ICD-9-CM manual to identify diagnostic codes.
- Use the CPT manual to identify procedural and evaluation and management codes.
- Integrate ICD-9-CM and CPT codes.
- Describe the history, organization and use of the HCPCS Level II manual.
- Use Practice Fusion to create electronic health records.
- Adhere to ethical standards and guidelines for healthcare professionals.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Medical Coding and Billing Specialist Course Description

748 Clock Hours

Instruction Pack I: Introduction to the Healthcare Industry and Medical Terminology

In Instruction Pack I, students explore the roles of medical coding specialists and other healthcare professionals. They gain a solid foundation in medical terminology using a unique word-building system to help them interpret new terms. Additionally, students discover the role medical records play in a coding specialist's job.

Instruction Pack II: Human Anatomy and Diagnosis Coding 101

Students continue to expand their medical terminology in Instruction Pack II. They also examine the structure and function of the human body, including everything from anatomical landmarks to body systems. Finally, students explore the history and development of the diagnostic coding system, as well as the impact of the ICD-9 coding system.

Instruction Pack III: Diagnosis Coding

In Instruction Pack III, students examine the structure of the *ICD-9-CM* coding manual, as well as the guidelines and rules of ICD-9-CM coding. Students will learn the structure of the ICD-10 as they compare and contrast it with the ICD-9-CM. Additionally, students integrate diagnosis coding procedures with additional physiology knowledge—from infections to mental disorders to pregnancy. Students also begin coding symptoms, ill-defined conditions, injuries, poisonings and they also learn to apply V-codes and E-codes. Pack III culminates in a real-world practicum.

Instruction Pack IV: Coding Resources and Procedure Coding

This Instruction Pack teaches students to use coding resources throughout their careers. Students then are introduced to procedure coding and learn to differentiate between CPT and HCPCS codes. They learn the structure and format of the *CPT* coding manual, as well as the steps of CPT coding, as they code procedures related to all the body systems, in addition to surgery, radiology and anesthesia.

Instruction Pack V: Code Integration, Evaluation and Management Services, HCPCS Coding and Medical Claims and Billing

Students integrate ICD-9-CM and CPT coding and learn how and when to use evaluation and management codes in their final pack. Students also learn about HIPAA guidelines, as well as variations of electronic and remote coding. Students gain an introduction to HCPCS formats, levels and coding rules. They complete the coding portion of the course with a final opportunity to apply outpatient coding skills. Students then move on to explore the role of medical claims and billing specialists in the medical field, gaining a strong foundation in health insurance. Students study and get hands-on practice with explanations of benefits and one of the most common insurance claim forms—the CMS-1500. They also explore the UB-04—the insurance form that hospitals primarily use. Students then delve in to technology that impacts medical claims and billing. Students round out their skills as they discover how to solve problems with insurance carriers, physicians and patients; how to prepare secondary claims; and how to effectively manage patient and client accounts. Finally, students examine important ethical and legal issues that they may encounter before they apply all of the concepts and skills gained to the final exam.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Medical Transcription Course

The Medical Transcription Course contains theoretical and practical instruction that prepare students to transcribe and edit medical reports. Students will be trained in specific medical report formats, punctuation and medical terminology used in the field. From that solid base of knowledge, students then prepare actual medical reports that meet professional standards under the direction of qualified instructors. Students who complete the course will have solid medical transcription training, including pathology and radiology specialties. The documents that students transcribe clearly demonstrate competency to perform entry-level, medical transcription work.

Course Objectives

Graduates of the Medical Transcription Course will be trained extensively from actual doctors' dictation and will have solid transcription skills to qualify for entry-level medical transcription positions.

The coursework trains students to:

- Apply the skills required for entry-level competency in the field of medical transcription.
- Apply rules of capitalization, punctuation and abbreviation usage to medical documentation.
- Explain anatomy and physiology meanings and terms in their proper context.
- Transcribe medical reports from the following medical specialties: Dermatology, Orthopedics, Neurology, Cardiology, Immunology, Pulmonary Medicine, Gastroenterology, Urology, Obstetrics and Gynecology, Endocrinology, Pediatrics, Neuropsychiatry, Pathology and Radiology.
- Transcribe and edit the following types of reports in proper formats: History and Physical Reports, Consultation Reports, Discharge Summaries, Chart Notes and Radiology, Pathology, Laboratory and Pharmacy Reports.
- Apply legal knowledge to the medical field, including confidentiality and ethics.
- Apply procedures and principles to set up and manage a home-based transcription business.
- Communicate effectively with professionals in the medical field.

Admissions

To qualify for enrollment in the Medical Transcription Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Medical Transcription Course Description

925 Clock Hours

Instruction Pack I: Medical Terminology and Applied English Usage

In Pack 1, students study correct English usage, including the rules of proper grammar, punctuation and style and use of correct spelling and logical sentence structure. They discover medical language and its structure, including prefixes, suffixes, combining forms, root words, plurals, abbreviations, acronyms, eponyms, homonyms, antonyms, synonyms and commonly used foreign words and phrases. Students use and evaluate the reliability of related grammar and style references and other resources for research and practice. Students begin to pronounce, spell, define and apply medical terminology related to anatomy and physiology.

Instruction Pack II: Introduction to Medical Reports and Body Systems I

In Pack 2, students continue to identify, pronounce, spell, define and apply medical terminology related to anatomy, physiology, general medicine, general surgery, medical specialties, surgical specialties, diagnostic and interventional procedures and medications. In addition, they apply and discuss terms and concepts of gross and microscopic human anatomical structure and physiologic functioning. The course introduces students to the content and format of medical reports. Students explore body systems and related terminology, etiologies and diagnoses. They examine medical references, such as word books, dictionaries, Internet and electronic resources, and apply correct medical style as the Association for Healthcare Documentation Integrity (AHDI) *Book of Style* and/or the *AMA Manual of Style* dictate. Lastly, students also apply medicolegal HIM references and other resources to research and practice.

Instruction Pack III: Body Systems II and Technology

Students further explore content and format of healthcare documents, transcribe medical reports and proofread and correct transcribed healthcare documents in Pack 3. They identify, evaluate and flag inconsistencies, discrepancies and inaccuracies in healthcare dictation as they transcribe—without altering the meaning of the dictation or changing the author's style. Students apply productivity and accuracy standards and definitions, as well as identify surgical procedures and other diagnostic and interventional treatment modalities as they relate to body systems. Students analyze current trends and advancements in medicine as they relate to medical transcription. In addition, they demonstrate the ability to operate computers and dictation and transcription equipment, as well as assess correct ergonomic habits. Finally, students use electronic references and other resources for research and practice.

Instruction Pack IV: Transcribing Skills I

Pack 4 continues with pediatrics and neuropsychiatry terminology, equipment, pharmaceuticals, tests and transcription. Students also meet progressively demanding medical transcription accuracy and productivity standards for their reports. The last portion of Pack 4 focuses on the purpose of healthcare records. Students apply knowledge of various organizations' standards and regulations as they relate to healthcare documentation. In addition, they identify and apply medicolegal concepts to include HIPAA and the medical transcriptionist's role in risk management. Finally, students study the AHDI Code of Ethics in medical transcription and explore documentation workflow as it pertains to the importance of delivering healthcare documentation in a timely manner. Lastly, students identify, pronounce, spell, define and apply pharmacological terms. They differentiate among common drug classes, forms, dosages and routes of administration.

Instruction Pack V: Transcribing Skills II

Students study pathology transcription and diagnostic imaging in Pack 5. Students also explore procedures, techniques and findings in diagnostic and interventional imaging. They differentiate among common pathology and laboratory tests, including diagnostic indications, techniques, expression of values and significance of findings. Students discover speech recognition technology, as well as explore security issues that relate to onsite and remote dictation and transcription systems. They hone research skills using transcription-related references and other resources for research and practice. Additionally, they demonstrate general knowledge of electronic healthcare records (EHRs), including functions that relate to dictation/transcription integration and editing and common EHR-system terminology. Finally, students discover the importance of continuing education, professional development and professional certifications that pertain to medical transcription.

Office Administrator Course

The Office Administrator Course trains students in the interpersonal, administrative and project management skills needed to work in an entry-level office position. Students begin by sharpening oral and written communication skills. Then, they learn to use computer applications to prepare professional and accurate business correspondence, create spreadsheets and research and incorporate sources into business reports and presentations. Students also learn basic bookkeeping skills, as well as gain critical project and office management perspectives and introductory human resources skills, such as recruiting, hiring, evaluating and terminating employees. The course culminates with a real-world practicum that requires students to apply their professional office skills.

Course Objectives

Students enrolled in the Office Administrator Course will apply effective communication, computer, research and office management skills to real-world settings, preparing them for entry-level positions in a variety of office types and/or to set up their own home-based office administrator or virtual assistant business.

The coursework trains students to:

- Apply the needed skills to work in office administration or entry-level management positions.
- Implement communication, computer, research, project management and office management practices, principles and procedures.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate; holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent; or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Office Administrator Course Description

510 Clock Hours

Instruction Pack I: The Basics of Office Administration

Students discover the importance of the office administrator's role in today's business world. Key business basics are introduced, providing students the opportunity to analyze and sharpen their own professional qualities and interpersonal skills. Additionally, students develop front office skills, such as telephone and listening techniques and strategies for working with visitors and dealing with office protocol. Students also formulate strategies to effectively manage and prioritize projects and tasks, as well as coordinate meeting and travel arrangements. Finally, students distinguish among the many facets of office technology used in today's fast-paced, global business world.

Instruction Pack II: Information Management and Communication Skills

Students build upon their office technology knowledge by learning about the workings of the Internet and the World Wide Web. Additionally, they study techniques to use resources and references and accurately manage records, files and mail, as well as practice the common math skills that office professionals often use. Finally, this instruction pack provides opportunities for students to practice and sharpen their written communication skills, including professional vocabulary, grammatical rules and effective sentence and paragraph structure.

Instruction Pack III: Business Correspondence and Bookkeeping Basics

Students are introduced to taking notes, as well as accurately transcribing dictation. They learn how to apply basic office management principles and human resources skills, such as recruiting, interviewing, terminating and evaluating employees. Additionally, students access how legal and ethical concepts apply to the business world and their role as an office administrator. They study basic principles of bookkeeping, including how to calculate payroll, maintain expense reports, reconcile bank statements and handle the many financial activities of a busy office environment. Also, students learn how to professionally integrate basic design principles, such as graphical elements, charts and graphs, into their business documents. Students conclude this instruction pack as they explore commonly used database management features and functions.

Instruction Pack IV: Computer Applications

Students practice professional word processing techniques, including applying styles and templates to documents and formatting business correspondence. They also interpret proofreader marks and edit documents to a final, polished stage. Finally, students learn the most common features of spreadsheet programs.

Instruction Pack V: Office Management and Ethics

Students begin this instruction pack as they apply their knowledge of spreadsheets to a real-world project. They learn the effective elements of a professional business presentation and must apply these elements in a professional situation. The course culminates with a real-world practicum in which students apply many of the skills that a professional office administrator demonstrates.

Paralegal Course

The Paralegal Course provides theoretical and practical instruction that enables students to gain competency as an entry-level paralegal or legal assistant. Students are trained on the principles of law and how to conduct legal research; they gain skills in legal writing, interviewing and investigations and civil and criminal law procedures.

Course Objectives

The Paralegal course trains students with the theoretical and practical skills for entry-level employment as a paralegal in a variety of legal settings.

The coursework trains students to:

- Apply theory and practical paralegal skills to obtain entry-level paralegal positions.
- Implement the principles of law and civil and criminal law procedures.
- Conduct legal research, interviews and investigations.
- Write effective legal documents.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.



Paralegal Course Description

340 Clock Hours

Instruction Pack I: Introduction to the World of the Paralegal

Students explore the responsibilities and duties of paralegals, how the field has changed and grown and specialties in the fields of law paralegals. Then, students gain an introduction to civil and criminal law and learn how to investigate a legal case.

Instruction Pack II: Introduction to the American Legal System

Students discover the structure of the United States Court System, as well as the origination of laws. They explore personal injury and tort law and begin their in-depth study of criminal law as they learn about the essential elements of a crime.

Instruction Pack III: Criminal, Civil and Family Law

Students study specific procedures used in criminal and civil cases, including pre-trial and post-trial phases of criminal cases. Students learn the procedures for filing a civil law suit, how the discovery process works and how civil cases are closed. Students also explore family law topics, ranging from marriage to adoption.

Instruction Pack IV: Contracts, Legal Writing, Interviewing and Investigating

Students continue their studies of family law as they cover topics related to divorce and child custody laws. Then, students learn about the roles and legalities of contracts. Students finish this instruction pack with topics, such as legal writing, interviewing clients and organizing evidence for trial.

Instruction Pack V: Legal Research and Writing

Students get in-depth training on legal research in this instruction pack. They hone skills in federal and state court research, statutory research and shepardizing, as well. Students complete the course with real-world practice in legal research and writing and preparing deposition summaries.

Patient Care Technician Course

The Patient Care Technician Course provides graduates with the skills necessary to professionally perform many patient care duties. Students learn the basics of medical terminology, anatomy and physiology and disease processes before moving on to clinical skills. The course enables students to care for patients, residents and clients in a professional manner. Students access the *Patient Care Technician Virtual Lab* to visualize clinical skills. The Virtual Lab provides students with interactive opportunities to familiarize themselves with skills, as well as interact with real-world scenarios to assess and evaluate how to handle such situations. In addition, students learn safety precautions and regulations, nutritional guidelines and effective communication skills.



Course Objectives

Graduates of this course will have the theoretical instruction and practical administrative skills to prepare them for entry-level patient care technician positions. With clinical experience students gain on the job, they may be eligible to earn the prestigious Certified Patient Care Technician credential through the National Healthcareer Association.

The coursework trains students to:

- Apply the skills necessary to work in entry-level patient care technician positions.
- Apply the basics of medical terminology, anatomy and physiology, disease processes and clinical skills to the patient care technician profession.
- Care for patients, residents and clients in a professional manner.
- Use the Virtual Lab to become familiar with clinical skills, as well as interact with real-world scenarios to assess and evaluate how to handle specific patient-care situations.
- Apply safety precautions and regulations, nutritional guidelines and effective communication skills in a patient care technician position.

Admissions

To qualify for enrollment in the Patient Care Technician Course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Patient Care Technician Course Description

235 Clock Hours

Instruction Pack I: Introduction to the Healthcare Industry and Medical Terminology

In Instruction Pack I, students learn about the responsibilities of various healthcare professionals, and they discover how patient care technicians interact with these professionals. Students explore the various work settings and types of patients that a patient care technician will encounter. In addition, students investigate the concept of delegation, learn the five rules of delegation, and examine the patient care technician's scope of practice. Students are then introduced to medical terminology and discover the intricacies of social psychology.

Instruction Pack II: Anatomy, Pathology, Safety and Communication

Instruction Pack II begins with an overview of human anatomy. Students learn about pathology, including etiologies, or the causes of abnormal human biology. Students also study safety, including basic OSHA and CDC safety regulations and procedures for the medical office—from the reception area to emergency procedures. Finally, students develop their interpersonal communication skills—both verbal and written.

Instruction Pack III: Nutrition and Patient Care

Instruction Pack III teaches students how to explain, take and record patients' vital signs. The Virtual Lab demonstrates procedures used to take a patient's pulse and measure blood pressure. Next, students build a solid foundation of basic nutritional knowledge. Finally, students learn about patient care, including the fundamentals of positioning, lifting and transferring clients. In addition, students discover the basics of dressing patients/residents, performing range of motion exercises and helping patients feed themselves.

Instruction Pack IV: Patient Cleanliness and Patient Charting

Instruction Pack IV teaches students patient cleanliness skills, including making beds and cleaning the patient/resident. In addition, students learn to provide care for the incontinent or catheterized patient, assist with a bedpan and measure urinary output. Lastly, students practice charting patient records, including recording vital statistics and patient care activities.

Instruction Pack V: First Aid, Ethics and Practicum

Instruction Pack V begins with instructions for many common first aid situations and procedures that patient care technicians need to know—from assessing the severity of an illness to taking the appropriate action for a stroke patient. Next, students discover medical ethics and legal responsibilities that pertain to the healthcare industry, and specifically, to patient care technicians. Finally, students apply their administrative skills and theoretical knowledge in a real-world practicum.

Pharmacy Technician Course

The Pharmacy Technician Course trains students to assist licensed pharmacists in providing medication and other healthcare products to patients. Students gain training to effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information. Additionally, graduates are trained to exhibit pharmacy standards, ethics, laws and regulations. They also learn to maintain inventory and stock orders, as well as enter data into the computer.

Course Objectives

Graduates of the Pharmacy Technician course will be trained in written and oral medical and pharmaceutical terminology, as well as basic human anatomy and physiology. They will be able to perform basic mathematical functions and dosage calculations utilizing metric, apothecary and household systems. These skills will prepare them for an entry-level position in a hospital or retail setting.

The coursework trains students to:

- Apply the skills needed to obtain entry-level pharmacy technician positions.
- Assist licensed pharmacists in providing medication and other healthcare products to patients.
- Effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information.

Admissions

To qualify for enrollment in the Pharmacy Technician course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma or its equivalent, or has completed college-level course work; or otherwise demonstrate ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.



Pharmacy Technician Course Description

390 Clock Hours

Instruction Pack I: A Solid Foundation

Students learn about the role of the pharmacy technician in the medical field, distinguishing between the pharmacist's and pharmacy technician's scope of practice. Then, students begin the important work of developing their medical vocabulary. They practice using common symbols and abbreviations, as well as medical root words, prefixes and suffixes. Students read and interpret pharmacy terminology while learning about the two most important documents they will work with—the prescription and the medical order. Students access and use information sources to find new drugs and to assist patients with medication advice. After an overview of the human body's organ systems, students walk behind the scenes to discover how pharmacies maintain control of drug inventory and dispensation.

Instruction Pack II: Drug Basics And Documentation

Students learn about the many types of drug dosage forms, how drugs react in the body and how drugs interact with other drugs. Students then discover the procedures to prevent medication errors and what to do when a negative reaction or poisoning occurs. Students' drug vocabulary increases as they explore the challenges of prescribing drugs to the very old and the very young. The role of computers in the modern pharmacy is illustrated and introduces students to fiscal management of the pharmacy, including financial transactions with third-party payers.

Instruction Pack III Drug Agents, Part I

Students begin this pack with a refresher course in basic mathematics and an introduction to pharmaceutical measurement systems. They begin a serious exploration of the types of drug agents used to battle disease—antimicrobials, antineoplastics, respiratory and allergy drugs and medications that affect the central nervous system. Students learn about the laws and regulations that govern the pharmacy practice, as well as the benefits of a professional code of ethics to guide them in making good decisions.

Instruction Pack IV: Drug Agents, Part II

Continuing their in-depth study of drug agents, students explore cardiovascular and pulmonary agents, digestive system drugs, muscle relaxants, analgesics and immunological agents. Students also learn about nutrition and the role of vitamins in drug therapy.

Instruction Pack V: Dosages and Compounding

Students study the hormones of the reproductive and endocrine systems before moving on to the second mathematics lesson, which teaches them how to determine the ratios, proportions and equivalencies they will use to calculate drug dosages. Students then learn the techniques to compound drugs in both a sterile and non-sterile environment. Parenterals and intravenous admixtures are explored. Students complete the course with an opportunity to apply the knowledge and skills they've learned in their final practicum.

This course is also offered online.
See the Earn Your Certificate Online section
in this catalog for this great opportunity!

Veterinary Assistant Course

The Veterinary Assistant course trains students for entry-level positions as animal care specialists, veterinary assistants or animal health aides. These positions are available in veterinary clinics, animal hospitals, animal emergency clinics, shelters, zoos, pet stores, pet food companies, government agencies and other animal care or animal service facilities concerned with the health and well-being of animals. Students will explore the important relationship humans have with animals. They will learn terminology used in the animal care field, the proper handling of animals in examination procedures and nutritional requirements for animals. Students will also be exposed to laws and regulations of the animal care field.

Course Objectives

The Veterinary Assistant Course trains students in the theoretical and practical skills that prepare them to work successfully with animals in a veterinary care environment.

The coursework trains students to:

- Apply theory and practical skills to work successfully with animals in a veterinary care environment.
- Describe the important relationship humans have with animals.
- Apply terminology used in the animal care field.
- Properly handle animals in examination procedures.
- Implement nutritional requirements for animals.
- Integrate laws and regulation knowledge into their work in the animal care field.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he has completed two years of high school or the equivalent, and has the reading, writing and mathematics skills normally associated with the required grade level.
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Veterinary Assistant Course Description

360 Clock Hours

Instruction Pack I: The Veterinary Assistant's Role

Students explore the veterinary assistant's role in veterinary offices and other animal care settings and are introduced to the proper handling and restraint of animals, emergency procedures, physical examinations, bandaging and wound care and animal grooming. These topics form a foundation for future studies and provide students with skills that they can apply immediately.

Instruction Pack II: Terminology and Anatomy

Students begin this instruction as they form a foundation of medical and animal terminology using a unique word-building system. Students discover sanitation procedures in animal healthcare facilities, as well as anatomical terminology and concepts with in-depth coverage of the circulatory and digestive systems in animals.

Instruction Pack III: Physics and Pharmacology

Students' instruction in animal anatomy continues with in-depth lessons on the genitourinary, endocrine and nervous systems. Then, students explore how all the body systems function together in animals. Basic facts about chemistry and measurements are presented in an easy-to-understand format. Students also study the scope of their role in handling medications and administering vaccines to animals.

Instruction Pack IV: Bacteria and Viruses and Animal Surgery

In this instruction pack, students learn about exotic animals and disease-causing organisms, such as bacteria and viruses, as well as other common diseases that afflict animals. Studies continue with instruction about the laws and regulations governing the care of animals. Then, students gain an overview of surgical procedures and x-ray techniques used in animal care. Finally, students learn the procedures for preparing an animal for surgery, how to assist in the surgery itself and how to supervise the recovery of animals after surgery.

Instruction Pack V: Anesthesia, Examinations and Animal Nutrition

Students round out their skills as they learn about anesthesia techniques, as well as how to administer medicine to animals, handle parasitic infestations and perform many laboratory examinations. Students study quarantine and control, dental care in animals, animal feeding and diets, poisonous animals and plants and large-animal care to complete their course of instruction.



Wedding and Event Planner Course

The Wedding and Event Planner Course trains students to advise clients regarding all aspects of wedding and event planning. They discover how to coordinate all details, including budgeting and organizing vendors and services. They also learn how to plan corporate, community and fundraising events. Students study the etiquette and legal considerations involved in wedding and event planning, how to work with clients and strategies to run a successful home business.

Course Objectives

The Wedding and Event Planner Course trains students in the theoretical and practical instruction that prepares the student to work in the wedding and event planning profession.

The coursework trains students to:

- Apply theory and practical skills to obtain work in the wedding and event consulting profession.
- Plan weddings and events from start to finish.
- Integrate etiquette and legal considerations involved in wedding and event planning.
- Effectively communicate with clients.
- Set up and maintain a successful home-based wedding and event planning business.

Admissions

To qualify for enrollment in the course, an applicant must:

1. Certify that she/he is a high school graduate, holds a state-approved Graduate Equivalency Diploma (GED) or its equivalent, or has completed college-level course work; or otherwise demonstrate an ability to perform postsecondary-level course work (including test evidence).
2. Submit a completed enrollment application with the required payment.
3. Be at least 16 years of age.

Wedding and Event Planner Course Description

485 Clock Hours

Instruction Pack I: Wedding and Event Planning

Students gain an overview of the wedding and event planning profession, learning the importance of what wedding and event planners do, as well as how a typical day on the job is spent. Students also explore the first steps in planning an event.

Instruction Pack II: Plan Events

Students study the details involved in planning other types of events, including parties, benefits, fundraisers, festivals conventions and conferences. They additionally explore the legal issues that pertain to event planning, as well as the initial steps required to plan weddings and wedding-related gatherings.

Instruction Pack III: Plan Weddings I

Students continue their study of weddings plans, including engagement and ceremony etiquette. In addition, they identify what details should be discussed with clients, from rings to gowns to flowers. Students discover how to plan engagement parties, wedding ceremonies and receptions, as well as how to create—and stick to—a wedding budget.

Instruction Pack IV: Plan Weddings II

Students learn the role of the wedding planner on the day of the wedding and how to plan honeymoons. Students then begin to explore how to establish a wedding and event planning business, including how to write a business plan and set fees.

Instruction Pack V: Wedding and Event Planning Business

To complete the course, students investigate how to market their services, write contracts and maintain effective business records. The course wraps up with a real-world practicum in which students apply all that they've learned about wedding and event planning.



Earn Your Certificate Online!

Earn your certificate entirely online!* We'll send you your textbooks, and you complete your coursework and virtually communicate with your instructor online—at your own pace and anytime, 24/7. You will never have to send assignments via fax or mail—nor will you have to wait for your quiz results! For more information, call 866-871-2136 or go to www.uscareerinstitute.edu and choose your course of interest for more information. (*Check catalog course description page to see if your course is offered online.)

Technical Requirements

Your online course is designed to be compatible with today's computers. To take our online courses, you will need access to a computer with the following technical requirements.

1. Hardware
 - CPU (Processor): Intel Pentium 4 or higher
 - RAM: At least 512 MB
 - Speakers
 - Hard Drive: 250 MB free space
 - Monitor Display Settings: 1024 x 768 resolution
2. Software – (Please note, Adobe® and Mozilla® free product download information provided upon enrollment)
 - Operating System: Windows® XP or higher or OSX or higher
 - Adobe® Acrobat Reader
 - Adobe® Flash Player
 - Microsoft Word (or word processor that can save files in format compatible with MS Word 2003)
 - Internet Browser: Mozilla® Firefox (highly recommended) or Internet Explorer 6.0
3. Services
 - Internet Service Provider: Cable or a DSL line
 - A valid e-mail address
4. Labs

Please note that there are some specific technical requirements for the lab portion of the CompTIA courses. You will need to have **Microsoft® Silverlight** installed on the computer you use to access the labs. If you do not currently have this program, you can download it for free once you enter the TestOut Web site. In addition, please ensure that your computer has the following technical capabilities and features:

A high-speed connection to the Internet

Hardware Recommendations:

- Processor: 1.3 GHz
- Memory (RAM) 512 MB
- Monitor: Super VGA
- Video Card: Super VGA with 32 MB of video RAM (64 MB recommended)
- Color Depth: 32-bit (true color)
- Horizontal x Vertical Resolution: 1024 x 768
- Sound Card: OS supported
- User Input: OS supported mouse

Software—Recommended Browsers (all with Microsoft® Silverlight):

- Google Chrome
- Internet Explorer

Technical Support

Our Online Technical Support team is ready to assist any student with a question or technical problem concerning your online course. Common questions and answers can be found anytime on the USCI student website. Students may also contact the Online Technical Support team by e-mail or phone.



Financial Services

USCI is pleased to be approved for VA Military Education Benefits in addition to being affiliated with DANTES. Students interested in these payment options should contact the school's Student Financial Aid office.

Employers want you to be successful! Your employer may be willing to pay for part or all of your education. If your company offers this benefit, get a copy of its requirements and contact USCI's Student Financial Aid office for assistance.

All tuition payments must be made in U.S. funds. Students residing in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or CST.

Student Protection Policy

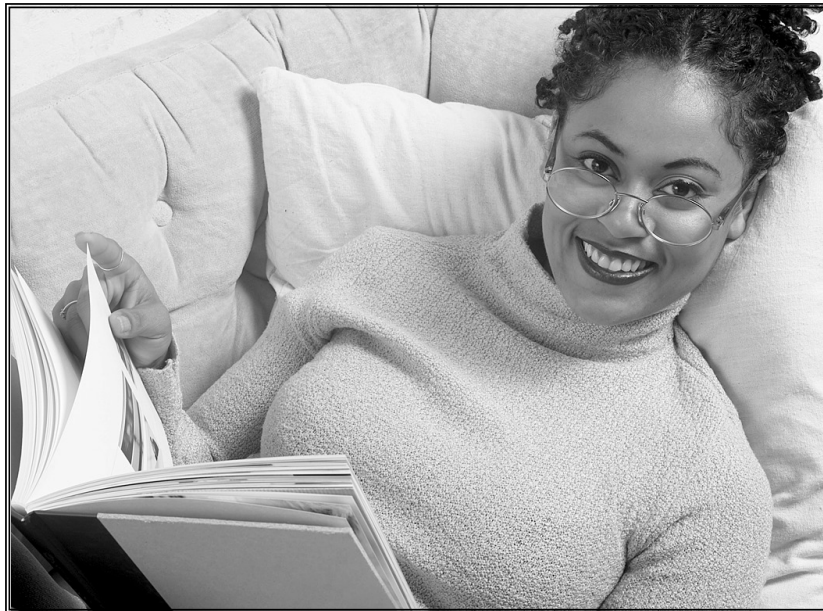
Students may withdraw from U.S. Career Institute at any time by notifying us of their intent to cancel. The tuition students owe upon withdrawal is determined by how many of the assignments they have completed, deducting all payments made. Upon cancellation, the amount due to the school or the amount refunded to the student is calculated according to the following schedule:

1. If the student cancels within five (5) calendar days after receiving the materials, the student is entitled to a full refund.*
2. If the student cancels after five (5) calendar days and has not submitted any quizzes, the school is entitled to a non-refundable registration charge of 20% of the total tuition, not to exceed \$150.
3. If the student cancels after five (5) calendar days and has submitted a quiz, the school is entitled to the above non-refundable registration charge plus a charge calculated according to the following schedule:
 - a. If the student completes up to 10 percent of the quizzes, the school is entitled to 10 percent of the refundable tuition.
 - b. If the student completes between 11 and 25 percent of the quizzes, the school is entitled to 25 percent of the refundable tuition.
 - c. If the student completes between 26 and 50 percent of the quizzes, the school is entitled to 50 percent of the refundable tuition.
 - d. If the student completes between 51 and 75 percent of the quizzes, the school is entitled to 75 percent of the refundable tuition.
 - e. If the student completes more than 75 percent of the quizzes, the school is entitled to the full tuition.
4. If the student has not completed the program in 12 months, the school is entitled to the full tuition and no refund will be issued.

Continued—

5. If the school cancels a program within 12 months of the student's enrollment date, the student is entitled to a full refund, except if the school ceases operation.
6. Any refund due will be issued within 30 days of our receipt of notice of cancellation.
7. Shipping and handling are not refundable.
8. Credit granted for previous training will not impact the refund policy.
9. A \$20 NSF charge will be assessed on payments returned for insufficient funds.
10. A \$5 late charge will be assessed for payments not received by the due date.

* CompTIA book charge is separate from tuition and will be refunded only if book is returned in new condition.



Tuition

Course Price List

U.S. Career Institute's Certificate programs teach you real-world career skills. Each course includes step-by-step lesson materials, as well as instructional aides to help you learn. Tuition costs cover all of the materials you need, including textbooks, flashcards, and in some programs, hands-on equipment or even software. The tuition for each course varies based on the materials included. U.S. Career Institute tuition ranges from just \$585 for a Certificate in Child Day Care to \$2,289 for Massage Therapy. Our low cost tuition can pay for itself when you are working in your career field. Which career will you invest in?

<u>Certificate Program</u>	<u>Standard Tuition Cost</u>
Accounting Services	\$887
Bookkeeping	\$689
Certified Personal Fitness Trainer	\$887
Child Day Care Specialist	\$585
CompTIA A+	\$1,539
CompTIA Network+	\$1,539
Computer Essentials	\$689
Criminal Justice	\$887
Dental Assisting	\$1,539
Healthcare Office Manager	\$1,279
Home Inspection	\$585
Insurance Claims Adjuster	\$1,279
Legal Transcription	\$887
Massage Therapy	\$2,289
Medical Assistant	\$1,279
Medical Billing Specialist	\$1,279
Medical Coding Specialist	\$1,279
Medical Coding and Billing Specialist	\$1,769
Medical Transcription	\$1,279
Office Administration	\$887
Paralegal	\$887
Patient Care Technician	\$887
Pharmacy Technician	\$887
Veterinary Assistant	\$689
Wedding and Event Planner	\$887