2023-2024
School Catalog

November 28, 2023 – December 31, 2024

Volume AD

U.S. Career Institute®

Dream › Learn › Succeed®

School Catalog 2023-2024 — Volume AD

Courses in Career Education

November 28, 2023 – December 31, 2024

U.S. Career Institute

2001 Lowe Street • Fort Collins, CO 80525
1-800-347-7899
www.uscareerinstitute.edu

WELCOME

Welcome to U.S. Career Institute! You've taken the first step toward a rewarding future that will open doors and prepare you to advance your career. You should be proud of your initiative – we certainly are!

At USCI, we specialize in teaching to a classroom of one. You will have our undivided attention as you progress through our up-to-date, accredited curriculum. You'll discover that USCI's course materials are unique. Our faculty and subject specialists are experts in distance education. They have carefully designed and written your course materials in easy-to-understand language for quick comprehension and long-term retention. The result? You grasp concepts quickly and remember them longer!

Our staff is standing by year-round to answer any question you may have or to simply offer encouragement along the way. You can reach our faculty and staff at www.uscareerinstitute.edu. Or, if you would prefer a toll-free conversation, please call us at 800-347-7899.

Just think, in a short period of time, you will join the ranks of our prestigious alumni. Welcome to U.S. Career Institute!

U.S. Career Institute®
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Administrative Personnel

Pamela L. Weston, Founder
Earl Weston, President
Janet Perry, Vice President of Academics and Compliance
Holly Cook, Vice President of Marketing and Student Affairs
Jennifer Manns, Director of Admissions and Student Relations

Primary Faculty

Accounting Services.......Valerie Monahan, MBA, CPA, CFE
Bookkeeping.......Valerie Monahan, MBA, CPA, CFE
Caregiver.......Joshua D. Blake, MSN, FNP
Certified Personal Fitness Trainer & Nutritional Specialist.......Jeanie Sutter, MS
Child Daycare Specialist.......Jessica Cain, M. Ed.
Computer Essentials.......Michael Adams, MBA
Criminal Justice.......Justin Calkins
EKG Technician.......Amy Jackson, LVN, CET, CPT-2
Electrician.......Ryan Dreiling, BS, Master Electrician
Electronic Medical Records.......Laura Stanley, RHIT
Healthcare Office Manager.......Cynthia Bracy, MPH, RHAI
Home Inspection.......Jon Stivers, BS, InterNACHI CPI, FAA Part 107, OSHA 30
HVACR Technician.......Ned Stankov, HVAC-R, EPA Universal Certification, NATE Certified
Insurance Claims Adjuster.......Chris Kolopanis, BA
Introduction to Certified Nursing Assistant.......Joshua D. Blake, MSF, FNP
Introduction to Dental Assisting.......Celeste Yeik, RDH
Massage Therapy.......Beth Sack-Rogers, LMT, RCR, NCBTMB
Medical Administrative Assistant.......Joshua D. Blake, MSN, FNP
Medical Assistant.......Joshua D. Blake, MSN, FNP
Medical Billing Specialist.......Cynthia Bracy, MPH, RHAI
Medical Coding Specialist.......Cynthia Bracy, MPH, RHAI
Medical Transcription.......Laura Stanley, RHIT
Office Administrator.......Nicole Kolopanis, MBA, B.S.
Paralegal.......Bonnie Kilpatrick, JD
Patient Care Technician.......Joshua D. Blake, MSN, FNP
Pharmacy Technician.......KimDao Collier, PhD
Phlebotomy Technician.......Lance H. Elmore, CMA, EMT-B
Physical Therapy Aide.......Brandy Palacios, DPT, MS, PT
Plumbing.......Robbie Mays, Master Plumber
Sterile Processing Technician.......Hank Balch, BS, MDiv, CRCST, CER, CIS, CHL
Substance Abuse Assistant.......Brittany Gautreau, LMSW
Veterinary Assistant.......Catharine Speights, DVM
Wedding and Event Planner.......Brianna Coleman, CPW

Advisory Council Members

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Katie Anders, LMT, NMT (Massage)

Tyler Manns, BS (Wedding and Event Planning)

Mark Pepin, Home Inspection Business Owner (Home Inspection)

Travis Humphreys, CPCU, AIC-M, API (Insurance Claims Adjusting)

Melissa Buderus, BS, MEd (Child Day Care)

Stephanie Brammer, RMT (Medical Transcription, Healthcare Office Manager

Theresa M. Bradshaw, MS, RHIA (Billing, Coding, Electronic Medical Records)

Jenniffer Turner, RN (Medical Assistant, Medical Administrative Assistant, Patient Care Technician, Caregiver, Introduction to CNA, EKG Technician)

Christina Manhertz, RDH (Dental Assistant)

Alice Burron, MS, ACSM, ACE, CCWS, CWC (Fitness and Nutrition)

Jason Frei, DPT, OCR (Physical Therapy Aide)

Andrea Seals, CPT (Pharmacy Technician)

Alan Jantzen (Computer Essentials)

Nicholas Bland, BS (Accounting, Bookkeeping, Office Administration)

Damarie Grunauer, JD (Paralegal, Criminal Justice)

Sean Weir, CHL, CIS, CRCST (Sterile Processing)

Christina Elmore, BSN, RN (Phlebotomy Technician)

Jeff Richard, BS, RSES CFC (HVACR Technician)

Heather A. Schulte, Psy.D., LP (Substance Abuse Assistant)

Charles Hall, NCCER Craft Instructor (Electrician)

Brad Hunt (Plumbing)

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General Information

Vision Statement

By fostering a love of learning and the ability to think, as well as providing skill and knowledge necessary for gainful employment, U.S. Career Institute will change the world one student at a time.

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.

Institutional Goals

Following are U.S. Career Institute's institutional goals for its students:

1. U.S. Career Institute will exceed our student's expectations.
2. U.S. Career Institute will provide quality education written/presented specifically for the distance education learner.
3. U.S. Career Institute's decisions and actions always consider the student.
4. U.S. Career Institute has the resources to support the education it offers.
5. U.S. Career Institute would be proud to have a friend or family member as a student.
6. U.S. Career Institute will continuously seek to improve its education and support of students.

Authority to Operate

U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1600 Broadway, Suite 2200, Denver, CO 80202, 303-862-3001. U.S. Career Institute is also approved to participate in the National Council for State Authorization Reciprocity Agreements.

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. (WDL), a private corporation which is wholly owned by Earl J. Weston. Earl and Pam Weston 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 Accrediting Commission (DEAC), 1101 17th St. NW, Suite 808, Washington, DC 20036; phone: 202-234-5100; www.deac.org. The DEAC 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 self-paced 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. In the event the course lessons are not available online, the school will provide the lessons at no cost to the student.

Demonstration of mastery of the instruction by the student is accomplished by self-study activities and required quizzes/assignments. Required quizzes/assignments are recorded by the school and form a part of the student's permanent record. Most students choose to submit quizzes through the student website; however, students may also email or mail quizzes to USCI. Students are notified of their grades via the student website. In addition, if a student emails or mails a quiz, the graded assessment will be returned in a like manner. 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.

Each course is designed to be completed in 12 months or less. After 12 months, USCI is not obligated to continue to service the enrollment in the course. Should a student need additional time, he/she should follow the leave of absence procedure outlined in this catalog. Note: All exams are open book.

*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 DEAC 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 Distance Education Accrediting Commission, 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 (this includes the use of artificial intelligence or similar technologies), 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).

Satisfactory Academic Progress

Satisfactory academic progress (SAP) is measured two ways – qualitatively and quantitatively. Qualitatively, students must maintain a grade point average above 70%. Student progress is monitored by the instructional staff. Students who do not make passing grades are subject to academic review. During the review, the school reviews the student's performance to evaluate if the student appears to have the ability to benefit from the program. If the student is deemed to not have the ability to benefit from the program, the school will cancel the enrollment and notify the student. If the student is found to have the ability to benefit, the school will determine what probationary steps need to occur for the student to continue with their studies. For example, a student may be asked to repeat assignments and/or take extra time to review particular lessons. If the student is allowed to continue with their studies, the Dean of Faculty will monitor student progress to ensure the student is meeting the probationary terms. Students who fail to meet probationary terms will be dismissed from the school. Students using military education benefits, please refer to your Military/ Veteran Information Form for additional information.

Quantitatively, students must complete the program within 12 months. Students who are granted leaves of absence or extensions will have their length of time extended by the leave of absence/extension time; however, this extension does not extend the refund policy time period.

Students who wish to appeal their dismissal should provide a letter to the attention of the Academic Review Board upon the receipt of the dismissal letter. The letter must explain the extenuating circumstances which caused the student's poor academic performance or inability to complete the program on time along with assurances that these circumstances will no longer impact the student's progress. Only certain extenuating circumstance are an acceptable bases for an appeal, such as a serious illness, hospitalization, extreme family emergency, or death in the family. The student will be informed of the outcome of the appeal along with any revisions in academic standing.

Decision of the Academic Review Board are final unless there are errors in the data used to calculate the student's SAP standing. Students may reapply after two years.

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, gender, sexual orientation, age, color, national or ethnic 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 with the program information in this catalog. Applicants who do not meet entrance requirements will be notified in writing and will receive a refund of any tuition paid. Upon admission, students will receive an email or letter to welcome them to the school and program. The letter also provides information for how to begin the program.

U.S. Career Institute is an open enrollment school. This means that as long as the applicant meets the admissions requirements for minimum education and age, they will be accepted into the school. Students must be able to read, write and speak English fluently. Students aged 16 and 17 may be admitted to the school provided their parent or guardian signs the enrollment agreement. Per the admissions policy, applicants who do not meet the high school diploma or equivalent (or other stated) requirement are allowed to use test evidence to show they can benefit from the program. The first five grades the student receives serve as the basis for test evidence. If a student has a passing GPA, the student is deemed to meet the minimum education requirement.

USCI reserves the right to ask a student to submit a Wonderlic verbal exam if it deems the previous test evidence is not appropriate to determining ability to benefit. Students who have a failing GPA will be terminated from the program for failure to meet the minimum education requirement outlined in this catalog. A student dismissed under this policy will be refunded all tuition paid.

Applicants must submit an enrollment agreement to enroll in a USCI course. The school accepts enrollments 24-hours per day, seven days per week. The applicant will receive prompt notification of acceptance or rejection of admission. Upon enrollment, students have immediate access to their course online. The enrollment period begins when the lessons are made available online. The student has 12 months after enrollment to complete the course.

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the school and the student. 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 currently enrolled in the course will receive all education and services under the terms of their enrollment agreement.

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. Dean's List students are also offered the opportunity to become members of Delta Epsilom Tau, a third-party honor society.

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. Repeat quizzes are not available.

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, students must:

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

USCI will automatically release the graduation 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 job 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 and location of work.

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 you 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, it will help 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 individuals, however, can 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 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 mail or email. 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 new concepts to friends. Also, read news articles and any other literature that relates to your field and 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

USCI does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. 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. Note: Military members may be eligible for transfer credit and should contact Financial Aid upon enrollment for details.

Administrative and Support Services

Conflict of Interest Policy

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. If you have a question about your account or tuition, please contact Student Services for assistance. In addition, faculty members and instructors must notify school administrators in the event a student with whom the faculty member or instructor has had a previous work or personal relationship is placed in their course. Administrators will determine how to address any potential conflict of interest concerns. Students who feel this conflict of interest policy has not been followed should follow the grievance procedure published in this catalog.

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 Academics and Compliance.

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 DEAC 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 that 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:

Email: stuserv@uscareerinstitute.edu (subject line must state, "Formal Grievance")

Mail: U.S. Career Institute
ATTN: Vice President of Academics and Compliance
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 email 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 Academics and Compliance will conduct an investigation into your complaint and respond in writing to your complaint within 30 days of its receipt.

Attempting to resolve any issue with USCI first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance (last assignment/quiz completed or enrollment, whichever is later) or at any time prior to the commencement of training at http://highered.colorado.gov/dpos, 303-862-3001. Students may contact the DEAC at https://www.deac.org/Student-Center/Complaint-Process.aspx.

Leave of Absence

Students who are temporarily unable to continue their program due to personal circumstances or emergencies may request a leave of absence for up to six (6) months. There is no charge for a leave of absence or return from leave of absence.

Students who are granted a leave of absence are still required to met tuition obligations, including tuition payments as outlined on their enrollment agreement.

To receive a leave of absence, students should call 800-347-7899 or write:

U.S. Career Institute
Attn: Student Services
2001 Lowe Street
Fort Collins, CO 80525

email: stuserv@uscareerinstitute.com

School Holiday Schedule

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

2023	**2024**
January 2, 2023	January 1, 2024
February 20, 2023	January 2, 2024
May 29, 2023	February 19, 2024
July 4, 2023	May 27, 2024
September 4, 2023	July 4, 2024
November 23, 2023	September 2, 2024
November 24, 2023	November 28, 2024
December 25, 2023	November 29, 2024
December 26, 2023	December 24, 2024
	December 25, 2024
	December 31, 2024

School Contact Information

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. Office hours are Monday through Friday, from 7:00 am-6:00 pm MST.

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:

- Email: 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 from 8:00 am to 12:00 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:

- Email: assignments@uscareerinstitute.edu
- Fax: 1-877-599-5863
- Mail: U.S. Career Institute
ATTN: Instruction
2001 Lowe Street
Fort Collins, CO 80525

Student Contact Information

You may update your address, phone number, email or physical address on the student website or by calling, emailing or writing Student Services.

Student Identity Verification Policy

The student identity verification policy enables U.S. Career Institute to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. The *Student Identity Verification Policy* follows:

A. All students are assigned a secure, individual Student Identification Number (ID) and password at the time of enrollment. Students have the option of creating their own unique password, or receiving a system generated password. These assigned identifiers are used to access the student records.

B. Students enrolled in an online course or program, must enter their password a second time to access WDL's Learning Management System.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

Parent/Guardian Identity Verification Policy

The parent/guardian identity verification policy enables USCI to verify that the user is the parent and/or guardian who has appropriate access to their minor child's records. The policy is as follows:

A. All parents/guardians who are identified on the student's enrollment agreement are assigned a secure, individual Parent/Guardian Identification Number (ID) and password. Upon initial access to the account using an auto-generated password, parents/guardians have the option of creating their own unique password.

B. Parents/guardians will have access to payment, grade and progress of their student.

C. Upon the student's attainment of 18 years of age, parent/guardian access will be removed unless the student uses the release form at the back of this catalog to allow the parent/guardian to continue access to the student's grades and progress. Parents will not be allowed access to student information without the release form.

Parents/guardians who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the parent/guardian to confirm identifying information before updating the password.

Parents/guardians should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

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 regulatory reports, as well as information that will allow USCI to continually assess the effectiveness of our curricula, our service and the academic achievement of our students. This, in turn, allows periodic revisions to keep curricula up-to-date.

Confidentiality of Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect the student's education records within 45 days after the day USCI receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access to records and notify the student when records are available for review.
2. The right to request the amendment of the student's education record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request an amendment to his/her student record should write to: USCI, Vice President of Academics and Compliance, 2001 Lowe Street, Fort Collins, CO 80525. If USCI decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before USCI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure.
4. USCI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. This typically includes a USCI employee who serves in an administrative, supervisory, academic or support staff position, and to other USCI representatives, including faculty with whom the school has determined to have legitimate educational interests. This may also include adjunct faculty, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
   - A school official also may include a volunteer or contractor outside of USCI who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, adjunct faculty member, auditor or collection agent. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for USCI.
   - From time to time, USCI will report information to various need-to-know agencies, such as accrediting agencies, state education departments, law enforcement agencies, courts, or credit bureaus. In these cases, only the required information is released.
   - To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
   - For the protection of student personal information, USCI requires written permission before it will release non-Directory Information/enrollment, academic or administrative records to a third party. If a student wants the school to disclose any of this information to someone other than the student, s/he must complete the Student Information Release Form located at the back of the Academic Catalog and return it to the school.
   - Additional privacy policy information may be found on our website: www.uscareerinstitute.edu.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by USCI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

In addition to the parties and situations outlined above, a postsecondary institution may disclose PII (a.k.a. non-directory information) from the education records without obtaining prior written consent of the student—

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

6. Directory information refers to information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. USCI designates the following categories of student information as public or "Directory Information." USCI may disclose such information at its discretion, provided however that the school may not use the student's social security number, either alone or in combination with other data elements, to identify student records when disclosing or confirming directory information without the written consent of the student.

- Name (first and last)
- Local address, telephone number and email address
- Home address and phone number
- Date and place of birth
- Photograph
- Dates of attendance
- Enrollment status (e.g. undergraduate; full-time or part-time)
- Graduation date and anticipated date of graduation
- Degree(s) conferred
- Major and minor field of study
- Awards and honors (e.g. Dean's List)
- Previous institution(s) attended
- Class (e.g. sophomore)

Examples of information which is NOT directory information and which may not be released without written consent include race, religion, social security number, student identification number, GPA, grades, test scores, class schedule, citizenship, and ethnicity. Note: Non-directory information may be disclosed to need-to-know agencies or individuals as outlined elsewhere in this policy.

A currently enrolled student may request that all or a portion of directory information not be released by sending the Registrar a request. Each request is valid for one calendar year from the time the Registrar receives the request. The Registrar will email or call the student to verify receipt of the request to not release directory information. Requests to withhold directory information expire one calendar year after Registrar receives the request. Students are responsible for making a new request before the old request expires.

7. The Solomon Amendment is a federal law that allows military recruiters to access some address, biographical, and academic program information for students who are 17 years of age and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. USCI is therefore obligated to release directory and non-directory data included in the list of "student recruiting information."

   Information released to military recruiters may include: student name, address (home and mailing), telephone (home and cell), age if known, place of birth if known, level of education at USCI, academic major, degrees received and other schools attended. If the student does not wish to have records released under the Solomon Amendment, he/she needs to submit a written request and receive verification of receipt of the request by USCI's registrar.

   Military recruiters may request student recruitment information once each semester (defined as two terms) for each of the 12 eligible units within the five branches of the service: Army, Army Reserve, Army National Guard; Navy, Navy Reserve; Marine Corps, Marine Corps Reserve; Air Force, Air Force Reserve, Air Force National Guard; Coast Guard and Coast Guard Reserve.

Students should carefully consider the consequences of any decision made to withhold any category of directory information as requests for such information from non-institutional persons or organizations will be denied. In addition, opting out of directory information disclosure does not prevent disclosure of the student's name, electronic contact from classmates/faculty in the learning management system during enrollment in the same course/term as the classmates or faculty member for the course, information the student chooses to disclose during his/her course of study (such as sharing with a class his/her personal information) or electronic identifier in the student's physical or electronic classroom.

Services Available to Students with Disabilities

Access Policy for Students with Disabilities
It is the policy of U.S. Career Institute to provide reasonable accommodation to qualified applicants and students with disabilities in accordance with applicable law, the school's admissions and academic standards, and sound ethical practice in disability services. This policy, in conjunction with the USCI's equal opportunity policy, enables USCI to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which require that no person be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in any program or activity offered by USCI. A *disability* is a documented physical or mental impairment that substantially limits one or more major life activities. An applicant or student is *qualified* if he or she meets the academic and technical standards for a program or activity offered by USCI with or without reasonable accommodation.

An applicant or student with a disability who seeks accommodation should notify the Compliance Department by submitting documentation and a request for accommodation, as specified in this policy, so that the request can be evaluated and reasonable accommodation(s) provided. The Compliance Department can be contacted at compliance@uscareerinstitute.edu or 800.766.9006, ext. 4537.

Applicants/Students with disabilities have the following rights and responsibilities:

- Right to equal access to all programs.
- Disability records will be maintained separately from academic records. Disability records will be used solely to determine appropriate services.
- Disability records will remain confidential and will only be shared on a need-to-know basis with individual faculty or administrators responsible for administering the granted reasonable accommodations.

- Responsibility to give advance notification of accommodations needed prior to the beginning of an academic program (unless reasonable accommodations are needed for entrance examination procedures or other pre-enrollment activity. In such cases, the student should notify the Compliance Department during the enrollment process.)
- Responsibility to initiate the request for services or reasonable accommodations. Requests should be addressed to the Compliance Department. Students must communicate to the Compliance Department the nature of their disability and their request for reasonable accommodations to allow them full participation in programs.
- Responsibility to submit documentation of their disability and a request for services to the extent USCI requires it to understand the student's needs. The required documentation includes the following: a diagnosis of your current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how your disability affects a major life activity; and information on how the disability affects your academic performance. The documentation should provide enough information for you and the school to determine appropriate academic adjustments or reasonable accommodations. Expenses incurred in obtaining such documentation are the responsibility of the student.

The following documentation should be forwarded to the Compliance Department upon admission or at any time concurrent with a request for accommodations:

For physical disabilities:
- A statement of the physical impairment from a licensed healthcare professional, qualified and currently or recently associated with the student.
- A statement as to how the student is limited in functionality in a major life activity.
- Recommendation for reasonable online accommodations.
- In the case of hearing impairment, the student should also submit a report from an audiologist that includes the results of an audiogram and the degree of the hearing loss.

For mental disabilities:
A statement or report from a licensed psychologist or psychiatrist that includes the following items:
- Statement of DSM-IV condition or impairment.
- Summary of assessment procedures used to make the diagnosis.
- Description of present symptoms and fluctuating condition symptoms in relation to the impairment.
- Current medications and side effects as they may impair the student's academic performance or ability to function in an online classroom.
- A description of functional limitations in a major life activity.
- Recommendations for reasonable accommodations for the online classroom.

For learning disabilities:
- A diagnostic interview by a qualified evaluator that includes historical information of learning difficulties in elementary, secondary and post-secondary education.
- A comprehensive diagnostic interview that addresses relevant background information supporting the impairment, including developmental history, academic history and psychosocial history.
- A record of comprehensive testing that is current (within past two years and after age of 18).
- A description of functional limitations in a major life activity.
- Recommendations as to reasonable accommodations for the online classroom.

After an applicant or student has compiled relevant documentation and submitted a request for accommodation to the Compliance Department, the Compliance Department will consider the information and documentation provided by the applicant or student, consult with appropriate instructors and/or school officials as needed, and determine what constitutes reasonable accommodation(s) for the applicant or student's disability. A list of approved accommodation(s) will be provided to the applicant or student and shared with any instructors and/or school officials who will be responsible for providing or making arrangements for such accommodation(s).

If a student wishes to file a complaint regarding any disability discrimination, the student should first report the concern to the Compliance Department. If the situation cannot be resolved through that process, the student should follow the USCI grievance procedure provided in the Catalog. Students also have the right to file an ADA or Section 504 complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education.

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 $25.00 fee for each transcript requested.

USCI may withhold transcripts and diplomas for nonpayment of tuition and fees. Students that have a financial hold on their transcript may request an exception under Colorado HB 22-1049. Colorado HB 22-1049 requires the transcript to be released if a student can demonstrate, with supporting documentation, that a transcript or diploma is needed for any of the following:

- A job application
- Transferring to another postsecondary institution
- Applying for state, federal, or institutional financial aid
- Pursuit of opportunities in the military or national guard
- Pursuit of other postsecondary opportunities

Students should contact Student Services at stuserv@uscareerinstitute.edu to request a temporary release of a transcript or diploma hold if they meet the criteria listed above.

- This exception does not apply to foreign students
- This exception does not release the student from their debt
- Registration in additional USCI courses may not be allowed

Withdrawal and Termination

Students who wish to withdraw must communicate their withdrawal request to the Student Services Department. Students are strongly encouraged to submit their request by email (stuserv@uscareerinstitute.edu); however, students may communicate their request by phone (800.347.7899) or letter (2001 Lowe Street, Fort Collins, CO 80525) if needed. Upon withdrawal or termination, any refund due will be paid in accordance with the Student Protection Policy in this catalog. Any balance due will continue to be payable per the terms of the enrollment agreement.

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 submit quizzes in accordance with specified standards.

- ✓ Plagiarism or falsification of records, enrollment, transcripts or course work documents submitted for review or credit.
- ✓ Failure to maintain a tuition payment agreement.
- ✓ Failure to conduct self with professionalism, courtesy and respect for others in all dealings with institution staff, faculty and other students.
- ✓ Failure to observe the Academic Code of Conduct for the Distance Education Student.

Terminated students will be cancelled per the terms of the refund policy outlined in their enrollment agreement and this catalog.

Students who are terminated may reapply for a new enrollment to the school after two years. At that time, the student would need to complete a new enrollment agreement and address the enrollment request to the Director of Admissions and Student Relations.

Courses of Study

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 the importance of accounting services in today's business field. 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 documents, 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 consider 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 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, 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 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.

Caregiver Course

The Caregiver Course trains students with the necessary skills to perform many caregiver duties. Students learn to assist clients with personal care, including tasks related to hygiene, mobility and meals. Additionally, students learn to provide home care through tasks such as laundry and cleaning. Students will also learn about the roles of various people in the healthcare process and the credentials required for those roles. Students learn how to adhere to ethical and legal guidelines for performing nonmedical tasks.

Course Objectives

The Caregiver Course provides graduates with the theoretical instruction and familiarity with the practical skills they will use in their caregiving careers. Graduates will be trained to qualify for entry-level caregiving positions in a variety of settings, including clients' homes and larger care communities. Upon completion of this course, graduates will be trained to:

- Understand the roles and responsibilities of a caregiver, adhere to federal and state regulations for direct care and provide assistance to clients in a variety of settings, such as private homes or residential facilities.
- Practice infection prevention, follow proper safety procedures and provide in-home cleaning support.
- Communicate effectively with clients and coworkers, practice good listening skills and properly record information.
- Provide nutritional support, describe various feeding tubes and exercise safe food preparation and storage.
- Understand how to move and transfer clients and assist patients with feeding, dressing and grooming.
- Properly make beds, provide bed baths, provide oral, hand and foot care, provide perineal care and support the client.
- Understand healthcare regulations for assisting with medications. Provide non-medical assistance for medications, such as utilizing the medication schedule as provided by the medical provider.

Admissions

To qualify for enrollment in the Caregiver 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.

Caregiver Course Description

75 Clock Hours

Instruction Pack

This course is contained in one Instruction Pack, which introduces students to caregiving careers, including personal care and home care, with an overview of the daily activities that may be provided in caregiving facilities and client homes. Lesson topics include Introduction to Caregiving; Ethics and Legal Responsibilities; Introduction to Psychology; First-Aid Procedures; Communication and Documentation; Vital Signs; Nutrition and Wellness; Cleaning in the Home; Positioning and Mobility; Daily Needs of Patients; Patient Cleanliness; and Medication.

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 and 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

428 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 daycare.

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.

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 email 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 Vista®/Microsoft® Office 2003,
2. Windows Vista®/Microsoft® Office 2007 or
3. Windows 8®/Microsoft® Office 2013

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 Vista® or 8 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 Email

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 email basics, as well as email 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 emails, 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.

EKG Technician Course

Program Objectives

Graduates of this course will be trained in the theoretical instruction and practical skills that prepare them to gain entry-level EKG Technician positions in a variety of medical settings, such as hospitals, physician's offices or ambulatory care centers performing diagnostic tests that help providers identify cardiovascular problems in patients.

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

- Build a fundamental understanding of anatomy, medical terminology, insurance and medical records as they apply to your future career, including the use of cloud-based practice management software.
- Adhere to ethical standards and guidelines for healthcare professionals.
- Discuss the modes of communication, the process of active listening and the importance of using professional communication.
- Learn to deal with human behavior and adapt care for patients with limitations.
- Respond appropriately to medical emergencies and other common medical conditions in the medical office.
- Obtain, record, monitor and report vital signs.
- Set up, administer and monitor electrocardiograms and stress tests, and prepare patients for Holter or ambulatory monitoring.

Admissions

To qualify for enrollment in the EKG 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 the 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.

IMPORTANT! The EKG Technician program is offered fully online and does not include the live skills practice (experience) opportunities required to obtain certification as an EKG Technician, which most employers require. Students are responsible for researching certification and/or licensure requirements and securing appropriate experience opportunities.

EKG Technician Course Description

273 Clock Hours

Instruction Pack I: Introduction to the World of the EKG Technician

Instruction Pack I introduces students to the field of the EKG technician. Students examine the role of various healthcare professionals, learn terminology related to insurance, explore medical records in paper and electronic formats and discover the basics of medical terminology.

Instruction Pack II: Anatomy, Ethics, Interpersonal Skills and Safety

Instruction Pack II continues to build a strong foundation for an EKG technician career. Students explore body systems, anatomy, pathology, ethics and legal issues. The material includes interpersonal skills so students can improve interactions with patients and coworkers. This pack concludes with safety in health care, examining safety regulations and procedures, as well as infection control and aseptic techniques.

Instruction Pack III: First Aid, Vital Signs and Scheduling

Instruction Pack III introduces students to first aid procedures, explains vital signs and covers practice management software, with hands-on practice using a cloud-based system. Students learn the intricacies of social psychology and wrap up by examining the anatomy and process of the cardiovascular system.

Instruction Pack IV: EKG Fundamental Skills

Pack IV dives into diseases and disorders of the cardiovascular system. You'll also explore the components of the EKG and electrode placement. Students will measure and inspect the EKG reading and examine necessary adaptations. The pack concludes with a real-world practicum that puts your course knowledge to use.

IMPORTANT! The USCI EKG Technician program is offered fully online and does not include the live skills practice (experience) opportunities required to obtain certification as an EKG Technician. Most employers require certification and lack of certification will impact your employment opportunities and earnings. Students are responsible for researching certification and/or licensure requirements and for securing appropriate experience opportunities.

EKG Technician graduates may sit for the National Healthcareer Association (NHA) Certified EKG Technician (CET) exam via the NHA's Pre-Externship Route; however, graduates will need hands-on experience completing a minimum of 10 EKGs on live individuals, following completion of the program, to receive certification. This experience is not included in the program. Graduates must complete this experience within 90 days of passing the CET exam and are responsible for securing their own experience site. Students must contact local clinics, hospitals or doctor's offices to seek out live experience opportunities.

Electrician Course

Program Objectives

Students learn the basics of electronics, building skills that will prepare them to service, troubleshoot and repair electrical equipment while maintaining the highest safety standards. From customer service skills to hands-on virtual labs, students will learn what's needed to obtain a position as an electrician's apprentice.

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

- Apply basic customer service principles to on-the-job situations.
- Understand and apply safety standards and requirements.
- Describe atomic structure as it relates to electricity.
- Calculate values in resistive circuits.
- Prepare conduits, including bending, cutting, reaming and threading.
- Select and install raceway systems.
- Install conductors in a conduit system.
- Interpret construction drawings.
- Select and install various residential wiring devices.

Admissions

To qualify for enrollment in the Electrician 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 the 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.

Electrician Course Description

180 Clock Hours

Instruction Pack I: Introduction to the World of Electricians

Instruction Pack I will introduce the field of professional electricians, as well as set expectations for earning conditions, work conditions, personal qualities and educational requirements. Discover the tasks an electrician will perform and what a typical day on the job looks like while learning about apprenticeship and licensing, including DOL apprenticeship standards. After learning communication and customer service skills, explore bidding and finances, as well as the importance of documentation. Examine how ethics apply to the job of electrician.

Instruction Pack II: Electrician Study Guide

Instruction Pack II is a Study Guide that walks the students through the textbook, Electrical: 2020 NEC® Tenth Edition. Learn how to do the job the required way, using personal protection equipment (PPE), electrical safety standards and safety specifics for specific hazards. Discover basic electrical units of measure, Ohm's Law and power equations used in the field before being introduced to schematic diagrams. Develop an understanding of basic circuits, including series, parallel and series-parallel circuits, and then calculate current and voltage using what you've learned. Learn the history, purpose, and function of NEC® and learn to find and determine installation requirements for any electrical job. Examine the details of device boxes, hand bending, wireways, raceways, fittings, conductors and cables. Learn how to use commercial and residential projects documents to schedules and block diagrams—documents used to coordinate the various parties involved in a project. Discover the basics of load calculations and NEC® requirements for residential wiring, including HVACR systems, appliances and lighting. Understand the various pieces of test equipment, including safety precautions for equipment use and category ratings. Apply what you've learned to a number of simulations in a lab setting. You'll acquire the confidence to tackle real-world jobs, along with the necessary practice hours to turn your theoretical knowledge into practical skills.

Electronic Medical Records Specialist Course

The Electronic Medical Records Specialist Course provides students with a firm foundation in electronic record principles and practices, preparing them for entry-level positions in the field. Students begin with an introduction to the world of healthcare, and discover the terms relevant to health insurance today. The course offers a firm foundation in medical terminology. Students also explore various types of medical records and record management. The course ensures students have a good understanding of the process to release medical records and when consent is necessary. This course stresses the importance of healthcare law, as well as physician responsibilities. The basics of coding and billing is also covered in the course. Students work with practice management software to obtain hands-on skills. Finally, the course concludes with statistical calculations, which include census data, bed occupancy and length of stay, as well as morbidity and mortality rates.

Course Objectives

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

- Use medical terminology to communicate with other medical professionals.
- Understand the responsibilities of charting, including the process of auditing, releasing, retaining and destroying medical records.
- Adhere to compliance as it pertains to medical records, and protecting the confidentiality of patient's records.
- Assist in the coding and billing aspects by understanding the tools for coding and the process of reimbursement.
- Demonstrate the skills needed to create and work with patient records using a practice management software.
- Apply calculations to statistics obtained from reports to create meaningful values.

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.

Electronic Medical Records Specialist Course Description

281 Clock Hours

Instruction Pack I: Welcome to the World of Healthcare

The EMR Specialist Course begins with an introduction to the world of healthcare and the team involved in healthcare professions. Lessons outline insurance terminology, tools used in healthcare professions and types of health insurance. Students learn about the documentation in medical records, as well as the basics of good recording practices. Students gain a solid foundation in medical terminology using a unique word-building system to help them interpret new terms.

Instruction Pack II: Electronic Records and Record Management

Students wrap up their medical terminology lessons by learning to recognize and interpret hundreds of new medical terms. Students also examine resources available to the healthcare professional. After a short introduction to electronic records, students examine their roles as EMR Specialists. Students look at administrative and clinical information found in medical records, as well as how to organize documents within the record. Along the way, students explore agencies that develop and maintain standards in health care.

Instruction Pack III: Healthcare Law and Reimbursement

Students discover the healthcare laws established to protect the patient's privacy. The course focuses on the rights and responsibilities of the patient, as well as the physician's responsibility. Students learn the history and development of the various coding systems, and discover how coding affects reimbursement. Finally, students learn to effectively deal with delayed and denied claims, as well as how to work aging reports.

Instruction Pack IV: Practice Management and Reporting

Students build on what they know about electronic records and develop their skills in creating records and scheduling appointments in a practice management system. After learning the details of documentation and meaningful use, students will create an encounter in an EHR. Finally, students learn about reporting with some hands-on calculations of statistics. Census data provides the numbers needed to calculate daily inpatient census and inpatient service days, while bed occupancy rates determine the number of beds available during a specific period. After exploring the process of determining the length of stay, students learn to calculate morbidity and mortality rates.

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 will find that the healthcare office manager plays a vital role in the medical profession. Students learn to define medical terms and adhere to ethical standards and guidelines for healthcare professionals. The course covers office protocol and procedures and the importance of using professional communication. Students examine the importance of good office skills, and the skills needed to produce business correspondence. Filing systems and the requirements to audit, release, retain and destroy medical records are covered. Students learn the functions of human resources. Hands-on practice scheduling using cloud-based software is available. Students discover the appropriate response for medical emergencies and other common medical conditions. The course identifies various types of healthcare insurance. Students trace the history and development of various diagnostic and procedural coding manuals. Terms used on an explanation of benefits are reviewed, and students learn to complete a CMS-1500 form for secondary insurance carriers, create medical bills for patients and maintain records on claim reimbursement. Finally, the course teaches students to correctly complete CMS-1500 forms using cloud-based software.

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:

- Assess the roles, average day, personal qualities and desirable character traits of various healthcare professionals.
- Demonstrate an understanding of medical terminology for their work as healthcare office managers.
- Adhere to ethical standards and guidelines for healthcare professionals.
- Examine responsibilities of the healthcare office manager and learn the office protocol and procedures.
- Discuss the modes of communication, the process of active listening and the importance of using professional communication.
- Assess the importance of good office skills, and the skills needed to produce business correspondence.
- Examine filing systems of medical records and the requirements to audit, release, retain and destroy medical records.
- Explain the basics of accounting and finance, and human resources.
- Understand the basics of scheduling using cloud-based software.
- Respond appropriately to medical emergencies and other common medical conditions.
- Compare the 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.
- Examine terms used on an explanation of benefits, complete a CMS-1500 form for secondary insurance carriers, create medical bills for patients and maintain records on claim reimbursement.
- Correctly complete CMS-1500 forms using cloud-based software.

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

525 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 team involved in the healthcare profession. Lessons outline insurance terminology, tools used in the healthcare profession and the types of health insurance. Students will learn about the documentation in medical records, as well as the basics of good recording practices. Students gain a solid foundation in medical terminology using a unique word-building system to help them interpret new terms. Basic anatomy is examined and students discover the medical ethics and legal responsibilities that pertain to the healthcare industry—and specifically to healthcare office managers.

Instruction Pack II: Office and Interpersonal Skills

Pack 2 begins with a brief introduction to office management before students focus on interpersonal skills, which is the art of listening and effective communication. Student will examine phone professionalism and appointments systems. After learning the skills needed to create professional business correspondence, students will learn the laws and rules related to sharing health information. Students will look at the administrative and clinical information found in medical records, as well as how to organize documents within the record. The lesson covers common financial responsibilities, as well as basic human resource skills.

Instruction Pack III: Safety and Reimbursement Basics

In this pack, students begin with hands-on practice using cloud-based software to create patient profiles and schedule appointments. After discovering concepts related to safely in the medical office, students encounter many common first-aid situations. Students learn about the history and development of healthcare reimbursement and coding systems. Then, students gain an overview of private insurance, managed care and government programs. Finally, the details of military insurance and workers' compensation are reviewed.

Instruction Pack IV: Claims, EOBs and Insurance Basics

This pack introduces students to one of the most common insurance claim forms—the CMS-1500. Students get extensive, hands-on practice completing the CMS-1500 form and interpreting explanations of benefits, as well as completing secondary claims. Students then explore how to deal with insurance follow-up.

Instruction Pack V: Medical Billing Technology and Final Quiz

Students continue to explore claims in this final pack. After learning about denials and aging, students get hands-on practice completing claims and posting payments using cloud-based software. The pack wraps up the course with a final Quiz that touches on all aspects of the Healthcare Office Manager course.

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

Graduates of this course will be trained in the theoretical instruction and practical skills that prepare them to 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.

HVACR Technician Course

Program Objectives

As the HVACR field grows, so does the need for knowledgeable HVACR technicians. Students get an introduction to the field of HVACR including theories, regulations, systems, procedures, safety and equipment.

The program trains students to:

- Apply mathematical processes and use of formulas necessary for design, evaluation and installation of HVACR systems.
- Explain usage of HVACR materials, equipment and tools needed for installation and diagnostic tasks.
- Describe safety procedures and established regulations related to workplace and job requirements.
- Understand the refrigeration cycle, gas laws and properties of refrigerants required for diagnostic and systems design.
- Discuss how to use drawings, technical diagrams and specification charts required for installation and repair of HVACR systems.
- Understand theories and processes for evaluating and installing electrical systems and controls.
- Describe procedures for installing, inspecting, testing, repairing and maintaining HVACR systems.
- Explain procedures for following government regulations regarding the conservation, recovery and recycling of refrigerants.

Admissions

To qualify for enrollment in the HVACR Technician Program, 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.

HVACR Technician Program Description

288 Clock Hours

Instruction Pack I: Introduction to the World of the HVACR

Instruction Pack I introduces students to the HVACR technician career. Students are introduced to the communication, customer service, finances and record keeping. Students gain a strong foundation in HVACR theories. In addition, students explore some of the tools used in the field and learn about job site safety.

Instruction Pack II: Fundamental HVACR Skills, Part 1

Instruction Pack II provides students with an overview of HVACR terminology, tool safety and certification and apprenticeship basics. Students explore ethic and legal topics related to the field. The pack wraps up with information about identifying components and fundamental HVACR theory.

Instruction Pack III: Fundamental HVACR Skills, Part 2

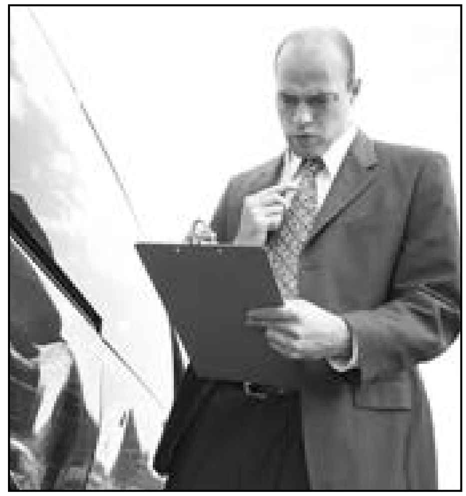
Instruction Pack III introduces students to HVACR regulations, including ventilation and air quality regulations like ASHRAE Standard 62-1999 and ASHRAE Thermal Comfort Requirements and humidity levels. The pack concludes with in-depth information on core requirements.

Instruction Pack IV: Certification Levels, Estimating and Practicum

Pack IV explores levels of certification that apply to various areas of the HVAC field, such as AC and refrigerants certification and Type I, II and III certifications. Students examine how to estimate and bid on HVACR projects. The final lesson provides a real-world practicum that allows you the opportunity to HVACR skills.

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, polices, 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 Certified Nursing Assistant Course

The Introduction to Certified Nursing Assistant Course trains students with the necessary skills to perform many CNA duties. Students learn to assist clients with personal care, including tasks related to hygiene, mobility and meals. Additionally, students learn to provide home care through tasks such as laundry and cleaning. Students will also learn about the roles of various people in the healthcare process and the credentials required for those roles. Students learn how to adhere to ethical and legal guidelines for performing nonmedical tasks.

Course Objectives

The Introduction to Certified Nursing Assistant Course provides graduates with the theoretical instruction and familiarity with the practical skills they will use in their caregiving careers. Graduates will be trained to qualify for entry-level CNA positions in a variety of settings, including clients' homes and larger care communities. Upon completion of this course, graduates will be trained to:

- Describe the roles and responsibilities of a certified nursing assistant.
- Identify the federal and state regulations applicable to patient direct care.
- Demonstrate skills for direct patient care as appropriate to a variety of settings, such as private homes and residential facilities in conformance with federal and state regulations.
- Demonstrate proper infection prevention through the implementation of proper safety procedures and in-home cleaning support.
- Demonstrate effective listening and oral and written communication skills with coworkers and clients.
- Describe appropriate nutritional support personal care activities in the home including nutritional support, safe food preparation and storage, including the use of various types of feeding tubes.
- Demonstrate proper bed making, baths, oral, hand and foot care and perineal care to the resident.
- Explain healthcare regulations for non-medical staff assisting with medications, such as utilizing the medication schedule as provided by the medical provider.

Admissions

To qualify for enrollment in the Introduction to Certified Nursing Assistant 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.
4. This course is not regulated by the Colorado Department of Higher Education, Private Occupational School Board.

Introduction to Certified Nursing Assistant Course Description

75 Clock Hours

Instruction Pack

This course is contained in one Instruction Pack, which introduces students to CNA careers, including personal care and home care, with an overview of the daily activities that may be provided in caregiving facilities and client homes. Lesson topics include Introduction to CNA; Ethics and Legal Responsibilities; Introduction to Psychology; First-Aid Procedures; Communication and Documentation; Vital Signs; Nutrition and Wellness; Cleaning in the Home; Position and Mobility; Daily Needs of Patients; Patient Cleanliness; and Medication.

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.

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 concludes with an on-site hands-on training (HOT) program 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. Prior to attending hands-on training, students must pay their tuition in full. 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 Massage and Bodywork Licensing Examination (MBLEx) certification exam.

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.
- Be prepared to sit for the Massage and Bodywork Licensing Examination (MBLEx) certification exam.

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.

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.

Massage Therapy Course Description

625 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

In order to receive a certificate of completion, students must finish the entire course. All hands-on training occurs over a 24-day period in Fort Collins, Colorado. USCI recognizes that traveling to Colorado may be difficult for some students. Should a student determine they want to only complete the theory portion through USCI because they wish to work with a local school for hands-on training (or because they are taking the course for avocational reasons and do not plan to become a licensed massage therapist), they should contact the school prior to enrollment so tuition can be adjusted. Note that in this circumstance, the student will not be a graduate of USCI's Massage Therapy course. USCI encourages students to work with a school prior to enrollment to determine if there is an option for them to complete the hands-on training with the school. In addition, students who wish to pursue local hands-on training should review USCI's transfer disclosure statement in this catalog.

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.

Medical Administrative Assistant Course

Course Objectives

The Medical Administrative Assistant Course provides graduates with theoretical instruction and practical skills that prepare students to obtain entry-level, medical administrative 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 the medical claims process.

The coursework trains students to:

- Build a fundamental understanding of the human body and medical terminology.
- Skillfully perform and document routine medical clinical procedures according to current office protocol.
- Respond appropriately to medical emergencies and other common medical conditions in the medical office.
- Understand the basics of scheduling and complete CMS-1500 forms using cloud-based software.
- Compare the 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.
- Examine terms used on an explanation of benefits, complete a CMS-1500 form for secondary insurance carriers, create medical bills for patients and maintain records on claim reimbursement.
- Employ legal and ethical standards related to patient confidentiality within the healthcare community environment.

Admissions

To qualify for enrollment in the Medical Administrative Assistant 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 Administrative Assistant Course Description

392 Clock Hours

Instruction Pack I: Introduction to Medical Administrative Assistant

In Pack 1, students explore the roles of various healthcare professionals, and learn how to handle medical front office procedures with effective phone and scheduling skills. They begin learning medical terminology using a unique word-building system to help them interpret new terms. Additionally, students discover the role medical records play in the healthcare profession and gain a basic understanding of electronic records. Students also work with common first-aid situations and procedures that they may deal with in this career. Finally, students practice interpersonal communication skills—both verbal and written.

Instruction Pack II: Anatomy, Scheduling and Office Skills

Pack 2 begins with students learning about anatomy before focusing on the various types of insurance. Students get hands-on practice creating patient profiles and scheduling appointments with cloud-based practice management software. After examining important ethical and legal issues that they may encounter, students wrap up with office essentials, including when a release of information is needed and how to properly obtain consent.

Instruction Pack III: Correspondence and the CMS-1500 Claim Form

Pack 3 begins with creating professional business letters, memos and emails. They also learn to apply an understanding of how the mind works to a career as a medical administrative assistant. Students explore the history of reimbursement and the development of the various coding systems. This pack introduces students to one of the most common insurance claim forms—the CMS-1500. Students get extensive, hands-on practice completing the CMS-1500 form and interpreting explanations of benefits, as well as completing secondary claims.

Instruction Pack IV: HR, Pharmacology and Claims

In Pack 4, students explore the functions of recruitment, orientation and training that apply to human resources. They learn the basics of pharmacology—drug forms, sources of drug information, drug regulation and patient education. students learn to complete a claim using a cloud-based medical billing software, and then explore how to deal with insurance follow-up, denials and aging. Finally, students will use everything you've learned in this course to work through different tasks and problems that might be encountered on the job.

Medical Assistant Course

The Medical Assistant 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 insurance basics. 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 Medical Assistant 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.

The coursework trains students to:

- Build a fundamental understanding of the human body and medical terminology as they apply to medical assisting.
- Skillfully perform and document routine medical clinical procedures according to current office protocol.
- Respond appropriately to medical emergencies and other common medical conditions in the medical office.
- Effectively explain exams, diagnostics, therapies and insurance requirements to patients in the workplace.
- Employ legal and ethical standards related to patient confidentiality within the healthcare community environment.
- Understand and perform safe practices within the healthcare environment.

Admissions

To qualify for enrollment in the Medical Assistant 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 Assistant Course Description

495 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. Additionally, students discover the role medical records play and gain a basic understanding of electronic records. Students also work with common first-aid situations and procedures that they may deal with as medical assistants. After examining common clinical equipment, students practice interpersonal communication skills—both verbal and written.

Instruction Pack II: Fundamental Medical Assisting Skills, Part 1

Instruction Pack II provides students an overview of human anatomy. 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. Students discover the basics of how health insurance works and get hands-on practice creating patient profiles and scheduling appointments with cloud-based software. Students wrap up by learning how to assist with patient exams.

Instruction Pack III: Fundamental Medical Assisting Skills, Part 2

Instruction Pack III begins with important ethical and legal issues that they may encounter. Then, students are introduced to the clinic, where students examine their role in assisting with blood and body fluid testing procedures. Students' front-office skills grow with information on coordination of benefits, timely filing and claims reimbursement. Students learn nutrition basics and how what a person eats influences overall health. They also learn to apply an understanding of how the mind works to a career as a medical assistant. Finally, students continue in the lab with bacterial testing and common bacterial diseases.

Instruction Pack IV: Clinical Skills and Practicum

Instruction Pack IV allows students to 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. Students learn assisting skills for minor surgical procedures, as well as how to prepare and administer medications. The course concludes with a real-world practicum on all aspects of the Medical Assistant course.

Medical Billing Specialist Course

The Medical Billing Course trains students on the theoretical and practical skills of all aspects of medical billing 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, ethics and problem-solving.

Course Objectives

Graduates of the Medical Billing Course will be trained in the theoretical instruction and practical skills that prepare them to gain entry-level employment in the medical 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 medical terminology to their work as medical billing professionals.
- Describe the characteristics of the 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.
- 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

348 Clock Hours

Instruction Pack I: Introduction to Medical Billing

In Pack 1, students explore the roles of various healthcare professionals. Additionally, students discover the role medical records play in a billing specialist's job, and gain a basic understanding of electronic records. They begin learning medical terminology using a unique word-building system to help them interpret new terms.

Instruction Pack II: Medical Terminology, Ethics and Reimbursement

Pack 2 rounds out the important work of mastering medical vocabulary using a word-building system. After examining important ethical and legal issues that they may encounter, students wrap up by learning about the history and development of healthcare reimbursement.

Instruction Pack III: Coding for the Medical Biller and Medical Insurance

Pack 3 begins with the history and development of the various coding systems. Then, students gain an overview of private insurance, managed care and government programs. Finally, the details of military insurance and workers' compensation are reviewed.

Instruction Pack IV: Medical Claims Processing

This pack introduces students to one of the most common insurance claim forms—the CMS-1500. Students get extensive, hands-on practice completing the CMS-1500 form and interpreting explanations of benefits, as well as completing secondary claims. Students then explore how to deal with insurance follow-up, denials and aging. Finally, students learn to complete a claim using a cloud-based medical billing software.

Medical Coding Specialist Course

The Medical Coding Course provides practical instruction to train students to research and assign diagnostic and procedural codes to medical records. Students gain competency in ICD-10-CM and demonstrate CPT coding procedures. 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.

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:

- Demonstrate professionalism through attire, attitude, organization and time management skills as appropriate to a healthcare setting.
- Use verbal, nonverbal and written communication skills applied to medical coding tasks in a healthcare setting.
- Employ legal and ethical standards related to patient confidentiality within the healthcare community environment.
- Define terms showing a fundamental understanding of the human body, medical terminology and parts of a medical record as they apply to medical coding.
- Classify and assign diagnostic and procedure codes to medical records using ICD-10-CM and CPT coding systems as used in variety of settings.

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

550 Clock Hours

Instruction Pack I: Introduction Medical Coding

In Pack 1, students explore the roles of various healthcare professionals. Additionally, students discover the role medical records play in a coding specialist's job, and gain a basic understanding of electronic records. They begin learning medical terminology using a unique word-building system to help them interpret new terms. Students wrap up by examining important ethical and legal issues that they may encounter.

Instruction Pack II: Ethics, Resources and Anatomy

After building on their medical terminology knowledge within each body system, 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 and organs to systems. Then, students study each body system in detail—from the major organs and structures to how each system functions.

Instruction Pack III: Diagnostic Coding

In Pack 3, students examine the structure of the ICD-10-CM coding manual, as well as the guidelines and rules of ICD-10-CM coding. Additionally, students integrate diagnosis coding processes with additional physiology knowledge—from infections to mental disorders to pregnancy. Students also begin coding symptoms, ill-defined conditions, injuries and poisonings. Students will use an ICD-10-CM coding manual to complete this course.

Instruction Pack IV: Procedure Coding and Code Integration

Students can apply their anatomy and diagnostic coding knowledge in Instruction Pack IV, which focuses on the CPT. Students gain an introduction to the HCPCS coding manual format and coding rules. Students learn about the sections within the CPT, integrate the diagnostic and procedure codes. Students will use a CPT coding manual to complete the course.

Instruction Pack V: Evaluation and Management Services and Final Exam

Students learn how and when to use evaluation and management codes in their final pack. They complete a Final Exam, giving them an opportunity to apply outpatient coding skills.

Medical Coding and Billing Specialist Course

The Medical Coding and Billing Course provides practical instruction on researching and assigning diagnostic and procedural codes to medical records, as well as processing medical bills. 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. Students gain competency in ICD-10-CM and CPT coding procedures. The course provides students with a solid foundation of ethics and problem-solving, medical terminology, human anatomy and physiology and common disease processes. Students apply their knowledge using real-world scenarios and medical records. Students examine how to work with doctors, hospitals and other healthcare providers to ensure they receive fair and accurate compensation for their services.

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 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.
- Employ legal and ethical standards related to patient confidentiality within the healthcare community environment.
- Define terms showing a fundamental understanding of the human body and medical terminology as they apply to medical billing and coding.
- Describe the characteristics of the types of healthcare insurance and explain the differences between them.
- Apply industry-standard payment methodologies to complete forms for primary and secondary insurance and create medical bills for patients.
- Classify and assign diagnostic and procedure codes to medical records using ICD-10-CM and CPT coding systems as used in a variety of settings.

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

750 Clock Hours

Instruction Pack I: Introduction to Medical Coding and Billing

In Pack 1, students explore the roles of various healthcare professionals. Additionally, students discover the role medical records play in a coding and billing specialist's job, and gain a basic understanding of electronic records. They learn medical terminology using a unique word-building system to help them interpret new terms. After examining important ethical and legal issues that they may encounter, students build on their medical terminology knowledge within each body system.

Instruction Pack II: Medical Billing

Student begin Pack II by learning about the history and development of healthcare reimbursement. Students gain an overview of private insurance, managed care and government programs, as well as the details of military insurance and workers' compensation. Students get extensive, hands-on practice completing the CMS-1500 form and interpreting explanations of benefits, as well as completing secondary claims. Students then explore how to deal with insurance basics, denials and aging. Finally, students learn to complete a claim using a cloud-based medical billing software.

Instruction Pack III: Diagnostic Coding

In Instruction Pack III, students will learn the basics of anatomy before diving into the specifics of the ICD-10-CM coding manual. Students examine the structure of the ICD-10-CM coding manual, as well as the guidelines and rules of ICD-10-CM coding. Additionally, students integrate diagnosis coding processes with physiology knowledge—from infections to mental disorders to pregnancy. Students also begin coding symptoms, ill-defined conditions, injuries and poisonings. Students use an ICD-10-CM coding manual to complete the course.

Instruction Pack IV: Procedure Coding and Code Integration

Students can apply their anatomy and diagnostic coding knowledge in Instruction Pack IV, which focuses on the CPT. Students gain an introduction to the HCPCS coding manual format and coding rules. Students learn about the sections within the CPT and integrating the diagnostic and procedure codes. Students use a CPT coding manual to complete the course.

Instruction Pack V: Evaluation and Management Services and Final Exam

Students learn how and when to use evaluation and management codes in their final pack. They complete a Final Exam, giving them an opportunity to apply outpatient coding skills.

Medical Transcription and Editing Course

The Medical Transcription and Editing 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 and editing training, including pathology and radiology specialties. The documents that students transcribe and edit clearly demonstrate competency to perform entry-level, medical transcription work.

Course Objectives

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

The coursework trains students to:

- Describe the roles, average day, personal qualities, and desirable character traits of various healthcare professionals.
- Apply medical terminology, anatomy and disease process to effectively interact with patients and healthcare professionals.
- Apply rules of capitalization, punctuation and grammar usage to medical documentation.
- Recognize the importance of documentation in both traditional and electronic records.
- Identify the language of pharmacy, systems of measurement and information in the clinical laboratory.
- Apply legal knowledge to the medical field, including confidentiality and ethics.
- Describe the laws and rules related to the release of information and consent.
- Identify computer privacy, security and ethical issues.
- Recognize the various types of medical reports used in medical transcription and editing.
- Apply the skills to create medical records using speech recognition technology.
- Transcribe and edit medical reports in proper formats for a variety of medical specialties.
- Create medical letters for healthcare professionals.
- Identify organizations and certifications available to the medical editing and transcription field.

Admissions

To qualify for enrollment in the Medical Transcription and Editing 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 and Editing Course Description

925 Clock Hours

Instruction Pack I: Introduction to Medical Transcription and Editing

In Pack 1, students study proper English usage, including the rules of 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 and antonyms. Students use and evaluate the reliability of related grammar and style references and other resources for research and practice.

Instruction Pack II: Medical Records, Anatomy and Ethics

After learning the role of medical records and basics of electronic records, students will be introduced to the basics of anatomy, learning terms and definitions along the way. Students will discover the anatomy and function of cells and tissues, and then learn the basics of organs and organ systems while expanding and applying their knowledge of medical terms and abbreviations. Students explore disease processes and the language of the pharmacy and clinical laboratory. Finally, students explore medical ethics and legal issues, as well as the laws and rules related to releasing information and consent.

Instruction Pack III: Transcribing and Editing Skills I

In Pack 3, students begin by exploring computer privacy, security and ethical issues. After learning the about the various types of medical reports and speech recognition technology, students will practice deciphering dictation errors, correct transcription errors and explore artifacts and tricks for understanding unfamiliar accents. After learning the fine art of proofreading, students explore the integumentary, neurological and musculoskeletal systems from the perspective of the medical transcriptionist or editor—anatomy and physiology terms, medications, tests and procedures used to treat these disorders. Then students transcribe and edit chart notes, H&P reports and consultation reports for these systems. This pack wraps up with transcribing and editing chart notes and Big Four reports for cardiovascular, immune, respiratory gastrointestinal diseases.

Instruction Pack IV: Transcribing and Editing Skills II

In this pack, students discover the anatomical and physiological terms related to genitourinary, reproductive and endocrine systems from the perspective of the medical transcriptionist or editor, as well as medications, tests and procedures used to treat these disorders. Students also explore pediatrics and neuropsychiatry terminology, equipment, pharmaceuticals and tests. Students work with actual surgeons' dictation to transcribe and edit operative reports. Operative reports state findings, actions taken, technical data and the results of surgical operations. Students study pathology and diagnostic imaging, as well as create medical correspondence for healthcare professionals. Finally, student examine the organizations and certifications available to the medical transcriptionist and editor before taking the final exam for the course.

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:

- Understand and apply the core competencies and personal qualities required by an office administrator.
- Identify and develop essential skills needed in an office administrator role, such as public speaking, active listening, time management, grammar, punctuation, math, accounting and telephone communication skills.
- Identify and implement office protocol and office management procedures.
- Recognize and use the latest computer technologies, telecommunications infrastructure and software applications.
- Classify records and files and implement their management.
- Understand and implement human resources functions and the legal and ethical considerations involved in the role of an office administrator.
- Develop and apply written communication skills in business correspondence.

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

387 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:

- Analyze and summarize depositions, interrogatories and testimony.
- Draft correspondence, pleadings and other legal documents and correspondence in the IRAC format.
- Conduct legal, statistical and documentary research pertaining to cases.
- Perform secretarial duties pertaining to law office management, including schedule organization, client file management, timekeeping and administrative reports.
- Prepare reports and case materials in order to assist a lawyer for trial.

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

420 Clock Hours

Instruction Pack I: Introduction to the World of the Paralegal

Students explore the responsibilities and duties of paralegals, including how the field has changed and grown. Then, students discover the structure of the United States Court System, including the supreme law (the U.S. Constitution) and the origination of laws. Students are also introduced to the nuances of legal writing style.

Instruction Pack II: Legal Research and Criminal Law

Students learn how legal research is performed, from federal and state court research to statutory research, including shepardizing. Then, students are introduced to criminal law, from the elements of crime, to prosecution, defense and the trial itself.

Instruction Pack III: Trial Preparation and Civil Law

Students are introduced to trial preparation, from preparing exhibits, briefs and interrogatories to conducting interviews. Law specialties covered include civil law, personal injury and torts, and family law.

Instruction Pack IV: Paralegal Specialties

In the final pack, students continue to develop hands-on skills in legal document writing, while exploring the diversity of law specialties available, including contract law, estates, wills and trusts, real estate law, business law and environmental law.

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 online virtual labs to visualize clinical skills. These labs provide 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 medical terminology, anatomy and communication skills.
- Perform and document clinical procedures.
- Understand and perform safe practices within the healthcare environment.
- Employ legal and ethical standards in healthcare environments.
- Assist patients with mental well-being.
- Assist patients with positioning, mobility and other physical concerns.
- Identify organizations and certifications.

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

275 Clock Hours

Instruction Pack I: Introduction to Patient Care Technician

In Pack 1, students explore the roles and duties of the patient care technician and other healthcare professionals within the healthcare industry. Students learn medical terminology using a unique word-building system to help them interpret new terms. Additionally, students discover the role medical records play in health care. This pack wraps up with the basics of electronic records, and then explore interpersonal skills to effectively communicate with patients and healthcare professionals.

Instruction Pack II: Anatomy, Ethics and Clinical Skills

In this pack, students gain an overview of human anatomy. Students learn about pathology, including etiologies, or the causes of abnormal human biology. Then, students discover medical ethics and legal responsibilities that pertain to the healthcare industry, and specifically, to patient care technicians. Students recognize the body's reaction to inadequate supplies of nutrients and vitamins, and understand the need for feeding tubes. Students explore infection control and universal safety precautions before discovering basic first-aid techniques and the importance of CPR training. Finally, students learn the process to obtain, record, monitor and report patient vital signs.

Instruction Pack III: Patient Care and Blood Testing

Pack 3 begins by exploring the need for emotional support during grief and death. Then, students examine patient therapy, which includes preparing and performing EKG testing, range of motion exercises and modalities. Students discover the methods to assist patients with positioning and mobility issues and devices. The daily needs of patients are examined with swallow precautions when feeding patients and understanding devices used to prevent bed sores. After discovering how to assist patients when dressing and bathing, students learn to provide catherization, ostomy and urinary care, and measure urinary output. Students also learn to perform capillary puncture, phlebotomy and venipuncture, and collect blood properly. Finally, students examine the organizations and certifications available to the patient care technician before taking the final exam for the course.

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. After an overview of the human body's organ systems, students build on their communication skills. 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. They access and use information sources to find new drugs and to assist patients with medication advice. Finally, students discover the duties of the pharmacy technician in a variety of settings.

Instruction Pack II: Drug Basics and Management

Students learn about the many types of drug dosage forms, how drugs react in the body and how drugs interact with other drugs. 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' drug vocabulary increases as they explore the challenges of prescribing drugs to the very old and the very young. Students then discover the procedures to prevent medication errors and what to do when a negative reaction or poisoning occurs. Students walk behind the scenes to discover how pharmacies maintain control of drug inventory and dispensation, as well as fiscal management of the pharmacy, including financial transactions with third-party payers.

Instruction Pack III: Drug Agents and Introduction to Pharmacy Math

After discovering the various antimicrobial agents that affect the human body, students study vaccines and analgesic agents. Students also learn about nutrition and the role of vitamins in drug therapy. Then, they begin a serious exploration of the types of drug agents used to battle disease—neurologic, anesthetic and respiratory agents. This pack wraps up with a refresher course in basic mathematics and pharmaceutical measurement systems.

Instruction Pack IV: Drug Agents and Pharmacy Calculations

Continuing their in-depth study of drug agents, students explore cardiovascular, musculoskeletal, gastrointestinal and endocrine agents. Before moving on, students encounter the second mathematics lesson, which teaches them how to determine the ratios, proportions and equivalencies they will use to calculate drug dosages.

Instruction Pack V: Drug Agents and Compounding

Students study the urinary system before wrapping up the study of drugs with antineoplastic agents. Students then learn the techniques to compound drugs in both a sterile and nonsterile 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.

Phlebotomy Technician Course

The Phlebotomy Course provides graduates with the necessary skills to professionally perform duties of the phlebotomist. The course trains students regarding the role of phlebotomy technicians in laboratory testing and patient care. Basic medical terminology and terminology related to phlebotomy will be explored, and details of blood components and group systems will be explained. Students will examine phlebotomy-related vascular anatomy and the cardiovascular system. After exploring documentation and reporting requirements, students will discover the importance of professionalism and communication.

Course Objectives

As the healthcare field grows, so does the need for knowledgeable phlebotomy technicians. Students explore the phlebotomy technician field by studying terminology, blood components and phlebotomy-related anatomy.

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

- Describe the role of phlebotomy technicians in laboratory testing and patient care.
- Explain basic medical terminology and terminology related to phlebotomy.
- Define blood components (serum, plasma, whole blood, RBC, WBC, platelets) and blood group systems (A, B, AB, O, Rh).
- Explore phlebotomy-related vascular anatomy and the cardiovascular system.
- Apply documentation and reporting requirements.
- Describe the importance of professionalism and communication in the healthcare field and apply ethical standards applicable to the practice of phlebotomy.

Admissions

To qualify for enrollment in the Phlebotomy Technician Program, 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.

Student Warning/Hazard: This kit includes a needle and should not be accessible to or used by anyone other than the student. Needles are for practice use only and not intended to be used for live draws. Be sure to dispose of needles in a biohazard container.

IMPORTANT! The Phlebotomy Technician program is offered fully online and does not include the live skills practice (experience) opportunities required to obtain certification as a phlebotomist, which most employers require. Students are responsible for researching certification and/or licensure requirements and securing appropriate experience opportunities.

Phlebotomy Technician Program Description

249 Clock Hours

Instruction Pack I: Introduction to the World of the Phlebotomy

Instruction Pack I introduces students to the phlebotomy field. Students are introduced healthcare, including information about medical insurance, records and medical terminology.

Instruction Pack II: Anatomy, Ethics and Interpersonal Skills

Instruction Pack II continues to build a strong foundation for a phlebotomy technician career. Students explore body systems, anatomy, pathology, ethics and legal issues. The pack concludes with interpersonal skills so students can improve interactions with patients and co-workers.

Instruction Pack III: Fundamental Phlebotomy Skills

Instruction Pack III introduces students to first aid procedures, explains vital signs and covers safety in the medical office. The pack concludes with in-depth information on patient preparation, laboratory equipment and supplies.

Instruction Pack IV: Blood, Laboratory Tests and Processing

Pack IV dives into blood testing, discusses how to draw blood and reviews laboratory tests. You'll also explore how to process specimens and learn about special collections. The pack concludes with a real-world practicum that puts your course knowledge to use.

IMPORTANT! The USCI Phlebotomy Technician program is offered fully online and does not include the live skills practice (experience) opportunities required to obtain certification as a phlebotomist. Most employers require certification and lack of certification will impact your employment opportunities and earnings. Students are responsible for researching certification and/or licensure requirements and for securing appropriate experience opportunities.

Phlebotomy Technician graduates may sit for the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam via the NHA's Pre-Externship Route; however, graduates will need hands-on experience completing a minimum of 30 venipunctures and 10 capillary sticks or finger sticks on live individuals, following completion of the program, to receive certification. This experience is not included in the program. Graduates must complete this experience within 90 days of passing the CPT exam and are responsible for securing their own experience site. Students must contact local blood testing providers (e.g., Labcorp or Quest), hospitals or doctor's offices to seek out live experience opportunities.

Physical Therapy Aide Course

The Physical Therapy Aide Course prepares students to perform the duties of a physical therapist aide, which include working with physical therapists and physical therapy assistants to provide patients with the services they need. In this course, students explore medical terminology and gain a strong foundation in human anatomy and physiology. The course also covers various types of physical therapy and how to relate to a variety of clients. Additionally, students gain an understanding of the field of physical therapy as well as the ethical and legal requirements that physical therapy aides must adhere to.

Course Objectives

The Physical Therapy Aide course provides graduates with theoretical instruction and practical skills that prepare them to gain entry-level employment in the field of physical therapy.

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

- Integrate medical terminology, human anatomy and physiology knowledge as they assist patients in physical therapy settings.
- Comply with ethical and legal requirements regarding patient rights.
- Assist the physical therapist with rehabilitative patient services.
- Develop positive, professional therapeutic relationships with patients.
- Seek an entry-level position in the physical therapy field.

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.

Physical Therapy Aide Course Description

403 Clock Hours

Instruction Pack I

In Instruction Pack I, students are introduced to the world of physical therapy and the roles that physical therapy aides play. They gain a solid foundation in medical terminology and human anatomy. Additionally, students will learn how the body responds to various disorders.

Instruction Pack II

Students continue to learn about the human body by studying the nervous system, kinesiology and biomechanics. In Instruction Pack II, students begin to learn about different types of physical therapy, including orthopedic physical therapy, cardiopulmonary physical therapy, and integumentary physical therapy. Also, students gain an introduction to clinical procedures and learn how to support a patient-centered practice.

Instruction Pack III

Instruction Pack III provides additional information about types of physical therapy, covering neurological, pediatric and geriatric physical therapy. Students also learn strategies for positive communication with coworkers and patients. This pack also includes important information about safety in the office and proper procedures for transferring and positioning clients, as well.

Instruction Pack IV

Students learn how to work with patients from diverse backgrounds and important cultural factors that may influence how patients view their treatment. Students also learn about the ethical and legal guidelines physical therapy aides must adhere to before applying all they have learned to the final quiz.

Plumbing Course

Students learn the basics of plumbing and building skills that will prepare them for service. Discover how to troubleshoot and repair plumbing systems while maintaining the highest safety standards. From customer service skills to pipes and fixtures, students will learn what's needed to obtain a position as a plumber's apprentice. Note that the textbook required to complete the course is included in the the tuition.

Course Objectives

The Plumbing Course trains students in the theoretical and practical skills that prepare them to work successfully in an apprentice position. The coursework trains students to:

- Apply basic customer service principles to on-the-job situations.
- Understand and apply safety standards and requirements.
- Describe tools of the plumbing trade and their proper use.
- Calculate solutions to equations for common plumbing math problems.
- Compare and contrast piping types and joining methods.
- Describe common plumbing fixtures, faucets, and valves.
- Interpret plumbing drawings and sketches.

Admissions

To qualify for enrollment in the Plumbing 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.

Plumbing Course Description

154 Clock Hours

Instruction Pack I: Introduction to Plumbing

In Pack 1, you will be introduced to the field of professional plumbers and will learn how to set expectations for earning conditions, work conditions, personal qualities and educational requirements. You will discover the tasks a plumber will perform and what a typical day on the job looks like. After learning about apprenticeship and licensing, including common apprenticeship standards, you'll study the importance of developing a good rapport and effective communication with clients, employers, supervisors and vendors. You will learn how the importance of documentation applies in your dealings with customers and employers. You'll wrap up by exploring how ethics apply to the job performed by plumbers.

Study Guide: Plumbing Basics

Pack 2 is a Study Guide to accompany the textbook Plumbing: Level 1, Revised Fourth Edition. Pearson. 2019. In this Pack, you'll learn the causes (and impact) of on-the-job accidents. Identify methods for preventing these accidents, including safety precautions required for hand tools, power tools and work area safety. After learning the proper use of hand tools, including measuring, leveling and cutting implements, you'll examine the proper use of power tools, including cutting, drilling, boring, threading and soldering tools. You'll discover how a pipe is measured, from markup to fitting allowance, and calculate pipe length using various methods. Then, you'll learn how to interpret symbols and schematic diagrams, scale drawings and explain the role of specifications and codes for plumbing applications. After learning how to identify the types, uses, and properties of plastic pipes and fittings, you'll discover the special methods of joining plastic pipes. You'll know how to identify the different types of copper pipes, as well as the uses and properties of copper tubes and fitting. After examining cast-iron pipes and fittings, including hub-and-spigot and no-hub pipes, you'll learn methods for installing and testing cast-iron pipes. You'll continue by exploring the types, uses and properties of steel pipe before examining the materials used to make fixtures, including bathroom fixtures, water closets, urinals, kitchen features and other fixtures (including laundry features). This course will help you identify the major components of a DWV system and describe the functions of each, from traps and fittings to sewer installations and the plumbing codes that affect them. You'll discover the process by which water is distributed in municipal, residential and private water systems. Finally, you'll look at various case studies to work through troubleshooting scenarios before you apply the knowledge you've acquired to real-world problems by completing the practicum.

Sterile Processing Technician Course

Course Objectives

As the healthcare field continues to grow, so does the need for sterile processing technicians who provide the clean, sterile, functioning instruments used daily. Students learn to decontaminate, inspect, assemble, disassemble, package and sterilize reusable surgical instruments or devices for healthcare facilities.

The coursework trains students to:

- Apply strict rules to minimize the risk of infection using the aseptic technique.
- Discover how to decontaminate and prepare a clean work area and explore the high-level disinfection process and its components.
- Prepare and package instruments and supplies, including labeling and handling instruments.
- Examine sterilization processes, from loading and unloading to sterilizer tests, methods, cycles and sterile storage.
- Understand safety awareness related to patient care equipment and how to prepare the equipment, receive items and inspect work areas.
- Adhere to compliance for documentation, record maintenance and inventory management procedures.
- Understand the importance of effective communication, customer relations and teamwork in the healthcare field.

Certified Registered Central Service Technician (CRCST) certification from HSPA requires that you pass the certification exam and complete 400 hours of hands-on experience in a Central Service department. These hours can be completed before testing or within 6 months of passing the exam. Please note that you are responsible for obtaining 400 hours of hands-on experience once you finish the course if you want to complete CRCST certification.

Admissions

To qualify for enrollment in the Sterile Processing 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.

Sterile Processing Technician Course Description

410 Clock Hours

Instruction Pack I: Introduction to the World of the Sterile Processing

Instruction Pack I introduces students to the sterile processing technician career. Students are introduced to the health care field and basic safety standards. Students gain a strong foundation in medical terminology. In addition, students explore the basics of the Health Insurance Portability and Accountability Act (HIPAA) and the importance of ethics in health care.

Instruction Pack II: Fundamental Sterile Processing Skills, Part 1

Instruction Pack II provides students an overview of human anatomy, including cell biology and each of the body's organ systems. Become familiar with the surgical terminology you'll use as a sterile processing technician. Students explore communication etiquette and types, explore decision-making skills and proper record keeping and environmental condition monitoring and corrective actions when environmental conditions aren't in compliance. The pack wraps up with information about surgical instruments and decontamination.

Instruction Pack III: Fundamental Sterile Processing Skills, Part 2

Instruction Pack III introduces students to high-level disinfection (HLD) process and its components. Students learn how to organize a work area and how to receive items for preparation. Explore packaging, organizing, wrapping and labeling methods. Finally, learn how to how to prepare a work area for sterilization in terms of supplies, cleaning equipment and functionality.

Instruction Pack IV: Safety Skills and Practicum

Pack IV explores the safety standards for sterile storage, and how to document and record temperature and humidity standards. Students examine how to order, receive, inspect, stock and distribute inventory. Students learn about safety awareness in terms of patient care equipment and how to prepare equipment, document and receive items and inspect work areas. The final lesson provides a real-world practicum that allows you the opportunity to apply sterile processing skills.

Substance Abuse Assistant Course

Course Objectives

As the healthcare field continues to grow, so does the need for substance abuse assistants who provide assistance with the day-to-day activities related to counseling. You'll learn tools and strategies for success that include a solid foundation of research, theory and history.

The coursework trains students to:

- Explain the development of workplace psychology.
- Explain basic psychological concepts, such as Freud's theories, operant and classical conditioning and Maslow's hierarchy of needs, and discuss how these concepts apply to the workplace.
- Identify common personality traits and be aware of psychological disorders and how these affect the workplace.
- Discuss the models of addiction, and the history of substance abuse prevention.
- Assess commonly abused substances, and the effects of substance tolerance and withdrawal.
- Apply the tools of assessment and diagnosis to real-world scenarios.
- Describe various theoretical approaches, treatment models and prevention programs, and apply them to real-world scenarios.
- Explain the unique concerns and principles of treatment for clients with co-occurring disorders.
- Discuss pharmacotherapy for the treatment of substance addictions, cravings and withdrawals.
- Discuss the legal and ethical issues involved in group therapy, and apply group therapy approaches to real-world scenarios.
- Assess key advantages and disadvantages of 12-step programs and other treatment models.
- Assess the risk factors that contribute to relapse, and differentiate between lapse and relapse.
- Describe the effects of addiction and substance abuse on children, adolescents and the family.
- Assess the biological, psychological and physiological differences between men and women, and how these impact addictions.

Admissions

To qualify for enrollment in the Substance Abuse Assistant 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.

Substance Abuse Assistant Course Description

255 Clock Hours

Instruction Pack I: Introduction to the World Psychology

Instruction Pack I introduces students to the role of a substance abuse assistant. Students will explore personal qualities and desirable character traits that lead to success in this field. Students are introduced to workplace psychology, as well as some basic psychological concepts. Finally, students will study personality traits and psychological disorders.

Instruction Pack II: Addition Counseling and Treatment

Instruction Pack II is a Study Guide that accompanies the textbook *Foundations of Addictions Counseling, 4th Edition*, by David Capuzzi and Mark D. Stauffer. This part of the course introduces addiction counseling, including models for the etiology of addiction. After examining the various substances that cause addiction, students will look at the neurobiological and physiological components of addiction. Types of addiction will be explored, such as gambling, technology, sex and work. Then, students will study counselor competency and credentialing requirements. This section wraps up with assessments, learning roles, key points and the process of assessments.

Then, students will learn the various treatment methods for addictions. First, students will discover how to perform a motivational interview. Then, students will examine various approaches to psychotherapy and treatment objectives, strategies and techniques. After examining the ethical and legal issues pertaining to group counseling, as well as how to manage diversity in this type of setting, students will learn the 12-Step process, examining both the advantages and disadvantages of this type of treatment. Finally, students examine maintenance goals and how to prevent a relapse.

In the final part of this course, students will examine the impact of substance abuse on the family, couples and children. Prevention programs that target children and adolescents will be discussed, as well as intervention for college students and mass-media campaigns focused on young adults. Students will explore programs for military personnel, veterans and their families, and prevention programs for older adults. Finally, students will examine how sex and gender identity can complicate treatment considerations but are essential to understand.

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.

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® 7 or higher or OSX
   - Adobe® Acrobat Reader DC
   - Microsoft Word (or word processor that can save files in format compatible with MS Word 2003)
   - Internet Browser: Mozilla® Firefox, Google Chrome, or Microsoft Edge
3. Services
   - Internet Service Provider: Cable or a DSL line (high-speed Internet)
   - A valid email address

   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 email or phone.

Financial Services

U.S. Career Institute participates in military education benefit programs and the MyCAA spouse support tuition program. Specific questions regarding eligibility should be directed to the Veterans Administration by calling 1-888-GIBILL1. U.S. Career Institute also participates in various employer-paid and Vocational Rehabilitation programs. Student or prospective student questions should be directed to 1-800-347-7899, ext. 6330.

U.S Career Institute does not participate in other financial aid programs.

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 (Refund Policy)

ALL STUDENTS

1. If the student cancels within five (5) calendar days of enrollment, the student may cancel the enrollment and is entitled to a full refund of all monies paid.
2. If the student cancels six (6) calendar days or more after enrollment and has not submitted any assignments/quizzes, the student is entitled to a reduction in tuition. The school is entitled to a nonrefundable cancellation (registration) charge of 20% of the total tuition, not to exceed $150. (For students receiving Veterans Education Benefits the cancellation (registration) charge will not exceed $50.)
3. If the student cancels six (6) calendar days or more after enrollment and has submitted an assignment/quiz, tuition will be adjusted. The school will retain the $150 cancellation (registration) charge. If the student has paid more than the cancellation (registration) charge and adjusted tuition, he/she is entitled to a refund for the total paid in excess. If the student has paid less than the cancellation (registration) charge and adjusted tuition, he/she will owe USCI the difference. Adjusted tuition is based on the percent of the course completed determined by how many assignments/ quizzes have been completed. Refunds are exclusive of books, tool and supplies. The adjusted tuition charge is based on the following schedule:
    a. If the student completes up to 10 percent of the assignments/quizzes, he/she is entitled to a 90 percent reduction in tuition and refund of any excess tuition paid.
    b. If the student completes up to 25 percent of the assignments/quizzes, he/she is entitled to a 75 percent reduction in tuition and refund of any excess tuition paid.
    c. If the student completes up to 50 percent of the assignments/quizzes, he/she is entitled to a 50 percent reduction in tuition and refund of any excess tuition paid.
    d. If the student completes up to 75 percent of the assignments/quizzes, he/she is entitled to a 25 percent reduction in tuition and refund of any excess tuition paid.
    e. If the student completes 76 percent or more of the assignments/quizzes, he/she is not entitled to a reduction in tuition.
4. If the student has not completed the course in 12 months, the school is entitled to the full tuition and no refund will be issued.
5. If the school cancels a course 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. Any books or other items or services purchased separately through the school (including their shipping and handling) are not refundable.
8. Students are assessed a one-time, non-refundable application charge of $29 (non-refundable after the 5-day cancellation period).
9. Credit granted for previous training will not impact the refund policy.
10. A $30 NSF charge will be assessed on payments returned for insufficient funds.
11. A $10 late charge will be assessed for payments not received by the due date.
12. If any delinquency is not covered within 40 days of the institution's notice, we reserve the right to call the total course price due immediately plus any related collection or attorney fees.
13. No refund is due if USCI ceases operation.
14. If an enrollment is not accepted, all monies paid by the applicant will be refunded.
15. The official date of termination is the date the school receives the student's notice of cancellation.
16. California STRF fee paid by the school at the time of enrollment. No additional charge to the student.

MASSAGE THERAPY REFUND POLICY

Students may withdraw from U.S. Career Institute® at any time by notifying USCI of their intent to cancel. If the student cancels within five (5) calendar days after receiving the materials, the student is entitled to a full refund. 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. For purposes of this cancellation/refund policy, the online only tuition shown on the front of this agreement will be used to calculate cancellation balances/refunds for students who elect to complete only the online portion of the program or students who originally planned to complete the hands-on training, but instead cancelled while in the online portion of the program. Students who elect to complete the full program and attend the hands-on training will have the cancellation/refund policy applied to the full program (online and hands-on) tuition. The hands-on portion represents 32% of the coursework for the full program.
2. If the student cancels six (6) calendar days or more after enrollment and has not submitted any assignments, the school is entitled to a non-refundable cancellation (registration) charge of 20% of the total tuition, not to exceed $150. (For students receiving Veterans Education Benefits the cancellation (registration) charge will not exceed $50)
3. If the student cancels six (6) calendar days or more after enrollment and has submitted an assignment, the school is entitled to the above non-refundable cancellation (registration) charge plus a charge calculated according to the following schedule:
    a. If the student completes up to 10 percent of the assignments (Quizzes 1-2), the school is entitled to 10 percent of the refundable tuition.
    b. If the student completes between 11 and 25 percent of the assignments (Quizzes 3-6), the school is entitled to 25 percent of the refundable tuition.
    c. If the student completes between 26 and 50 percent of the assignments (Quizzes 7-12), the school is entitled to 50 percent of the refundable tuition.
    d. If the student completes between 51 and 75 percent of the assignments (Quizzes 13-18), the school is entitled to 75 percent of the refundable tuition. Students who attend hands-on training will be considered to have completed 75% of the program after the first 50 hours of hand-on training.
    e. If the student completes more than 75 percent of the assignments (Quizzes 19-24), the school is entitled to the full tuition. Students who attend hands-on training will be considered to have completed 75% of the program after the first 50 hours of hands-on training.

INTERNATIONAL STUDENTS

Tuition payment must be in U.S. funds. Students in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or GST.

Sample Refund Calculation: A student who lives in Colorado cancels enrollment after completing 9 out of 25 assignments, which is 36% of the course. The sample student enrolled six months ago at a tuition of $1,279.00. The student paid a $29 application charge. The student has paid $424.00 to the school. The refund calculation is as follows:

1. $1,279.00 - $150.00 (cancellation (registration) charge) = $1,129.00
2. $1,129.00 x 0.50 (50% tuition per the outlined percent brackets in the refund policy) = $564.50
3. $564.50 + $150.00 cancellation (registration) charge + $29.00 non-refundable application charge = $743.50 cancellation amount.
4. $743.50 cancellation amount - $424 already paid by student = $319.50 due from student to the school.

Tuition

Course Price List

U.S. Career Institute's Certificate courses teaches real-world career skills. Each course includes step-by-step lesson materials, as well as instructional aides to help you learn. Tuition costs cover your instruction, support and course materials. You may need to gain access to or purchase manuals or supporting items as outlined in the course description. The tuition outlined in this catalog is subject to change. From time to time, U.S. Career Institute may offer discounts prior to enrollment or after enrollment. Discount amounts vary depending on the offer, but all discounts are offered to well-defined groups in specified time periods and at the same offer amounts during that time period. In order for a student to take advantage of a discount, the student must follow the terms outlined in the offer. If a student uses a discount, either prior to or after enrollment, the refund policy is based on the discounted tuition. Students may view their student account for up-to-date information on their tuition balance. Please refer to your signed enrollment agreement for your tuition. All enrollments are assessed a one-time $29 application charge. Students who wish to purchase textbooks or manuals may do so for an additional charge.

Certificate Program	Tuition
Accounting Services	$1,279
Bookkeeping	$689
Caregiver	$585
Certified Nursing Assistant	$585
Certified Personal Fitness Trainer	$989
Child Day Care Specialist	$585
Computer Essentials	$689
Criminal Justice	$989
Dental Assisting	$1,539
EKG Technician	$1,279
Electrician	$1,539
Electronic Health Records	$1,279
Healthcare Office Manager	$1,279
Home Inspection	$989
HVACR	$1,539
Insurance Claims Adjuster	$1,279
Massage Therapy	$2,889
Massage Therapy and Hands-on Training	$5,389
Medical Administrative Assistant	$1,539
Medical Assistant	$1,539
Medical Billing Specialist	$1,539
Medical Coding Specialist	$1,539
Medical Coding and Billing Specialist	$2,269
Medical Transcription and Editing	$1,539
Office Administration	$989
Paralegal	$989
Patient Care Technician	$1,279
Pharmacy Technician	$1,279
Phlebotomy	$1,279
Physical Therapy Aide	$989
Plumbing	$1,539
Sterile Processing	$1,279
Substance Abuse Assistant	$1,279
Veterinary Assistant	$689
Wedding and Event Planner	$1,279

STRF Assessment (California Residents Only)

California Student Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Effective April 1, 2022, the STRF assessment rate is $2.50 per every $1,000 of institutional charges, rounded to the nearest $1000.

2001 Lowe Street
Fort Collins, CO 80525
1-800-347-7899

Student Information Release

For your protection, USCI requires your written permission before it will release your enrollment, academic or administrative records to a third party. If you want the school to disclose any of this information to someone other than you, please complete this form and return to the school. (Note: If you are a minor, your information will be shared with your parent/s or guardian/s. Should you turn 18 while a student at USCI, you will need to sign a release if you wish your parent/s or guardian/s to have continued access to your school information and performance.)

If you have any further questions, please contact the Student Services Department at 1-800-347-7899 or at stuserv@uscareerinstitute.edu.

Thank you,
Student Services

Completely fill out this form.

I hereby authorize USCI to release

❑ Financial ❑ Grades ❑ All ❑ Other (be specific): ________________________

information to:

________________________ *(Print first and last name of individual or name of company)*

Address: ________________________
(Street) (City) (State) (Zip)

Expiration Date (MM/DD/YYYY) of my release: ________________________

*I understand I may revoke this release at any time in writing to the Student Services Department at stuserv@uscareerinstitute.edu.

Student Information

Student ID: ____________

Student Name: ________________________
(First) (Last)

Address: ________________________
(Street) (City) (State) (Zip)

Today's Date: ________________

Student Signature: ________________________

If student is a minor, parent or guardian signature is also required.

Parent/Guardian Signature: ________________________