# U.S. Career Institute®

Dream ▸ Learn ▸ Succeed®

## School Catalog **Degree Programs** >

040GE000CT11MZ-67

# Welcome to U.S. Career Institute

On behalf of U.S. Career Institute (USCI), I would like to welcome you to our student body! 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 Academic Advisors, Registrar and Graduate Counselors from anywhere in the world 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 have earned the distinction of being a college graduate. And you will join the ranks of our prestigious alumni. Welcome to U.S. Career Institute!


Warm Regards,


*Ann Rohr*

Ann Rohr, President

U.S. Career Institute

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# OPERATIONS

## AUTHORITY TO OPERATE

U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board, 1560 Broadway, Suite 1600, Denver, Colorado 80202, Telephone: 303.866.2723. This institution is authorized by: The Indiana Board for Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

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 and operated by Weston Distance Learning, Inc., a private corporation that is wholly owned by its founders Pamela L. Weston (Secretary) and Earl J. Weston (President).

## ACCREDITATION

U.S. Career Institute wants you to feel secure that you will receive the high quality and industry relevant 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 nationally accredited by the Distance Education Acceditating Commission, 1101 17th St. NW, Suite 808, Washington, DC 20036; phone: 202-234-5100; www.deac.org.

## ADMINISTRATORS

Ann Rohr, President
Joyce Lindquist, Vice President of Student Affairs and Admissions
Janet Perry, Director of Compliance and Accreditation
Leslie Ballentine, Dean of Curriculum

## METHOD OF TRAINING

Each U.S. Career Institute educational program is specifically designed for guided independent study via distance learning. While this approach requires strong effort on your part, you are never alone. Our faculty will encourage you all along the way.

Each course at U.S. Career Institute includes instructional materials with clear directions for each assignment. The school provides one copy of the textbook and/or workbook, either as electronic or physically, as part of tuition. USCI will select how these materials are delivered (electronic or bound books).You will evaluate your progress on self-study activities in your courses. You will also be required to submit assignments/exams throughout each course. When you submit your required assignments and exams, USCI will record your grades in your permanent school record.

The faculty will provide positive, encouraging comments, as well as additional help whenever you need it. In addition, the faculty will point out areas that need special attention to help ensure your success. You will earn credit for a course when you have completed all required assignments for the course.

## MISSION STATEMENT

*U.S. Career Institute's mission is to provide high-quality and affordable distance education. USCI provides innovative, real-world curricula that students in any geographical location can obtain. The U.S. Career Institute faculty and staff focus on the needs and satisfaction of students in order to provide exceptional, applicable instruction and service. We continually assess the effectiveness of our curricula and service, as well as the academic achievement of our students. USCI uses these results to improve academic and institutional quality.*

# ADMISSIONS

## Admissions Requirements

You must be 18 years of age. Exceptions will be made with guardian approval and the appropriate education. Students under 16 years of age will not be admitted.

1. You must submit your signed enrollment application.

2. You must attest to having: a) successfully graduated from a state-recognized high school; or, b) earned a GED. Students who have completed 12 semester hours or more from a college accredited by an accrediting body recognized by the U.S. Department of Education may submit official college transcript/s to meet this high school completion policy. Degree courses with grades below "C" (2.0) will not be counted toward this requirement.

3. International or homeschooled students must provide a letter of substantial equivalency or GED transcript. The letter of substantial equivalency is an appropriately authenticated program completion document issued by a governmental authority or school supervisor that attests to the successful completion of a program considered to be equivalent to an accredited high school diploma. See also item 5 in the Admissions Requirements.

   Without the letter of substantial equivalency or a GED, students can still be considered for admission providing they sign a waiver provided by the school and show ability to benefit from the program's instruction in the first 12 semester hours completed at U.S. Career Institiute.

4. You must be able to read and write in English. Applicants whose native language is not English must meet one of the following requirements:

   a) a minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL), or 61 on the internet-based TOEFL exam (iBT), or its equivalent as administered by ETS. Test information can be obtained online at www.toefl.org or by calling 877.863.3546;

   b) a minimum score of 6.0 on the International English Language Test (IELT);

   c) a minimum score of 44 on the Pearson Test of English Academic (PTE Academic);

   d) a minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;

   e) a minimum grade of Pre-1 on the Eiken English Proficiency Exam;

   f) a transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited/recognized accredited college or university where the language of instruction was English;

   g) a transcript indicating a grade of "C" or higher in an English composition course from an appropriately accredited/recognized college or university; or

   h) a high school diploma completed at an appropriately accredited/recognized high school (where the medium of instruction is English).

5. All high school, college and GED transcripts must be official. **Transcripts not in English must be evaluated by an appropriate third party and translated into English or a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.** To meet this requirement, U.S. Career Institute suggests you contact World Educational Services, 800.937.3895 or www.wes.org. The student is responsible for any fees related to any requirement listed in items 4 and 5 of the Admission Requirements.

6. As an equal opportunity institution, U.S. Career Institute offers admission to anyone who meets the admission requirements and can benefit from the training without regard to race, religion, gender, age, color, national origin, physical disability or place of residence.

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Applications are accepted on any regular business day. You will receive prompt notification of admission status. If your enrollment is not accepted, all monies will be returned to you.

Your enrollment begins on the date the school received the signed enrollment application. Your start date is the first date of the first term. If the start date must be postponed, whether at the request of the school or by you, a written agreement must be signed by you and the school. The agreement must set forth:

   a) Whether the postponement is for the convenience of the school or you, and

   b) A deadline for the new start date, beyond which the start date will not be postponed.

If the program is not commenced, or you do not attend by the new start date as set forth in the agreement, you will be entitled to an appropriate refund of prepaid tuition and fees. The refund will be made 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.

# TRANSFER CREDIT

## Policy for Transfer and Challenge Credits

U.S. Career Institute grants credit for previous education or experience that is equivalent to USCI's degree courses. Potential sources of credit include:

- Courses completed at a college accredited by an accrediting agency recognized by the U.S. Department of Education;
- USCI's Challenge Exams;
- College-Level Examination Program (CLEP);
- American Council on Education (ACE);
- DANTES Subject Standardized Tests (DSST); and
- Excelsior College Exams (ECE).

## College Transfer Credit

Transfer credit may be awarded for prior coursework with a "C" grade or better that applies to a student's current program of study. U.S. Career Institute determines transferability based on official college transcripts and after determining applicability of earned credit. Transfer courses are only accepted if earned within a set period of time according to USCI's Transfer Credit Time-sensitive Qualifications Chart found in this catalog. Transfer credits do not affect your grade point average but do count as attempted and earned credit hours.

## USCI's Challenge Exams

U.S. Career Institute recognizes that life experience provides a valuable education, and students should be granted credit when possible for their existing knowledge. Credit awarded for experiential or equivalent learning, including challenge and test-out credits, cannot exceed 25% of the credits required for your degree. Credit for a course is granted after successful completion of a U.S. Career Institute's challenge exam.

You must obtain an 80% on the exam to receive credit; otherwise, you will need to take the course. Challenge exam grades do not count toward your grade point average.

Upon request, U.S. Career Institute will provide you with a challenge exam for a $50 non-refundable fee per course. Contact the Registrar at 800.766.9006, ext. 6331, for additional information or to request an exam.

## College-level Examination Program (CLEP)

You may receive credit for certain CLEP exams (as outlined below). To receive credit, please submit an official CLEP transcript as soon as possible. Transcripts received for courses you have already begun will not be considered for credit. Credit awarded for experiential or equivalent learning, including challenge and test-out credits, cannot exceed 25% of the credits required for your degree.

| USCI Degree Courses | CLEP Equivalent | CLEP Score Required |
|---|---|---|
| AC101—Introduction to Accounting I | Financial Accounting | 50 |
| BS140—Economics of Business | Macroeconomics & Microeconomics | 50 on each exam |
| BS200—Business Law and Ethics | Introductory Business Law | 50 |
| BS120—Introduction to Management | Principles of Management | 50 |
| CS101/CS102—Computer Applications | Information Systems and Computer Applications | 50 |
| MH101—Applied Business Math | College Mathematics | 50 |
| PY120—Psychology | Introduction to Psychology | 50 |

## American Council on Education (ACE)

You may receive credit for certain ACE-evaluated courses. To receive credit please send an official ACE Transcript Service transcript as soon as possible. Transcripts received for courses you have already begun will not be considered for credit. Credit awarded for experiential or equivalent learning, including challenge and test-out credits, cannot exceed 25% of the credits required for your degree.

## Dantes Subject Standardized Tests (DSST)

U.S. Career Institute recognizes the value of DANTES Subject Standardized Tests (DSST). Credit awarded for experiential or equivalent learning, including challenge and test-out credits, cannot exceed 25% of the credits required for your degree. USCI accepts the following DSST as transfer credit:

| USCI Equivalent | DSST Test Title | # Sem Hours Credit | Minimum Score | Minimum Score – revised DSST exams |
|---|---|---|---|---|
| MH101—Applied Business Math | Business Mathematics | 3 | 48 | 400 |
| BS150—Human Resource Mgmt | Human Resource Mgmt | 3 | 46 | n/a |
| FS210—Principles of Banking | Money and Banking | 3 | 48 | n/a |
| HR230—Organizational Behavior | Organizational Behavior | 3 | 48 | n/a |
| AC240—Finance | Principles of Finance | 3 | 46 | 400 |
| BS170—Presentation Skills | Principles of Public Speaking | 3 | 47 | n/a |
| BS120—Introduction to Mgmt | Principles of Supervision | 3 | 46 | 400 |
| PY240—Intro to Addiction | Substance Abuse | 3 | 49 | 400 |
| EN220—Technical Writing | Technical Writing | 3 | 46 | n/a |

## Excelsior College Exams (ECE)

You may receive credit for certain Excelsior College Exams (ECE): Credit awarded for experiential or equivalent learning, including challenge and test-out credits, cannot exceed 25% of the credits required for your degree.

| ECE Test Number | ECE Test Title | USCI Equivalent | # Sem Hours Credit | Minimum Score |
|---|---|---|---|---|
| 459 | Abnormal Psychology | PY140—Abnormal Psychology | 3 | "C" or higher |
| 484 | Ethics: Theory & Practice | BS200—Business Law and Ethics | 3 | "C" or higher |
| 486 | Human Resources Mgmt | BS150—Human Resources Mgmt | 3 | "C" or higher |
| 435 | Organizational Behavior | HR230—Organizational Behavior | 3 | "C" or higher |
| 433 | English Composition | EN101—English Composition 101 | 3 | "C" or higher |

# Transfer Credit Process

To begin the process of U.S. Career Institute evaluating your records for transfer credit, request that your college(s), ACE, CLEP, DSST and/or ECE send your official transcripts to the Registrar. If you want to take a challenge exam, call the Registrar at 800.766.9006, ext. 6331. All transfer credit will be evaluated by the Registrar. You will be notified in writing of the results of transfer credit evaluation.

Keep in mind a few important points concerning transfer credit:

1. Partial credit cannot be accepted for any course.

2. It is important you do not begin a course for which you are seeking transfer credit until the final transfer credit determination has been made by USCI. Once a course is begun, you will be responsible for completing the course to earn credit and the coursework completed per the refund policy.

3. You may transfer a maximum of 50% of the total program credits required for graduation. Up to 25% of your required credits may be in the form of experiential or equivalent learning, such as test-out and challenge exams.

   Students associated with Servicemembers Opportunity Colleges may transfer up to 75% of the total program credits required for graduation. U.S. Career Institute will limit academic residency to 25% or less of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semesters" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

4. Official transcripts must be received by the time a student completes 12 semester hours of U.S. Career Institute coursework. Transcripts received after this point will not be considered.

5. Due to either the Proctored Exam Policy outlined in this catalog or the customized nature of U.S. Career Institute degree courses, these courses are not eligible for transfer credit:

   - AC299 – Accounting Practicum
   - BS100 – Business Fundamentals
   - BS150 – Human Resources Management
   - BS240 – Entrepreneurship
   - BS299 – Business Management Practicum
   - FM101 – Introduction to the Fashion Industry
   - FM299 – Fashion Merchandising Practicum
   - GE102 – Online Success Strategies
   - GE200 – Career Strategies
   - HM101 – Introduction to Health Information Technology
   - HM110 – Introduction to Patient Services
   - HM210 – Healthcare Statistics and Data Analysis
   - HM265 – Inpatient Procedural Coding
   - HM295 – HIT Practicum for the ICD-10 User
   - HR250 – Occupational Safety and Health
   - HR270 – Labor Relations
   - HR299 – Human Resources Practicum
   - MK220 – Retail Management
   - MK240 – Merchandise Planning and Control
   - MK280 – Strategic Internet Marketing
   - MK299 – Marketing Practicum
   - PY110 – Workplace Psychology
   - PY240 – Introduction to Addiction
   - PY260 – Child and Adult Problems
   - SC160 – Pathology and Disease Processes
   - SO101 – Principles of Sociology
   - SW101 – Introduction to Social Work
   - SW299 – Social Work Practicum

6. If transfer credit for a course is granted you do not need to take that course from U.S. Career Institute or pay tuition to USCI for the course.

## Transfer Request Form

For your convenience, U.S. Career Institute has provided a Transcript Request form with this catalog to send to other academic institutions when requesting transcripts. This form may be sent to high schools or colleges. Please make as many copies of this form as needed.

## Transfer Credit Appeals

You may appeal transfer credit decisions in writing to the Registrar. The appeal must be postmarked within 21 calendar days of the denial letter date. The appeal must include the following:

- The U.S. Career Institute degree course for which you seek transfer credit.

- The course title that you believe is equivalent to the USCI degree course along with the issuing college name.

- A detailed explanation of why the credit should be accepted.

- Course catalog description, course syllabus and/or any other pertinent information available from the issuing source of credit.

The Registrar will respond in writing with the final decision within 21 days of receiving your appeal.

## Transfer of Credit to Other Institutions

The acceptance of transfer of academic credits to another institution is determined by the receiving institution. Colleges/institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, final grade, credits per course, type of accreditation age of credits, etc. Courses in U.S. Career Institute degree programs may or may not transfer to other colleges and transferability 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 courses.

# Transfer Credit Date Qualifications Chart

**If a course is not listed, there is no time limit for credit earned date.**

| Degree Course | Date Qualifications |
|---|---|
| AC220—Computerized Accounting | Not longer than 5 years prior to transfer credit request. |
| AC280—Tax Preparation | Not longer than 5 years prior to transfer credit request. |
| BS160—Marketing Principles | Not longer than 10 years prior to transfer credit request. |
| BS200—Business Law and Ethics | Not longer than 10 years prior to transfer credit request. |
| BS260—eCommerce | Not longer than 5 years prior to transfer credit request. |
| CS101/CS102—Computer Applications | Not longer than 10 years prior to transfer credit request. |
| FM230—Visual Merchandising | Not longer than 20 years prior to transfer credit request. |
| FM250—Fashion Design | Not longer than 15 years prior to transfer credit request. |
| FM260—Retail and Global Buying | Not longer than 15 years prior to transfer credit request. |
| FM270—Fashion Advertisement & Promotion | Not longer than 15 years prior to transfer credit request. |
| FM280—Sustainable Design | Not longer than 15 years prior to transfer credit request. |
| FM290—Brand Management | Not longer than 15 years prior to transfer credit request. |
| FS210—Principles of Banking | Not longer than 10 years prior to transfer credit request. |
| FS220—Investment Strategies | Not longer than 5 years prior to transfer credit request. |
| FS230—Personal Finance | Not longer than 5 years prior to transfer credit request. |
| HM125—Billing for Reimbursement | Not longer than 8 years prior to transfer credit request. |
| HM200—Pharmacology | Not longer than 10 years prior to transfer credit request. |
| HM205—Laboratory Techniques | Not longer than 5 years prior to transfer credit request. |
| HM215—Clinical Skills | Not longer than 5 years prior to transfer credit request. |
| HM225—Pharmacy Technology | Not longer than 10 years prior to transfer credit request. |
| HM230—Health Information Management Systems | Not longer than 5 years prior to transfer credit request. |
| HM250—Health Information Technology Management | Not longer than 5 years prior to transfer credit request. |
| HM290—Law and Ethics for Healthcare Professionals | No credit prior to 2003 due to HIPAA. Course must have covered HIPAA. |
| HR200—Recruitment and Staffing | Not longer than 10 years prior to transfer credit request. |
| HR220—Employee Benefits Administration | Not longer than 5 years prior to transfer credit request. |
| HR240—Employee Training and Development | Not longer than 10 years prior to transfer credit request. |
| HR290—Strategic Issues in Human Resources | Not longer than 10 years prior to transfer credit request. |
| MK120—Consumer Behavior | Not longer than 10 years prior to transfer credit request. |
| MK160—Principles of Advertising | Not longer than 10 years prior to transfer credit request. |
| MK200—Principles of Sales | Not longer than 10 years prior to transfer credit request. |
| MK210—Marketing Strategy | Not longer than 10 years prior to transfer credit request. |
| MK260—Marketing Research | Not longer than 10 years prior to transfer credit request. |
| MK280—Strategic Internet Marketing | Not longer than 5 years prior to transfer credit request. |
| SO140—Social Problems | Not longer than 20 years prior to transfer credit request. |
| SO200—Social Welfare | Not longer than 20 years prior to transfer credit request. |
| PY270—Group Dynamics and Counseling | Not longer than 20 years prior to transfer credit request. |
| PY280—Behavior Modification | Not longer than 10 years prior to transfer credit request. |

## Completing Each Semester

Each semester must be completed within one calendar year of enrollment. You control the pace of your course completion within each semester.

If you are unable to complete a semester within a year, you may request an Academic Extension by writing the USCI Student Services Department. Failure to complete a semester within a year or to gain a Leave of Absence or Academic Extension may result in Academic Dismissal.

For more information, please see Leave of Absence or Academic Extension in this catalog.

USCI keeps you moving through your studies. Each course has a trigger quiz that will automatically ship the next course in your program. When USCI receives your trigger quiz, your next course is shipped automatically. USCI will send the first course in subsequent semesters upon receipt of the second assignment in the last non-transfer course in the current semester. Tuition for each subsequent semester will be charged upon shipment of the first course in the new semester. Just make sure to remain in good standing with USCI to keep your courses shipping.

The start date for each semester is the day the first course in the semester is shipped to you.

## Technical Requirements

Please ensure you have access to a computer with the following hardware and software:

1. Hardware
   - CPU (Processor): Intel Pentium 4 or higher
   - RAM: At least 512 MB
   - Hard Drive: 250 MB free space
   - Speakers (for HM140)
   - Monitor Display Settings: 1024 x 768 resolution
2. Software – (Adobe® and Mozilla® free product download information is provided in your first course)
   - Operating System: Windows® XP or higher or OSX or higher
   - Adobe® Acrobat Reader
   - Adobe® Flash Player
   - Internet Browser: Mozilla® Firefox (highly recommended) or Internet Explorer 6.0 or higher
3. Services
   - Internet Service Provider: Cable or a DSL line (or access to the internet)
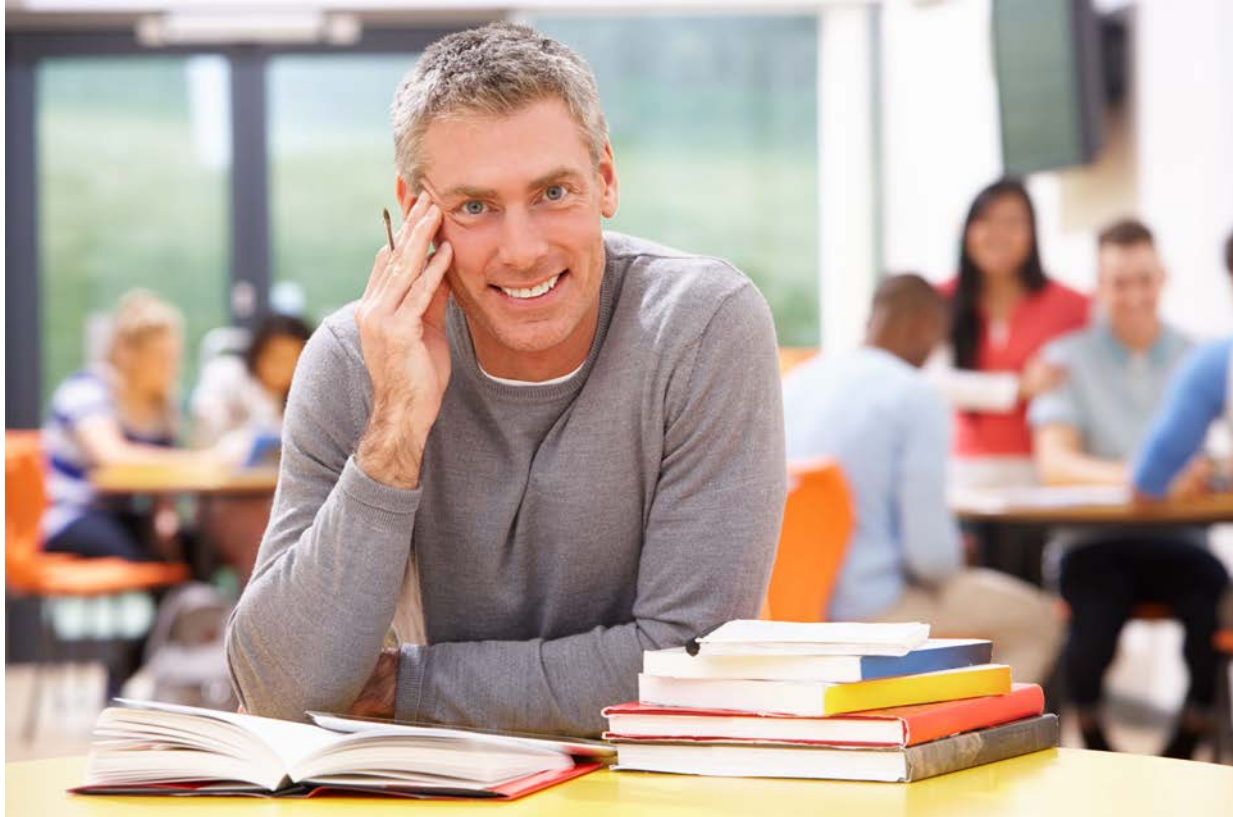
# FINANCIAL POLICIES

## Tuition and Fees

Various convenient payment options are offered. You may pay for each semester in full or make monthly payments.

If you are current in your tuition payments, your account is in "good standing" and you will continue to receive courses and full school support throughout your enrollment and graduation.

Tuition is currently $1989 plus $21.50 shipping/handling per semester for a total of $8,042 for a degree program. The school cannot guarantee the current cost per semester will remain the same for your entire enrollment, and the cost per semester (and program cost) may increase over time. The school will notify you in the event of an increase in the cost per semester.

If you encounter financial difficulties, we encourage you to contact the Student Services Department for assistance. If you do not make payments as outlined in your enrollment agreement or make acceptable payment arrangements with the school, your account may be referred to a collection agency. The school reserves the right to charge you for an collection costs it incurs. Collection costs may be based on a percentage of outstanding tuition, up to a maximum of 33%.

## Employer-paid Education

Employers want employees to be successful! Some employers even pay for employee education upon enrollment or successful completion of a semester or program. If your company offers this benefit, find out what it requires from the school. Then call the Student Services Department to request assistance in providing the necessary documentation to your employer.

## Student Protection Policy (Refund Policy)

You may withdraw from your U.S. Career Institute degree program at any time by notifying the USCI Registrar of your intent to cancel.

The tuition that you owe upon withdrawal is determined through a combination of how many semesters you have received and how much of each semester you have completed, deducting all payments made.

Upon cancellation, the amount due to USCI or the amount returned to you is calculated according to this schedule:

1.  If you cancel within five (5) calendar days of enrolling in Semester One of the program, you are entitled to a full refund of all monies paid.

2.  If you cancel after (5) calendar days of enrolling in Semester One of the program and did not submit any exams, USCI is entitled to a non-refundable registration charge of 20% of Semester One tuition, not to exceed $150.

3.  If you cancel five (5) or more calendar days after enrolling in Semester One of the program and have submitted exams, USCI is entitled to a non-refundable registration charge of 20% of Semester One total tuition, not to exceed $150. For all semesters, USCI is entitled to a tuition charge prorated among the number of exams within the semester. The calculations are made according to the following schedule. If you, the student:

    a.  Complete up to 10 percent of the exams in the semester, USCI is entitled to 10 percent (10%) of the total semester tuition.

    b.  Complete between 11 and 25 percent of the exams in the semester, USCI is entitled to 25 percent (25%) of the total semester tuition.

    c.  Complete between 26 and 50 percent of the exams in the semester, USCI is entitled to 50 percent (50%) of the total semester tuition.

    d.  Complete between 51 and 75 percent of the exams in the semester, USCI is entitled to 75 percent (75%) of the total semester tuition.

    e.  Complete more than 75 percent of the exams in the semester, USCI is entitled to 100 percent (100%) of the total semester tuition.

4.  If you did not complete the semester in 12 calendar months, USCI is entitled to the full tuition and no refund will be issued.

5.  Any refund due will be issued within 30 days of our receipt of notice of cancellation.

6.  The USCI transfer-credit policy shall not impact the refund policy.

7.  Except as outlined in item 1, shipping/handling and registration changes are not refundable. Charges for NSF, late payment, expedited shipping and additional books ordered by the student are not refundable.

8.  If the school cancels a program within 12 months of the student's enrollment date, the student is entitled to a full refund, except if the school ceases operation.

9.  A $20 NSF charge will be assessed on payments returned for insufficient funds. A $5 late charge is assessed for payments not received by the due date.

10. The effective date of cancellation is the dte USCI receives a student's cancellation notice.

11. For purposes of this refund policy, the word "exams" includes any submitted assignments.

## International Students

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.

# Academic Policies

## Grade Scale and Policies

| Letter Grade | Percentage | Grade Point |
|---|---|---|
| A | 93–100 | 4.00 |
| A− | 90–92 | 3.67 |
| B+ | 87–89 | 3.33 |
| B | 83–86 | 3.00 |
| B− | 80–82 | 2.67 |
| C+ | 77–79 | 2.33 |
| C | 70–76 | 2.00 |
| D | 60–69 | 1.00 |
| F | 0–59 | 0.00 |
| I (Incomplete) | n/a | n/a |
| WP (withdrawn while passing) | n/a | n/a |
| WF (withdrawn while failing) | n/a | n/a |

Graded assignments are returned to students via email or mail. Grades are posted on the student's account, which is accessible at www.uscareerinstutute.edu. All grades assigned by faculty are considered final. In the event an error in grading has been made, USCI encourages you to work with the faculty member to resolve the problem. In the event a resolution cannot be achieved, the student may contact the assistant faculty manager or follow USCI's grievance policy.

## Self-Guided Tutorials

U.S. Career Institute wants you to be successful in your program of study. You will find two skills assessments in the first course, Success Strategies (GE101). One exam measures basic English skills and the second measures basic mathematical skills. Depending on the scores obtained on these tests, the school may require you to take a refresher course in English (EN090) or math (MH090) as a prerequisite to AC101, EN101, EN110 and/or MH101. Should U.S. Career Institute determine you need to complete a refresher course, it will offer the course to you at no charge.

## Academic Code of Conduct for the Distance Education Student

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 Colorado Department of Private Occupational Schools and other appropriate organizations serving in an oversight role for my institution.

As a student of a DEAC-accredited distance education institution, you are expected to adhere to high ethical standards in the pursuit of your education. U.S. Career Instutute expects you to:

1. Present 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 your own or present another person's ideas or scholarship as your own.
4. Never ask for, receive or give unauthorized help on graded work.
5. Never use outside books or papers that are not authorized by the directions for my exams.
6. Never divulge the content of or answers to exams to fellow students.
7. Never improperly use, destroy, forge or alter institution's documents, transcripts or other records.
8. Never divulge my online user name or password (where applicable).
9. Never allow another individual to log in as the student and/or represent himself or herself as the student.

Failure to comply with the Code of Conduct will subject students to discipline, up to and including dismissal.

## Academic Progress and Standing

**Academic Good Standing** – Overall Grade Point Average (GPA) of 2.0 or above.

**Academic Review** – Occurs with failure to maintain an overall GPA of 2.0 or above. USCI will consider a one-time exception due to extenuating circumstances. Students should outline these circumstances in a letter sent to the attention of the Academic Review Board.

**Academic Dismissal** – Occurs with failure to demonstrate satisfactory progress on the next course (2.0 or higher) after being placed on Academic Review; if the school finds that the student does not have the ability to benefit from the program; or upon failure to submit assignments or exams in accordance with specified standards. The student is dismissed from the school. Students may reapply after two years.

## Submitting Exams

All exams are open-book and found with your course materials. Each exam contains instructions for completing and submitting for instructor evaluation.

## Repeat Exams

In certain cases, an instructor may ask you to repeat an exam. In these cases, you will be allowed 30 calendar days for the repeat. The highest of the two exam grades will be recorded for an exam repeated within the 30 calendar days. One repeat is allowed per exam. If you submit a repeat exam after 30 calendar days, it will not be considered for grading. Proctored exams cannot be repeated Intellectual Property Rights

# Intellectual Property Rights

U.S. Career Institute owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all U.S. Career Institute materials, including websites, curricula, and literature and learning management systems. Further, U.S. Career Institute's parent company, Weston Distance Learning, Inc. (WDL), owns all intellectual property rights (including copyright, trademark, patent and trade secret rights) to all WDL materials, including websites, curricula, and literature and learning management systems:

- All U.S. Career Institute publications (including school catalog, textbooks, workbooks, and any other item whether electronic or printed) are subject to copyright and intellectual property protection.

- Unauthorized use, including peer-to-peer file sharing, is strictly prohibited and subject to disciplinary proceedings as outlined in the administrative dismissal policy outlined in the school catalog, up to and including administrative dismissal from the school and/or legal action.

- U.S. Career Institute faculty and subject matter experts own the intellectual property rights for scholarly work they create independent of U.S. Career Institute or its educational offerings, unless an agreement executed by a duly authorized vice president or president of U.S. Career Institute and the faculty member provides otherwise. Faculty ownership does not extend to course content or materials required to support a course.

- Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized vice president or president of U.S. Career Institute and the student, all the works a student creates in response to course assignments, projects or independent study and research belong to the student who created the work. This includes term papers, multimedia products, artworks, reviews, websites, performances, designs, and contributions to online or recorded discussions. The student agrees the school has a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by the student with the substantial use of USCI's resources. In addition, USCI claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources.

- There is an implied consent in the student-faculty contract, that faculty members can copy, distribute or otherwise use the work for the purposes of and within the context of the course; but permission for any further use beyond the course term should be obtained in writing.

## Withdrawal and Termination

U.S. Career Institute accepts requests to withdraw by any method convenient to you. To help you track your request, we encourage you to submit your request by mail, fax or email.

Upon withdrawal or termination, you will receive any refund due in accordance with the Student Protection Policy outlined in this catalog and on your enrollment agreement. If a balance is due to USCI, you may continue to make monthly payments.

If coursework in your semester is discontinued by the school before the one-year completion requirement, you are entitled to a full refund (except in the event the school ceases operation). If you withdraw while in good standing with the school, you are welcome to reinstate your enrollment at a later date. The reinstatement charge is $50. In addition, USCI may require you to follow the most recent school catalog requirements.

U.S. Career Institute reserves the right to terminate your enrollment for these reasons:

- Failure to demonstrate reasonable and successful progress or show an ability to benefit from the instruction.

- Failure to submit assignments or exams in accordance with specified standards.

- Failure to follow the Academic Code of Conduct for the Distance Education Student.

- 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 maintain Academic Good Standing – overall GPA of 2.0 or above.

**Administrative Dismissal** – Occurs with failure to follow the Academic Code of Conduct for the Distance Education Student; failure to maintain a tuition payment agreement; or unacceptable behavior, including but not limited to use of threatening or obscene language with school staff. The student is dismissed from the school and may not be readmitted without approval by a USCI Vice President or President.

## Proctored Exams

While completing your degree program, you will encounter a few exams that will need to be taken in the presence of a proctor you nominate. Please note, each proctored exam must be completed in order to gain credit for the appropriate course. Proctored exams have limited availability and may not be taken more than once per course. USCI's Academic Review Board has selected three (3) to five (5) courses in each degree program to serve as proctored examinations:

**AAS in Accounting**
PY110:  Workplace Psychology
BS150:  Human Resources Management
BS240:  Entrepreneurship

**AAS in Business Management**
PY110:  Workplace Psychology
BS150:  Human Resources Management
BS240:  Entrepreneurship

**AAS in Entrepreneurship**
PY110:  Workplace Psychology
BS150:  Human Resources Management
BS240:  Entrepreneurship
MK220:  Retail Management
MK240:  Merchandising Planning and Control

**AAS in Fashion Merchandising**
PY110: Workplace Psychology
MK220: Retail Management
MK240: Merchandising, Planning and Control

**AAS in Financial Services Mgmt.**
PY110: Workplace Psychology
BS150: Human Resources Management
BS240: Entrepreneurship

**AAS in Health Information Technology**
PY110: Workplace Psychology
SC160: Pathology and Disease Processes
HM210: Healthcare Statistics and Data Analysis
HM265: Inpatient Procedural Coding

**AAS in Human Resources**
PY110: Workplace Psychology
BS150: Human Resources Management
HR250: Occupational Safety and Health
HR270: Labor Relations

**AAS in Marketing**
PY110: Workplace Psychology
MK220: Retail Management
MK240: Merchandising Planning, and Control
MK280: Strategic Internet Marketing

**AAS in Medical Specialties**
PY110: Workplace Psychology
SC160: Pathology and Disease Processes
HM265: Inpatient Procedural Coding

**AAS in Social Work**
PY240: Introduction to Addiction
PY260: Child and Adult Problems
SO101: Principles of Sociology

Proctors must be one of the following:

- Librarian
- A faculty member or administrator of an accredited college or university
- Certified teacher, counselor or an administrator of a school district
- Military Educational Center official (Education Counselor, staff member, etc.)
- A testing center of a college or university
- Private testing center
- Remote Proctor Now*: $20 fee

  *Students may use the services of Remote Proctor Now (RP Now). RP Now is an on-demand, third-party, virtual proctor which allows students to sit for an examination anytime, anywhere through use of video technology. Students choosing RP Now must have an operational webcam with audio, a high-speed internet connection, and appropriate system rights required to download and install software.

Proctors must use their professional e-mail address for verification of their qualifications to proctor an exam. In addition, proctors must provide an address at which to receive the exam.

Proctors may not be a:

- Relative
- Employer, supervisor or co-worker
- Friend or neighbor
- WDL student

Upon approval of a proctor, the Registrar will send a confirmation e-mail to both the student and the proctor.

## Student Responsibilities

- Complete and submit the Student-Proctor Agreement to the Registrar
- Schedule exam with the proctor
- Present a valid, government-issued photo identification, such as a driver's license, for identity verification prior to taking the exam
- No talking during the exam
- Compliance with four-hour time allotment for exam completion
- Payment of any associated fees

## Proctor Responsibilities

- Sign proctoring agreement
- Use their professional/work e-mail address in order to document their qualification to be a proctor (E-mail accounts from MSN Hotmail, Yahoo, EarthLink, Verizon, and other similar e-mail providers are unacceptable)
- Verify student identity
- Provide an address at which to receive the exam
- Administer the test in an appropriate setting
- Personally monitor the student throughout the entire exam
- Provide no assistance to the student in answering the test questions
- Confirm adherence to the four (4) hour exam time limit
- Complete Proctor confirmation at the end of the student exam

## Individual Instructor Assistance

You may receive individual instructor assistance upon request by writing, emailing or calling U.S. Career Institute.

Instructor returns calls Monday through Thursday from 9:00 am to 3:00 pm Mountain Standard time.

## Educational Surveys—Your Opinion Counts!

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

# Administrative Policies

## Dean's List

If you obtain a 3.72 or higher grade point average in a semester, you will be awarded a seat on the Dean's List.

Your name will appear on our Dean's List if you granted approval to publish your name when completing your Semester One enrollment agreement.

## School Hours

U.S. Career Institute is open Monday through Friday from 7:00 am to 6:00 pm Mountain Standard Time.

## School Holidays

U.S. Career Institute will be closed:

| 2016 | 2017 |
|---|---|
| January 1, 2016 | January 2, 2017 |
| February 15, 2016 | February 20, 2017 |
| May 30, 2016 | May 29, 2017 |
| July 4, 2016 | July 4, 2017 |
| September 5, 2016 | September 4, 2017 |
| November 24, 2016 | November 23, 2017 |
| November 25, 2016 | November 24, 2017 |
| December 23, 2016 | December 25, 2017 |
| December 26, 2016 | December 26, 2017 |
| December 30, 2016 | |

## Grievance/Complaint Policy

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

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 there may be some decisions they do not agree with, but these decisions are within the school's right to operate such as grading, assignment 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 valid complaint to:

> U.S. Career Institute
> ATTN: Vice President of Student Affairs and Admissions
> 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, 5) current email address, 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) requested outcome or solution.

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

If your complaint is not appropriately handled by U.S. Career Institute, you may file a written complaint with the Colorado Division of Private Occupational Schools online at www.state.co.us/dpos or by requesting a complaint form at 303.866.2723. There is a 2-year limit for the Division to take action on a complaint. You may contact the DEAC at http://www.deac.org/complaints.html.

## Student Identify 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 a degree program are required to take proctored exams. Pursuant to the Proctor Policy, each student is subject to additional identity verification. Each student must present a valid picture ID to the proctor before beginning an exam. The Proctor will verify the identity of the student and provide confirmation to U.S. Career Institute.

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.

Students who willfully misrepresent themselves or the source of their coursework will be in violation of the Academic Code of Conduct for the Distance Education Student and will face disciplinary action, up to and including dismissal.

## Leave of Absence

If you are temporarily unable to continue your program due to personal circumstances or emergencies, you may request a leave of absence for up to six (6) months.

A leave of absence puts a hold on the one-year completion rule for a semester.

The leave of absence lets USCI know that you are taking some personal time away from your studies, but that you plan to continue meeting your tuition obligation for a semester.

To receive a leave of absence, please call or write:

> U.S. Career Institute
> Director of Student Services
> 2001 Lowe Street
> Fort Collins, CO 80525

## Academic Extension

If you anticipate that you will not complete your coursework within the one-year per semester time frame, you may request an Academic Extension for up to six (6) months.

An Academic Extension lets USCI know that you are continuing to work on your degree program.

To receive an Academic Extension, please write:

> U.S. Career Institute
> Director of Student Services
> 2001 Lowe Street
> Fort Collins, CO 80525

# Student Services

## Availability of Course Materials

U.S. Career Institute reserves the right to change and revise or discontinue a course or program of study. If USCI chooses to discontinue a course, all students who have been active within the calendar year prior to the decision to discontinue the course of study will be given at least one year's notice before the course is discontinued. In addition, no course or program will be discontinued earlier than three years after the acceptance of the last enrollment.

## Library

For your U.S. Career Institute Degree Program, you will have access 24/7 to our virtual library at: www.uscareerinstitute.edu.

This virtual library contains links to many resources, all of which may help you complete your coursework. Additionally, USCI's Librarian will help you find any necessary information. Our Librarian can be accessed via email from the library Web site.

## 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 U.S. Career Institute 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: U.S. Career Institute, Director of Compliance, 2001 Lowe Street, Fort Collins, CO 80525. If USCI decides not to amend the record as requested, the college 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 U.S. Career Institute 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. U.S. Career Institute 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. 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 U.S. Career Institute.

   - From time to time, U.S. Career Institute will report information to various need-to-know agencies, such as an accrediting agency, state education department, 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, U.S. Career Institute 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 U.S. Career Institute 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)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- 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 parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- 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. U.S. Career Institute designates the following categories of student information as public or "Directory Information." USCI may disclose such information at its discretion, provided however that the college 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 e-mail 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. U.S. Career Institute 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 U.S. Career Institute, 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.

Adapted using the following resource: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html, August 6, 2015

If you want the school to disclose any of this information to someone other than you, please complete the Student Information Release Form located at the back of this catalog and return to the school. Additional privacy policy information may be found on our website: www.uscareerinstitute.edu.

## Conflict of Interest Policy

To avoid conflict of interest, faculty/instructors do not have access to student account or tuition information. Questions about student accounts or tuition should be directed to Student Services. 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 with 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.

## 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 College's admissions and academic standards, and sound ethical practice in disability services. This policy, in conjunction with the College's [policy on non-discrimination], enable to the College 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 the College. 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 the College with or without reasonable accommodation.

An applicant or student with a disability should notify the Director of Compliance/Disabilities Services Coordinator 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 Director of Compliance/Disabilities Services can be contacted at janetp@uscareerinstitute.edu or 800.766.9006, ext. 6323.

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 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 Director of Compliance/Disability Services Coordinator during the enrollment process.)

- Responsibility to initiate the request for services or accommodations. Requests should be addressed to the Director of Compliance/Disability Services Coordinator. Students must communicate to the Director of Compliance/Disability Services Coordinator 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 U.S. Career Institute 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 College 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 Director of Compliance 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 Director of Compliance / Disabilities Services Coordinator, the Director of Compliance / Disabilities Services Coordinator 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 Director of Compliance/Disability Services Coordinator. If the situation cannot be resolved through that process, the student should follow the U.S. Career Institute 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.

## Student Records and Transcripts

Permanent academic records, including transcripts, are maintained by U.S. Career Institute. Transcripts will be available at any time. All other individual records will be maintained for a minimum of six (6) years following the end of your last enrollment period, graduation or withdrawal.

Upon graduation, one transcript will be provided at no additional charge. If your tuition account is in good standing, you may obtain additional transcripts by submitting your request and a $15 per transcript fee to:

> U.S. Career Institute
> Registrar
> 2001 Lowe Street
> Fort Collins, CO 80525

# Graduation

## Graduation Requirements

To graduate, you must:

1. Attain a final GPA of 70% (2.0 GPA) or higher; and
2. Successfully complete or have been granted credit for each required course; and
3. Have paid 1/2 of your total tuition and be current in payment.

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

## Graduate Services

U.S. Career Institute offers continuous career support services for graduates. Our Graduate Counselors can assist you in preparing your job search materials.

In addition, our USCI degree programs contain the course *Career Development Strategies*, GE200. In this course, you will learn in-depth networking and job search skills. Should you need additional assistance after graduation, please feel free to contact one of our Graduate Advisors. Please note that USCI does not offer placement services. You are responsible for investigating and meeting any licensure requirements for your chosen profession.

# Contact Information

## School Contact Information

Please contact U.S. Career Institute at any time.

*In writing:*

U.S. Career Institute
2001 Lowe Street
Fort Collins, CO 80525

*Toll-free by phone:*

800.347.7899
Monday through Friday from 9:00 am to 8:00 pm Eastern Standard Time, or 6:00 am to 5:00 pm Pacific Standard Time

*By Email:*

To submit assignments:
exams@uscareerinstitute.edu

Student Services:
stuserv@uscareerinstitute.edu

Instructors:
faculty@uscareerinstitute.edu

Graduate Services:
gradservices@uscareerinstitute.edu.

## Student Contact Information

You may update your address, phone number, e-mail or physical address on the student website or by calling, e-mailing or writing Student Services.

# FACULTY & ADVISORY BOARDS

# Faculty

Our faculty consists of part-time specialists in the field(s) they teach.

| Name and Degrees/Professional Certifications | Area of Specialty |
|---|---|
| **Adams, Michael**<br>MBA, MS in  Information Systems, Strayer University<br>BA Fine Arts, University of Pittsburg, University of Phoenix | Business |
| **Ashraf, Shazia**<br>MS in Administration, California State University<br>BS in Business Administration, Walden University<br>CPC, RHIT | Business, Health Information Technology, Medical Specialties |
| **Banks-Golub, Betsy**<br>BSN, Lake Forest College | Medical Specialties |
| **Bateh, Eric**<br>MBA, University of North Florida<br>BBA, University of North Florida | Business |
| **Bateh, Justin**<br>PhD, Business Administration, Walden University<br>MBA, Nova Southeastern University<br>BBA, University of North Florida | Business |
| **Bear, Jill**<br>MSW, Colorado State University<br>BSW, Colorado State University | Social Work |
| **Berninghausen, Carolyn**<br>MBA, Kent State University<br>BA in Psychology, Kent State University | Business |
| **Blomberg, Brenda**<br>BA Liberal Arts, Colorado State University<br>CPC | Health Information Technology, Medical Specialties |
| **Boloorian, Ali**<br>MS in Economics and Finance, University of California<br>BA in Economics, University of California<br>BA in Math, University of California | Finance, Math |
| **Bridges, Scott**<br>MA in Human Resources Management and Development, Webster University<br>BA in Human Resources Management, Oakland City University | Human Resources |
| **Brown, Kelly**<br>BS in Family Studies, Sterling College<br>LPN, Barton County Community College | Medical Specialties |
| **Byrd, Kimberly**<br>PhD candidate for Accounting, Northcentral University<br>Masters of Accountancy, Auburn University<br>BS in Accounting, Nicholls State University<br>CPA | Accounting |

| **Name and Degrees/Professional Certifications** | **Area of Specialty** |
|---|---|

**Chatelain, Amber** .................................................................................................................... Fashion
    EdD candidate for Educational Leadership, Argosy University
    MS in Interior, Merchandising and Textiles, University of Kentucky
    BS in Merchandising, Apparel and Textiles, University of Kentucky

**Davis, Michelle** ...................................................................................................................... Anatomy and Physiology,
    PhD Holistic Health Science and Nutrition, Madison University     Medical Specialties
    MS as Physician Assistant, University of Nebraska
    BS as Physician Assistant, University of Nebraska
    Medical Assistant/Surgical Technologist certificate, Academy of Health Sciences

**Green, LaTaunia** ..................................................................................................................... Business and Accounting
    PhD candidate for Business Administration, Northcentral University
    MBA, Keller Graduate School of Management
    BS in Accounting, University of Illinois

**Hall, Lisa** .............................................................................................................................. Health Information
    MA in Education, Trident University     Technology, Medical
    BS in Health Science and Health Education, TUI University     Specialties
    Medical Assistant certificate, Dearbor5n Adult Education Training Center

**Harper, Ashley** ....................................................................................................................... Accounting
    MS in Accounting, Louisiana State University
    BS in Accounting Southeastern Louisiana University

**Jones, Heather** ....................................................................................................................... Health Information
    MS in Healthcare Administration, University of Phoenix     Technology,
    BS in Health Information Technology, Arkansas Tech University     Medical Specialties

**Lamer, Maryann** ..................................................................................................................... Marketing
    PhD in Education, Oklahoma State University
    MA in Journalism, University of Oklahoma
    MBA in Marketing, Southern Nazarene University

**Lukic, Eryn** ............................................................................................................................ Business, Health
    MBA, Cardinal Stritch University     Information Technology,
    BS in Healthcare Administration, University of Wisconsin     Medical Specialties
    AS in Health Information Technology, Hutchinson Community College
    CPC, CMRS, CEDC, CCS-Physician, CPC-Hospital, CPC-Instructor

**Madison, Karyn** ...................................................................................................................... Fashion
    MS Apparel Design, Colorado State University
    BS Apparel Design, University of Maryland

**Meoli, Dina** ........................................................................................................................... Fashion
    MS in Textile, Apparel, Technology and Management, North Carolina State University
    BS in Textile Development and Marketing, Fashion Institute of Technology

**Minor, Jason** .......................................................................................................................... Accounting, Business
    MBA, Argosy University
    BA in Accounting, Washington State University

## Name and Degrees/Professional Certifications

## Area of Specialty

**Monahan, Valerie**...................................................................................................................... Accounting, Business
    MBA, Rowan University
    BS in Accounting, Rutgers University
    CPA, CFE

**Mosher, Holly** ....................................................................................................................... Fashion
    MS in Apparel, Textiles and Merchandising, Eastern Michigan University
    BS in Fashion Merchandising and Marketing, Eastern Michigan University

**Newhouse, Ilisha**.................................................................................................................. Business
    PhD in Business Ethics, American College
    MA in Organizational Management, University of Phoenix
    BA in Sociology, Arizona State University
    AA in Administrative Justice, Golden West College

**Nix, Damarie** ..................................................................................................................... Health Administration
    Juris Doctorate of Law, University of Florida
    MS in Health Administration, Florida Gulf Coast University
    BS in Health Administration, University of North Florida

**Payne, Dina** ..................................................................................................................... Social Work
    Certification from State of Illinois in Social Work Type 73
    BS in Social Work, Southern Illinois University Edwardsville
    MA in Social Work, Saint Louis University

**Petrelli, Tammy** ................................................................................................................. Psychology, Social Work
    MA in Social Work, Barry University
    BS in Psychology, University of Miami

**Pickell, Bobbi** ................................................................................................................... Science
    MS in Physical Education, University of Rhode Island
    BS in Recreation, Lock Haven University
    BS in Health Sciences

**Pinto-Oehme, Pamela** ....................................................................................................... Business, Health
    MBA, University of Phoenix                                                       Information Technology
    BA, Business Management
    CPC

**Portis, Darrell** .................................................................................................................. Health Information
    MA in Public Health, Xavier University of Louisiana                   Technology, Science
    BS in Biology, Chemistry

**Robin, Allison**.................................................................................................................... Business, Entrepreneurship,
    MA in Nonprofit Management, Regis University                     General Education
    BS in Business Management, Pepperdine University

**Ryan, Deborah** ................................................................................................................. Health Information
    MA in Business Administration in Healthcare Management, University of Phoenix    Technology
    BA in Education, Elms College
    CPC, CPRC

| Name and Degrees/Professional Certifications | Area of Specialty |
|---|---|
| **Sathe, Pretty**........................................................................................................... | Human Resources |
| MA in Personnel Management, Symbiosis Institute of Business Management | |
| BS in Commerce, Danielson Degree College | |
| Certificate in Human Resources Planning & Development, Colorado State University | |
| **Siegrist, Mary** ......................................................................................................... | Health Information Technology |
| MS in Health Care Administration, Regis University | |
| BS in Health Information Management, Regis University | |
| **Shaps, Phil**.............................................................................................................. | Marketing |
| BA in Communications and Marketing, California State University | |
| MBA, Aspen University School of Business | |
| **Spain, Carla** ............................................................................................................ | Health Information Technology, Science |
| BS in Nursing, Kennesaw State | |
| **Spencer, Tara** .......................................................................................................... | Business, Health Information Technology, Science |
| MBA, Bellevue University | |
| MA in Management, Bellevue University | |
| BA in Health Care Administration | |
| **Szkiba, Julia** ........................................................................................................... | Fashion |
| BA in Fashion Design, American Intercontinental University | |
| **Townsend, Carolina** ............................................................................................... | Accounting, Business |
| MA in Accounting, University of Idaho | |
| BS in Latin American Studies with a minor in Business, Brigham Young University | |
| **Townsend, Lisa**....................................................................................................... | Psychology, Social Work |
| MA in Psychology, University of the Rockies | |
| BA in Human Services Management, University of Phoenix | |
| **VonGarlem, Mary Catherine** ................................................................................. | Health Information Technology |
| MA in Healthcare Administration, University of Phoenix | |
| BS in Nursing, University of Phoenix | |
| AAS in Applied Science in Nursing, New River Community College | |
| **Weeks, Renee** ......................................................................................................... | Business, Human Resources |
| MBA with an emphasis in Human Resource Management, University of Wisconsin Whitewater | |
| BS in Business Administration, University of Wisconsin Platteville | |
| **Yarbrough, Jillian**.................................................................................................. | Accounting, Business, English, Finance, General Education, Human Resources, Math |
| PhD, Philosophy, Texas A&M University | |
| MS in Human Resource Development, Texas A&M University | |
| MBA, Texas A&M University | |
| BS in Education, Texas Christian University | |

# Advisory Board

## Business

Gena Anderson, SPHR

Rebecca Hughes, SPHR, CCP

Sherman Harrison, BA

## Fashion Merchandising

Kara Nichols, BA

Janine Chilton-Faust, BA AAS Health Information Technology

Catherine Winfield, BS

## Health Information Technology

Stephanie Brammer, RMT

Celeste Tori, CPC

Kelly Brown, BS

## Social Work

Dr. Heather A. Schulte, Psy.D., LPC

Jessica Kudlock, MSW

Marc Germain, MSW

# PROGRAMS

# ACCOUNTING

## Program Objectives

## ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

*Practically every industry needs accounting professionals. This program provides the knowledge and skills to implement and manage tax preparation, bookkeeping, accounting and businesses.*

Whatever accounting path you choose, the job outlook is good. With an accounting degree, you can work in a multitude of industries.

When you complete the program, you will be able to:

A. Demonstrate the technical and career skills necessary to obtain entry-level employment in the accounting and business fields.

B. Set up and manage a company's financial books according to standard industry principles, procedures and practices.

C. Apply management theory and strategies in a business environment.

D. Apply the administrative management and accounting skills used in a business environment, including marketing, financial and tax management, information systems management and inventory management.

E. Manage the entire accounting cycle, from journalizing and financial statements to payroll accounting and other specialized procedures.

## Course Sequence

Accounting
AAS Program Consists of 61 Credits:

General Education(*)          19 semester hour credits
Core Courses                 42 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| MH101* | Applied Business Math | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| AC101 | Introduction to Accounting I | 3 |
| | **Total** | **16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| BS120 | Introduction to Management | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| BS150 | Human Resources Management | 3 |
| BS170 | Presentation Skills | 3 |
| AC201 | Introduction to Accounting II | 3 |
| | **Total** | **15** |

| Semester 3 | | Credit Hours |
|---|---|---|
| BS140 | The Economics of Business | 4 |
| BS200 | Business Law and Ethics | 3 |
| AC210 | Managerial Accounting | 3 |
| AC220 | Computerized Accounting | 3 |
| AC240 | Finance | 3 |
| | **Total** | **16** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| BS240 | Entrepreneurship | 3 |
| AC260 | Payroll Processing | 3 |
| AC280 | Tax Preparation | 4 |
| AC299 | Accounting Practicum | 2 |
| | **Total** | **14** |

# BUSINESS MANAGEMENT

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN BUSINESS MANAGEMENT

The Business Management Program begins with basic management skills that will allow you to take advantage of market opportunities. Discover how managers supervise every aspect of their enterprise, from the vision that guides each company project to the nuts and bolts of managing day-to-day operations. You'll develop skills in writing, math, marketing, information utilization, accounting, finance, and most importantly, people management.

A. Apply basic math skills to the task of running a business.

B. Apply basic computer applications.

C. Communicate effectively in a business environment.

D. Explain how the principles of marketing guide commerce.

E. Link the four principles of management to long-term commercial success.

F. Implement the fundamentals of accounting in an entrepreneurial environment.

G. Apply the ten basic principles of finance to the small business field.

H. Use the principles of organizational behavior in real-world business structures.

I. Apply effective sales techniques and customer service strategies to the marketplace.

J. Assess entrepreneurial financing needs and options.

K. Analyze real-world business markets and create a business plan.



## Course Sequence

Business Management
AAS Program Consists of 60 Credits:

General Education(*)          19 semester hour credits
Core Courses                 41 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| BS120 | Introduction to Management | 3 |
| MH101* | Applied Business Math | 3 |
| BS160 | Marketing Principles | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| AC101 | Introduction to Accounting I | 3 |
| BS140 | The Economics of Business | 4 |
| | | **Total 13** |

| Semester 3 | | Credit Hours |
|---|---|---|
| BS150 | Human Resources Management | 3 |
| BS200 | Business Law and Ethics | 3 |
| BS210 | Small Business Management | 3 |
| MK200 | Principles of Sales | 3 |
| BS240 | Entrepreneurship | 3 |
| | | **Total 15** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| HR230 | Organizational Behavior | 3 |
| AC240 | Finance | 3 |
| BS260 | E-Commerce | 3 |
| BS170 | Presentation Skills | 3 |
| BS299 | Business Management Practicum | 2 |
| | | **Total 16** |

# ENTREPRENEURSHIP

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN ENTREPRENEURSHIP

Entrepreneurship focuses on starting new businesses or revitalizing old ones and taking advantage of market opportunities. Entrepreneurs supervise every aspect of their business, from the vision that guides every enterprise to the nuts and bolts of managing day-to-day operations. You will develop skills in writing, math, marketing, information utilization, accounting, finance, and most important of all, people management.

A. Apply basic math skills to accounting and financial tasks.

B. Display an understanding of basic computer applications.

C. Communicate effectively in a business environment.

D. Explain how the principles of marketing guide commerce.

E. Link the four principles of management to long-term commercial success.

F. Apply the fundamentals of accounting in an entrepreneurial environment.

G. Apply the ten basic principles of finance to the small business field.

H. Apply managerial accounting principles to product and service costing.

I. Apply effective sales techniques and customer service strategies to the marketplace.

J. Assess entrepreneurial financing needs and options.

K. Analyze marketing research data to implement sound company strategies.



## Course Sequence

Entrepreneurship
AAS Program Consists of 64 Credits:

General Education(*)          19 semester hour credits
Core Courses                 45 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| MH101* | Applied Business Math | 3 |
| BS120 | Introduction to Management | 3 |
| BS160 | Marketing Principles | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| AC101 | Introduction to Accounting I | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| BS140 | The Economics of Business | 4 |
| BS150 | Human Resources Management | 3 |
| | | **Total 16** |

| Semester 3 | | Credit Hours |
|---|---|---|
| BS240 | Entrepreneurship | 3 |
| AC201 | Introduction to Accounting II | 3 |
| MK120 | Consumer Behavior | 3 |
| MK160 | Principles of Advertising | 3 |
| BS210 | Small Business Management | 3 |
| MK200 | Principles of Sales | 3 |
| | | **Total 18** |

| Semester 4 | | Credit Hours |
|---|---|---|
| AC240 | Finance | 3 |
| GE200* | Career Development Strategies | 2 |
| BS200 | Business Law and Ethics | 3 |
| BS170 | Presentation SKills | 3 |
| BS260 | E-Commerce | 3 |
| | | **Total 14** |

# FASHION MERCHANDISING

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN FASHION MERCHANDISING

*Fashion Merchandising graduates are prepared for a wide range of possible jobs in a variety of settings, ranging from business offices, wholesale and retail warehouses and stores, to fashion studios and even hotels for those jobs that require frequent U.S. or even international travel.*

When you complete the program, you will be trained to:

A. Apply technical and practical skills specific to the fashion industry.

B. Apply knowledge of textiles used in the apparel industry.

C. Evaluate principles and procedures in order to determine what assortments to buy and which resources to select.

D. Apply visual merchandising techniques and strategies.

E. Apply knowledge to the product development cycle.

F. Analyze market research to plan publicity events, develop promotional strategies and create effective advertising campaigns.

G. Examine branding and the strategies brands acquire and sustain value in the marketplace.

H. Examine the sourcing, buying and management of merchandise within the fashion retailing industry, with a focus on manufacturing and distribution processes.

I. Manage merchandising operations in the fashion industry.

J. Apply methods to sketch fashion figures and explore design development.



## Course Sequence

Fashion Merchandising
AAS Program Consists of 67 Credits:

General Education(*)             19 semester hour credits
Core Courses                    48 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| FM101 | Introduction to the Fashion Industry | 3 |
| PY110* | Workplace Psychology | 3 |
| BS140 | The Economics of Business | 4 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| | | **Total 17** |

| Semester 2 | | Credit Hours |
|---|---|---|
| MH101* | Applied Business Math | 3 |
| BS160 | Marketing Principles | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| BS170 | Presentation Skills | 3 |
| MK120 | Consumer Behavior | 3 |
| FM120 | Fashion History | 3 |
| | | **Total 18** |

| Semester 3 | | Credit Hours |
|---|---|---|
| FM200 | Fashion Textiles | 3 |
| FM210 | Design Development | 2 |
| MK220 | Retail Management | 3 |
| MK240 | Merchandise Planning and Control | 3 |
| FM230 | Visual Merchandising | 3 |
| FM240 | Apparel Product Development | 3 |
| | | **Total 17** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| FM250 | Fashion Design | 3 |
| FM260 | Retail and Global Buying | 3 |
| FM270 | Fashion Advertising and Promotion | 3 |
| FM280 | Sustainable Design | 2 |
| FM290 | Brand Management | 3 |
| FM299 | Fashion Merchandising Practicum | 2 |
| | | **Total 18** |

# FINANCIAL SERVICES MANAGEMENT

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN FINANCIAL SERVICES MANAGEMENT

Financial services focus on how people and companies manage money, including investments, loans, fund-raising and collections. Financial managers supervise cash flow, tax payments and regulatory requirements. They provide company managers with reports that become the basis for critical strategic decisions. The AAS in Financial Services Management provides a foundation in the necessary skills and practices of financial management professionals. You will develop skills in writing, math, information utilization and accounting, as well as basic finance and financial services.

A. Apply basic math skills to accounting and financial tasks.

B. Display an understanding of basic computer applications.

C. Communicate effectively in a business environment.

D. Link the four principles of management to long-term commercial success.

E. Apply the fundamentals of accounting to sole proprietorships, partnerships and corporations.

F. Demonstrate an understanding of personal tax law and procedures.

G. Compare and contrast commerce within both microeconomic and macroeconomic contexts.

H. Apply the ten basic principles of finance to personal and commercial decisions.

I. Apply managerial accounting principles to product costing.

J. Discuss the ethical implications of providing financial services.

K. Evaluate risk exposures and explain the impact for both individuals and businesses.

L. Apply the basic principles of sound banking practices.

M. Analyze and apply success strategies for investing in the stock and bond markets.

N. Apply the fundamentals of financial services to your personal finances.



## Course Sequence

Financial Services Management
AAS Program Consists of 62 Credits:

| | | |
|---|---|---|
| General Education(*) | 19 semester hour credits | |
| Core Courses | 43 semester hour credits | |

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| MH101* | Applied Business Math | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| BS120 | Introduction to Management | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| AC101 | Introduction to Accounting I | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| BS140 | The Economics of Business | 4 |
| BS170 | Presentation Skills | 3 |
| | | **Total 13** |

| Semester 3 | | Credit Hours |
|---|---|---|
| AC201 | Introduction to Accounting II | 3 |
| AC240 | Finance | 3 |
| FS200 | Introduction to Financial Services | 3 |
| AC280 | Tax Preparation | 4 |
| AC210 | Managerial Accounting | 3 |
| | | **Total 16** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| BS200 | Business Law and Ethics | 3 |
| FS201 | Fundamentals of Risk Management & Insurance | 3 |
| FS210 | Principles of Banking | 3 |
| FS220 | Investment Strategies | 3 |
| FS230 | Personal Finance | 3 |
| | | **Total 17** |

# HEALTH INFORMATION TECHNOLOGY

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION technology

The Health Information Technology (HIT) field encompasses many careers. Maybe you are interested in the job responsibilities of health information technicians and look forward to using computers in the workplace. Perhaps you are curious about the profession of health information supervisor because you want to be a part of the healthcare team that includes doctors, nurses and other healthcare professionals. Or you might even want to work from your own home, setting your own hours. If so, you may want a career as a medical biller or a medical coding specialist, working with insurance claims and forms.

HIT graduates are prepared to work in a variety of healthcare industries, including outpatient and physician clinics, hospital medical records departments, state health departments, long-term care facilities, insurance agencies, managed care organizations and private industry.

When you complete the program, you will be able to:

A. Demonstrate the technical and ethical skills necessary to obtain entry-level employment in the health information management industry.

B. Apply medical records, billing and insurance reimbursement, coding, and medical office principles, procedures and practices.

C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in the health information field.

D. Manage insurance billing and reimbursement processes.

E. Apply diagnostic and procedural codes to medical records.

F. Demonstrate awareness of legal and ethical issues in the healthcare industry.

G. Use health information technology to gather and analyze health data.

## Course Sequence

Health Information Technology
AAS Program Consists of 63 Credits:

| | |
|---|---|
| General Education(*) | 22 semester hour credits |
| Core Courses | 41 semester hour credits |

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| HM101 | Intro. to Health Information Technology | 3 |
| PY110* | Workplace Psychology | 3 |
| MH101* | Applied Business Math | 3 |
| HM140 | Medical Terminology | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| HM125 | Billing for Reimbursement | 3 |
| SC150* | Anatomy and Physiology I | 1 |
| SC155* | Anatomy and Physiology II | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| HM160 | Medical Office and Records Mgmt. | 3 |
| SC160* | Pathology and Disease Processes | 3 |
| | | **Total 16** |

| Semester 3 | | Credit Hours |
|---|---|---|
| HM165 | Electronic Health Records | 1 |
| HM200 | Pharmacology | 3 |
| HM210 | Health Statistics and Data Analysis | 3 |
| HM230 | Health Information Mgmt. Systems | 3 |
| HM245 | Diagnostic Coding** | 3 |
| HM250 | Health Info. Technology Mgmt. | 3 |
| | | **Total 16** |

| Semester 4 | | Credit Hours |
|---|---|---|
| HM265 | Inpatient Procedural Coding** | 3 |
| GE200* | Career Development Strategies | 2 |
| HM270 | Procedural Coding** | 3 |
| HM285 | Advanced Coding and Billing for the ICD-10 User** | 2 |
| HM290 | Law and Ethics for the Healthcare Professional | 3 |
| HM295 | HIT Practicum for the ICD-10 User** | 2 |
| | | **Total 15** |

**See Course Description in this catalog for information on manuals required to complete the Course.

# HUMAN RESOURCES

## Program Objectives
## ASSOCIATE OF APPLIED SCIENCE IN HUMAN RESOURCES

A Human Resources Department is crucial to nearly every business.

With USCI's Human Resources program, you'll gain a foundation in business management. In addition, you'll take courses in employee benefits and training, occupational safety and health, and labor relations.

The AAS in Human Resources trains students in the procedures, policies, practices and laws found in modern and evolving human resource departments. Students will develop personal, professional and human relations skills, as well as gain the skills needed to maintain an organization's personnel records, assist with advertising position openings, and perform effective hiring, training and termination processes. Specific program objectives include:

A. Explore the foundations and different aspects of the human resources profession.

B. Apply management principles on a company, department and personal level.

C. Evaluate staffing needs.

D. Develop appraisal systems, measurement tools and training and development functions for an organization.

E. Assess target markets for product, pricing, distribution and promotional decisions.

F. Utilize effective recruiting and hiring practices.

G. Summarize the basics of employee benefit terminology, federally mandated programs, retirement programs and health insurance benefits.

H. Apply effective communication skills through public speaking and written communication.

I. Develop, design and implement effective orientation programs, corporate training and continuing development programs.

J. Explore organizational responsibility for employee safety and related OSHA standards.

K. Correctly use career development strategies.

L. Maintain and interpret payroll records.

M. Explain laws that affect business operations.

N. Assess the history and current role of labor unions, workers' compensation and employee rights.

O. Illustrate human resources industry trends and evolving technology.

P. Apply the skills gained in the program to a real-world practicum.

## Course Sequence

Human Resources
AAS Program Consists of 65 Credits:

General Education(*)          20 semester hour credits
Core Courses                 45 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| BS120 | Introduction to Management | 3 |
| MH101* | Applied Business Math | 3 |
| BS150 | Human Resources Management | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| HR140 | Principles of Employment | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| BS140 | Economics of Business | 4 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| AC101 | Introduction to Accounting I | 3 |
| | | **Total 16** |

| Semester 3 | | Credit Hours |
|---|---|---|
| HR200 | Recruitment and Staffing | 3 |
| HR220 | Employee Benefits Administration | 3 |
| BS170 | Presentation Skills | 3 |
| HR230 | Organizational Behavior | 3 |
| HR240 | Employee Training and Development | 3 |
| HR250 | Occupational Safety and Health | 3 |
| | | **Total 18** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| AC260 | Payroll Preparation | 3 |
| BS200 | Business Law and Ethics | 3 |
| HR270 | Labor Relations | 3 |
| HR290 | Strategic Issues in Human Resources | 2 |
| HR299 | Human Resources Management Practicum | 2 |
| | | **Total 15** |

# MARKETING

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN MARKETING

This program provides a foundation in business management as well as jcourses on advertising, sales and retail management, marketing strategy and merchandising.

Graduates of the AAS in Marketing Program will have the technical and interpersonal skills to obtain entry-level marketing positions in fields such as advertising, promotions, public relations, sales and management. Specifically, graduates will be able to:

A. Analyze the marketplace and its customers, environmental factors, management resources and organizational goals.

B. Apply computer competencies required in the field.

C. Effectively communicate, both verbally and in writing, to supervisors, co-workers and specific audiences.

D. Apply effective sales techniques and customer service.

E. Assess rights and obligations as consumers and as business managers in the buying and selling process.

F. Exhibit competent business ethics and professionalism.

G. Perform mathematical calculations.

H. Analyze financial statements.

I. Solve problems and think critically.

J. Implement marketing research strategies.

K. Analyze marketing research/data to implement sound marketing and sales strategy decisions.

## Course Sequence

Marketing
AAS Program Consists of 66 Credits:

| General Education(*) | 22 semester hour credits |
| Core Courses | 44 semester hour credits |

### Semester 1 — Credit Hours
| | | |
|---|---|---|
| GE101* | Success Strategies | 1 |
| BS100* | Business Fundamentals | 3 |
| PY110* | Workplace Psychology | 3 |
| BS120 | Introduction to Management | 3 |
| MH101* | Applied Business Math | 3 |
| BS160 | Marketing Principles | 3 |
| | **Total** | **16** |

### Semester 2 — Credit Hours
| | | |
|---|---|---|
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| MK120 | Consumer Behavior | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| AC101 | Introduction to Accounting I | 3 |
| BS170 | Presentation Skills | 3 |
| MK160 | Principles of Advertising | 3 |
| | **Total** | **18** |

### Semester 3 — Credit Hours
| | | |
|---|---|---|
| BS140 | The Economics of Business | 4 |
| EN220 | Technical Writing | 3 |
| MK200 | Principles of Sales | 3 |
| MK210 | Marketing Strategy | 3 |
| MK220 | Retail Management | 3 |
| | **Total** | **16** |

### Semester 4 — Credit Hours
| | | |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| MK240 | Merchandise Planning and Control | 3 |
| MK260 | Marketing Research | 3 |
| BS200 | Business Law and Ethics | 3 |
| MK280 | Strategic Internet Marketing | 3 |
| MK299 | Marketing Practicum | 2 |
| | **Total** | **16** |

# MEDICAL SPECIALTIES

## Program Objectives

## ASSOCIATE OF APPLIED SCIENCE IN MEDICAL SPECIALTIES

The AAS in Medical Specialties provides a basis in a number of areas of healthcare, including patient care, pharmacy technology, medical office management, medical assisting, medical coding, medical billing and medical transcription. You'll use Virtual Labs to be trained in patient care techniques, laboratory techniques and medical assisting clinical skills. As a graduate of the program, you will be prepared for entry-level employment in a variety of healthcare industries.

When you complete the program, you will be able to:

A. Demonstrate the technical and ethical skills necessary to obtain entry-level employment in a variety of healthcare fields.

B. Apply medical records, billing and insurance reimbursement, coding, transcription and medical office principles, procedures and practices.

C. Apply the anatomy, physiology, pathology and pharmacology knowledge necessary to work in healthcare fields, including medical assisting, pharmacy technology, patient care, medical coding and medical billing.

D. Manage insurance billing and reimbursement processes.

E. Apply diagnostic and procedure codes to medical records.

F. Demonstrate awareness of legal and ethical issues in the healthcare industry.

G. Assist licensed pharmacists in providing medication and other healthcare products to patients.

H Effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information.

I. Use Virtual Labs to experience many clinical procedures, including checking vital signs, administering medications, drawing blood, sterilizing equipment and assisting with minor surgical procedures.

J. Use Virtual Labs to interact with real-world scenarios to assess and evaluate how to handle specific patient-care and medical-assistant situations.

## Course Sequence

Medical Specialties
AAS Program Consists of 62 Credits:

General Education(*)           19 semester hour credits
Core Courses                  43 semester hour credits

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| HM110 | Introduction to Patient Care | 2 |
| PY110* | Workplace Psychology | 3 |
| HM101 | Introduction to Health Information Technology | 3 |
| MH101* | Applied Business Math | 3 |
| HM140 | Medical Terminology | 3 |
| | | **Total 15** |

| Semester 2 | | Credit Hours |
|---|---|---|
| HM125 | Billing for Reimbursement | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| SC150* | Anatomy and Physiology I | 1 |
| SC155* | Anatomy and Physiology II | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| HM160 | Medical Office and Records Management | 3 |
| HM165 | Electronic Health Records | 1 |
| | | **Total 17** |

| Semester 3 | | Credit Hours |
|---|---|---|
| SC160* | Pathology and Disease Processes | 3 |
| HM200 | Pharmacology | 3 |
| HM205 | Laboratory Techniques | 3 |
| HM245 | Diagnostic Coding** | 3 |
| HM215 | Clinical Skills | 3 |
| | | **Total 15** |

| Semester 4 | | Credit Hours |
|---|---|---|
| HM265 | Inpatient Procedural Coding** | 3 |
| GE200* | Career Development Strategies | 2 |
| HM225 | Pharmacy Technology | 2 |
| HM270 | Procedural Coding** | 3 |
| HM285 | Advanced Coding and Billing** | 2 |
| HM290 | Law and Ethics for the Healthcare Professional | 3 |
| | | **Total 15** |

**See Course Description in this catalog for information on manuals required to complete the Course.

# SOCIAL WORK

## Program Objectives

### ASSOCIATE OF APPLIED SCIENCE IN Social Work

The role of the Social Work Professional is complex and intertwined with the relationship of the individual and society. In addition, the role encompasses striving to enhance the social welfare of all people. A Social Work Professional needs a wide body of knowledge to effectively help people, as well as the ability to deal with complex issues and situations to navigate the best possible outcome for the individuals involved.

The program is designed to give graduates the personal and professional skills needed to secure an entry-level position in the social work industry. Specifically, graduates of the program will be able to:

A. Demonstrate key social work skills.

B. Assess important policies that affect the social work profession.

C. Effectively communicate, both verbally and in writing, to supervisors, co-workers and clients in the social work context.

D. Apply critical thinking skills to address problems in social work settings.

E. Exhibit culturally competent business ethics, confidentiality and professionalism.

F. Research and evaluate behavior and apply behavior modification techniques in social work scenarios.

G. Respect diversity regardless of race, sexual orientation, disability, age, gender, ethnicity or class.

H. Apply social work skills gained in the program to a real-world practicum.



## Course Sequence

Social Work
AAS Program Consists of 61 Credits:

| | |
|---|---|
| General Education(*) | 35 semester hour credits |
| Core Courses | 26 semester hour credits |

| Semester 1 | | Credit Hours |
|---|---|---|
| GE101* | Success Strategies | 1 |
| SW101 | Introduction to Social Work | 3 |
| PY120* | Psychology | 3 |
| MH101* | Applied Business Math | 3 |
| SO101* | Principles of Sociology | 3 |
| CS101* | Computer Applications (Vista/Office 2007) | 3 |
| | or | |
| CS102* | Computer Applications (Windows 8/Office 2013) | 3 |
| | | **Total 16** |

| Semester 2 | | Credit Hours |
|---|---|---|
| PY140 | Abnormal Psychology | 3 |
| SC150* | Anatomy and Physiology I | 1 |
| SC155* | Anatomy and Physiology II | 3 |
| EN101* | Writing Skills | 3 |
| | or | |
| EN110* | Business Communications | 3 |
| SO140 | Social Problems | 3 |
| | | **Total 13** |

| Semester 3 | | Credit Hours |
|---|---|---|
| BS215 | Business Statistics | 3 |
| SO200 | Social Welfare | 3 |
| BS140 | The Economics of Business | 4 |
| EN200 | Interpersonal Communication | 3 |
| PY240 | Introduction to Addiction | 3 |
| | | **Total 16** |

| Semester 4 | | Credit Hours |
|---|---|---|
| GE200* | Career Development Strategies | 2 |
| SO250 | Multicultural Issues | 3 |
| PY260 | Child and Adult Problems | 3 |
| PY270 | Group Dynamics and Counseling | 3 |
| PY280 | Behavior Modification | 3 |
| SW299 | Social Work Practicum | 2 |
| | | **Total 16** |

# COURSE DESCRIPTIONS

# ACCOUNTING COURSES

**AC101 Introduction to Accounting I:** 3 credit hours. This first accounting course walks through the accounting cycle from journalizing to closing the books. Apply the basics of bookkeeping and accounting theory. Prerequisites: None.

**AC201 Introduction to Accounting II:** 3 credit hours. This course expands on the principles learned in Introduction to Accounting I. Take a closer look at the accounting cycle, explore subledgers and apply additional accounting techniques. Apply these skills to interpret and create financial statements. Prerequisites: AC101, MH101.

**AC210 Managerial Accounting:** 3 credit hours. Explore operating statements, balance sheets, cash flow statements and statements of owner's equity. Discover how managers use financial statements and accounting methods to analyze their business. Prerequisites: AC101, AC201, MH101.

**AC220 Computerized Accounting:** 3 credit hours. Learn how accountants use software to solve accounting problems and analyze financial data. Apply accounting knowledge and skills using software. Prerequisites: AC101, AC201, CS101/CS102, MH101.

**AC240 Finance:** 3 credit hours. Explore how external users—such as bankers and investors—utilize accounting information. Discover the ins and outs of financial markets, investing and financing decisions. Prerequisites: AC101, MH101.

**AC260 Payroll Processing:** 3 credit hours. Learn how to maintain and interpret payroll records, calculate and process payroll, report wages and tax withholdings, figure the employer's federal tax return and much more. Apply these skills by completing comprehensive payroll simulations. Prerequisites: AC101, CS101/CS102, MH101.

**AC280 Tax Preparation:** 4 credit hours. Learn how to gather tax information, prepare federal tax forms and find relevant information to complete state tax forms. Discover how sales, use and property taxes affect individuals' and businesses' financial health. Gain a foundation of federal taxation as it relates to individuals. Learn gross income, deductions and credits, sales and other disposition of property, capital gains, losses and timing. Includes tax planning, compliance and reporting. Personal tax burden minimization and preparation of personal tax returns will be emphasized. Learn the ins-and-outs of individual and corporate tax preparation in this comprehensive, hands-on course that covers everything from retirement plans to capital gains and losses. Prerequisites: AC101, AC201, MH101

**AC299 Accounting Practicum:** 2 credit hours. Step into a real-world scenario as a junior accountant, and apply business and accounting skills. Prerequisites: All courses in Accounting program. Other: Transfer credit not accepted.

# BUSINESS COURSES

**BS100 Business Fundamentals:** 3 credit hours. Explore the exciting world of business, and discover the basics of management, human resources, marketing, finance, e-commerce and entrepreneurship. Discover how technology and globalization are changing the future of business. Prerequisites: None. Other: Transfer credit not accepted.

**BS120 Introduction to Management:** 3 credit hours. Discover the four principles of management: planning, organizing, controlling and leading. Apply these principles to plan for success on a company, department and personal level. Prerequisites: None.

**BS140 The Economics of Business:** 4 credit hours. This course introduces microeconomic and macroeconomic theory. Learn how money and financial systems affect households, businesses and governments. Apply the economic ideas of supply and demand, elasticity, markets, interest and more to everyday life and the business world. Prerequisites: None.

**BS150 Human Resources Management:** 3 credit hours. Learn how managers find, hire, train and manage employees. Discover methods for motivating and leading employees. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

**BS160 Marketing Principles:** 3 credit hours. Conduct customer and competitor analysis. Discover how to attract target markets for product, pricing, distribution and promotional decisions. Prerequisite: None.

**BS170 Presentation Skills:** 3 credit hours. Research, organize, and present factual communication. Apply effective communication skills through public speaking. Discover how to concisely deliver the intended message and ensure the message is clearly received. Prerequisites: CS101/CS102, EN110.

**BS200 Business Law and Ethics:** 3 credit hours. Study laws that affect business operations. Learn how business ethics and social responsibility shape the business environment. Gain an overview of the U.S. legal system. Prerequisites: None.

**BS210 Small Business Management:** 3 credit hours. Explore the life of a small business owner. Synthesize your business, accounting, marketing and human resources knowledge and apply your skill to real-world problems and opportunities. Create and refine a business plan. Prerequisites: BS120, BS160.

**BS215 Business Statistics:** 3 credit hours. Gain an introduction to business statistics and earn methods of collection, organization, presentation, analysis and interpretation of data. Most importantly, learn how to use and present data to make effective business decisions. Discover how to summarize data, measure probability, measure distributions, perform sampling and test hypotheses. Prerequisites: MH101.

**BS240 Entrepreneurship:** 3 credit hours. Gain insight into the aspects of starting, acquiring and operating a new business. Learn how to avoid common problems that small businesses encounter, then discover strategies to solve such problems. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

**BS260 E-Commerce:** 3 credit hours. Discover the world of business on the World Wide Web. Explore different e-business models and strategies for engaging in transactions via Web sites. Prerequisites: BS120, BS160, PY110.

**BS270 Entrepreneurial Financing:** 3 credit hours. This course introduces you to the variety of financing options available to entrepreneurs. Discover the pros and cons of each option and learn how to select the financing model that works best for you. Prerequisites: AC101, BS120, BS150, BS160, BS210, BS240, MH101.

**BS299 Business Management Practicum:** 2 credit hours. Step into a real-world scenario as a manager and apply your business skills. Prerequisites: All courses in Business Management program. Other: Transfer credit not accepted.

## COMPUTER courses

**CS101 Computer Applications in Vista/Office 2007:** 3 credit hours. Discover computer fundamentals, including hardware and software concepts, as well as networking and Internet terminology. Apply skills using Microsoft Vista® and Microsoft Office® 2007 applications. Prerequisites: None.



**CS102 Computer Applications in Windows 8/Office 2013:** 3 credit hours. Discover computer fundamentals, including hardware and software concepts, as well as networking and Internet terminology. Apply skills using Microsoft Windows 8® and Microsoft Office® 2013 applications. Prerequisites: None. **Available Spring II**.

## ENGLISH COURSES

**EN090 Writing Fundamentals:** No credit. This self-guided tutorial offers a refresher on grammar and writing skills. EN090 reviews basic grammar, usage and punctuation skills. Learn college-level, critical thinking strategies, as well as review paragraph structure and the writing process. Writing Fundamentals prepares students for success in EN110 Business Communications. Prerequisites: None.

**EN101 Writing Skills:** 3 credit hours. Develop the skills necessary for writing, researching and editing in school, the working world and everyday life. Study the writing process through clear explanations and examples, as well as assignments and activities. Also explore research tips and citation guidelines. Prerequisites: None. **Available Fall I**.

**EN110 Business Communications:** 3 credit hours. Develop skills for effective written communication. You'll learn to produce clear, effective, audience-specific documents. Prerequisites: CS101/CS102.

**EN200 Interpersonal Communication:** 3 credit hours. Enhance basic communication skills: verbal and non-verbal, active listening. Learn to provide clear and concise information and direction, as well as effectively communicate with different people—and personalities. Prerequisites: CS101/CS102, EN110.

**EN220 Technical Writing:** 3 credit hours. Apply techniques to communicate complicated concepts clearly and succinctly. Practice the following skills using real-world scenarios: organize and condense complex information, draft technical descriptions, definitions, classifications and analyses. Prepare proposals, reports and other documents targeted for different audiences. Prerequisites: CS101/CS102, EN110.

# FASHION MERCHANDISING COURSES

**FM101 Introduction to the Fashion Industry:** 3 credit hours. Explore the fashion industry with this introductory course. You'll learn about the fashion industry's history, designer trends and textile and apparel production. Learn how products are created, priced and promoted and about retail concepts. Prerequisites: None.

**FM120 Fashion History:** 3 credit hours. Explore the history of fashion. You'll examine fashion influences, such as history, politics, media, literature, psychology and culture. Prerequisite: None.

**FM200 Fashion Textiles:** 3 credit hours. Examine the fabrics that are used in apparel. You'll learn the sources, materials, trends and forecasts associated with textiles. Prerequisite: None.

**FM210 Design Development:** 2 credit hours. Explore design development and two-dimensional representation, including design concepts, croquis books and flats. Learn methods to sketch fashion figures and design sketches. Prerequisites: FM101, FM200.

**FM230 Visual Merchandising:** 3 credit hours. Discover the importance of visual merchandising. You'll learn how visual merchandising influences the success or failure of the fashion retailer. Prerequisites: FM101.

**FM240 Apparel Product Development:** 3 credit hours. Explore the product development cycle in the fashion industry from the initial forecast consumer analysis and marketing plans, to designing, sourcing and presenting the product. Prerequisites: BS160, FM101, MK120, PY110.

**FM250 Fashion Design:** 3 credit hours. Discover the basic principles of draping and the fundamentals of design room patternmaking. Explore basic sewing techniques that are used in the fashion industry. Prerequisites: FM101, FM200, FM210.

**FM260 Retail and Global Buying:** 3 credit hours. Study the laws and ethical considerations applicable to the fashion industry. Explore the rationale, problems and opportunities of importing and exporting merchandise from various markets throughout the world. Discover the preparatory practices, import/export terminology and governmental legislation and regulations. Prerequisites: BS160, FM101, MK120, MK220, MK240, PY110.

**FM270 Fashion Advertising and Promotion:** 3 credit hours. Examine the various principles and methods of advertising and promoting used by producers, manufacturers, designers and retailers in the fashion industry. Analyze how marketing objectives and strategies influence advertising and other forms of promotion. Prerequisites: BS160, FM101, FM230, MK120, MK220, MK240, PY110.

**FM280 Sustainable Design:** 2 credit hours. Explore sustainability in the fashion industry and discover technologies and systems for the environment. Learn strategies to create socially responsible apparel. Prerequisites: BS160, FM101, FM200, FM240, MK120, PY110.

**FM290 Brand Management:** 3 credit hours. Examine branding and the ways brands acquire and sustain value in the marketplace. Discover the importance of a brand's value, the responsibilities you should fulfill as a brand manager, the methods and strategies you can implement to meet those responsibilities and the signals of a troubled strategy. Prerequisites: BS120, BS160, FM101, FM230, FM260, MK120, MK220, MK240, PY110.

**FM299 Fashion Merchandising Practicum:** 2 credit hours. Step into a real-world scenario as a fashion merchandiser. You'll have the opportunity to display your many new talents. Prerequisites: All courses in Fashion Merchandising program. Other: Transfer credit not accepted.

# FINANCIAL SERVICE MANAGEMENT COURSES

**FS200 Introduction to Financial Services:** 3 credit hours. In this course, you'll learn about the diverse services offered by banks, lending institutions, brokerages and insurance companies that comprise the financial services industry. Then you'll study money itself, from the role of money in the financial system to the effects of monetary policy on the markets and the economy. Prerequisites: BS140, MH101.

**FS201 Fundamentals of Risk Management and Insurance:** 3 credit hours. In this course, you will be introduced to the insurance industry. Learn about risk exposure, risk management and the function of insurance. Students will not only learn business applications, but also gain valuable knowledge that will aid in the selection of personal insurance products. Prerequisites: BS140, FS200, MH101.

**FS210 Principles of Banking:** 3 credit hours. In this course, basic banking functions are presented from a broad operational perspective. You will learn about negotiable instruments, deposit instruments and contemporary issues, as well as new developments within the banking industry. Prerequisites: AC101, AC240, BS140, FS200, MH101.

**FS220 Investment Strategies:** 3 credit hours. In this course, you will be introduced to various investments, from bonds to the stock market and beyond. Learn the success strategies of professional investors. Discover the proper balance of return and risk for your clients. Prerequisites: AC101, AC240, BS140, FS200, MH101.

**FS230 Personal Finance:** 3 credit hours. Apply the fundamentals of financial services to your own finances. Take charge of your investments. Maximize the results of your interaction with banking institutions. Protect your assets with insurance products tailored to your personal needs. Prerequisites: AC101, AC240, BS140, FS200, FS220, MH101.

## GENERAL EDUCATION COURSES

**GE101 Success Strategies:** 1 credit hour. Your first course introduces you to USCI and the world of distance learning. You'll discover proven strategies for success as an independent learner. Discover how to access the many facets of USCI and virtually meet the faculty and staff. Prerequisites: None. Other: Transfer credit not accepted.

**GE200 Career Development Strategies:** 2 credit hours. Get your career moving! Improve your interview techniques and create a top-notch resume. This course will teach you everything you need to land a great job and kick-start your career. Prerequisites: None.

## HEALTH INFORMATION TECHNOLOGY COURSES

**HM101 Introduction to Health Information Technology:** 3 credit hours. Gain an overview of the HIT profession and the many career opportunities in this booming industry. Discover the various types of American healthcare systems and facilities. Gain insight into the electronic health record and the data that is integral to the healthcare process. Prerequisites: None. Other: Transfer credit not accepted.

**HM110 Introduction to Patient Care:** 2 credit hours. Discover how to care for patients, residents and clients in a professional manner. Access Virtual Labs to visualize clinical skills and experience interactive opportunities. In addition, you'll examine safety precautions and regulations. Acquire skills in first aid, taking vital signs, and obtaining information for the physical examination. Prerequisites: None. Other: Transfer credit not accepted.



**HM125 Billing for Insurance Reimbursement:** 3 credit hours. Launch into the world of health insurance. Study Medicaid, Medicare and other governmental insurance plans, as well as some common private insurance plans. Follow medical records through the billing process. Apply this knowledge to complete CMS-1500 and UB-04 claims forms. Prerequisite: HM101. School provides MedLook practice software download.

**HM140 Medical Terminology:** 3 credit hours. Gain the foundation needed to understand medical terminology. Learn to construct medical terms by identifying word parts and their meanings, then combine and divide them to build and decipher medical terms. Prerequisites: None.

**HM160 Medical Office and Records Management:** 3 credit hours. Gain office and records management skills in this course. Discover common electronic and traditional filing techniques. Perform accounts receivable activities and confidentially handle patient information. Prerequisite: None.

**HM165 Electronic Health Records:** 1 credit hour. Explore the electronic health record (EHR)—from its history to its goals for the future. Gain hands-on experience with an EHR software as you schedule patients, create records, work with SOAP notes and much more. Prerequisites: CS101/CS102, HM101, HM160.

**HM200 Pharmacology:** 3 credit hours. Provides the basic concepts of this science. Learn about routes of administration, as well as drug classification and therapeutic action. Study medications by body system, and discover how these medications are used to treat disease. Prerequisites: HM145, SC150, SC155, SC160.

**HM205 Laboratory Techniques:** 3 credit hours. Experience the laboratory skills that medical assistants need through Virtual Labs. The course features training in equipment, lab safety, blood testing, urine specimens and bacterial smears and cultures. Prerequisites: HM140, SC150, SC155, SC160.

**HM210 Health Statistics and Data Analysis:** 3 credit hours. Discover the what and whys of statistical data that healthcare facilities compile, such as mortality and morbidity rates. Learn how HIT professionals use data analysis programs to compute formulas, generate reports and charts, and interpret computerized statistics. Prerequisite: CS101/CS102, MH101. Other: Proctored exam, transfer credit not accepted.

**HM215 Clinical Skills:** 3 credit hours. Use Virtual Labs to experience the clinical skills that medical specialists have. The course provides instruction on physical therapy, as well as proper patient positioning. You'll learn about mobility devices prior to exploring the details of feeding and dressing patients. Next, you'll learn details of making a bed and handling linens; oral, hand and foot care; perineal care and elimination. You'll wrap up this course by learning about minor surgical procedures. Prerequisites: HM140, HM205, SC150, SC155, SC160.

**HM225 Pharmacy Technology:** 2 credit hours. Discover how to assist licensed pharmacists in providing medication and other healthcare products to patients. Gain training to effectively receive prescriptions from doctors and hospitals, prepare prescriptions for patients and verify insurance and prescription information. Explore how to exhibit pharmacy standards, ethics, laws and regulations, as well as maintain inventory and stock orders and enter data into the computer. Prerequisites: HM145, HM200, MH101, SC150, SC155, SC160.

**HM230 Health Information Management Systems:** 3 credit hours. Learn how to manage databases, as well as the ins and outs of electronic health records. Delve into the evolving world of electronic and imaging technology, design forms and computer input screens. Prerequisites: CS101/CS102, HM101, HM160, HM165.

**HM245 Diagnostic Coding:** 3 credit hours. This course details the International Classification of Diseases Coding Manual (ICD-10-CM) and methods for coding diagnoses. Learn about the organization and content of the ICD-10-CM Coding Manual and practice coding real-world scenarios. Prerequisites: HM145, SC150, SC155, SC160. Additional resources needed: ICD-10-CM.*

**HM250 Health Information Technology Management:** 3 credit hours. Gain skills to plan for departmental and personal success, as well as how to effectively communicate with patients, train employees and manage projects. Discover strategies for developing office procedures, strategic plans and goals. Prerequisite: None.

**HM265 Inpatient Procedural Coding:** 3 credit hours. Study the *ICD-10-PCS* manual, and explore the ins and outs of inpatient coding. Use the *Index* and *Tables* to determine the accurate inpatient procedural codes to assign. Apply these skills in real-world coding scenarios. Prerequisites: HM140, HM200, SC150, SC155, SC160. Other: Proctored Final Exam, transfer credit not accepted. Additional resources needed: ICD-10-PCS.

**HM270 Procedural Coding:** 3 credit hours. Procedural codes identify the various procedures and services performed for patients. Learn to use the CPT and HCPCS coding manuals to accurately code medical records. Prerequisites: HM145, SC150, SC155, SC160. Additional resources needed: CPT and HCPCS.*

**HM285 Advanced Coding and Billing for the ICD-10 User:** 2 credit hours. Take an in-depth look at the reimbursement process, and review the steps to complete a CMS-1500 claim form. Study the *ICD-10-CM* manual by walking through the chapters of the *Tabular List* and referring to the *Coding Guidelines* for accurate coding. Gain real-world practice integrating outpatient procedural and diagnostic codes for healthcare services. Review the steps for ICD-10-PCS coding, and apply inpatient diagnostic guidelines and rules. Prerequisites: HM125, HM140, HM200, HM245, HM265, HM270, SC150, SC155, SC160. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.

**HM290 Law and Ethics for the Healthcare Professional:** 3 credit hours. Gain insight into medical ethics and legal aspects of the medical field–from fraud and compliance issues to HIPAA requirements. Prerequisite: None.

**HM295 HIT Practicum for the ICD-10 User.** 2 credit hours. Step into a real-world health information management scenario, and put those HIT skills to work. Apply everything from healthcare statistics and electronic health records to medical billing and ICD-10 coding. Prerequisites: All courses in the Health Information Technology program. Other: Transfer credit not accepted. Additional resources needed: ICD-10-PCS, ICD-10-CM, CPT and HCPCS.

*Manuals may be borrowed (from a library, etc.) or purchased. USCI offers the manuals for sale at a discounted price. The student can contact the Registrar or Student Services for assistance in purchasing the manuals. Estimated cost for purchase (including shipping) from U.S. Career Institute: ICD-9 – $85; CPT – $87; HCPCS – $70.*

## HUMAN RESOURCES COURSES

**HR140 Principles of Employment:** 3 credit hours. Discover what constitutes an effective system of employment relations. Learn how HR professionals evaluate staffing needs and develop selection systems, appraisal systems and measurement tools. Discover how training and development functions in an organization. Explore the roles of the state, the firm, unions and employees within ethical, legal, political, economic and human resource frameworks. Prerequisite: BS150

**HR200 Recruitment and Staffing:** 3 credit hours. Discover effective recruiting and hiring practices. Learn how to write effective job descriptions and employment ads, successfully interview candidates and evaluate employees. Prerequisites: BS150, HR140.

**HR220 Employee Benefits Administration:** 3 credit hours. Master basic employee benefits terminology, as well as gain an understanding of federally mandated programs, retirement programs, and health insurance benefits employers offer employees. Learn compensation and related federal laws. Prerequisites: None.

**HR230 Organizational Behavior:** 3 credit hours. Learn management theory and gain a foundation in planning, organizing, directing, staffing and controlling. Apply management principles to real-world situations. Prerequisites: BS120, PY110.

**HR240 Employee Training and Development:** 3 credit hours. In a changing marketplace, firms must recruit, develop and retain quality employees. Conduct needs assessments, linking training programs to your company's strategic plans. Design and implement effective orientation programs, corporate training and continuing development programs. Explore contemporary human resource development issues, including diversity training and team development. Prerequisites: BS120, BS150, HR140.



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**HR250 Occupational Safety and Health:** 3 credit hours. Explore organizational responsibility for employee safety and the relative OSHA Standards. Study consequences and case studies of OSHA noncompliance. Prerequisites: BS150, HR140. Other: Proctored exam, transfer credit not accepted.

**HR270 Labor Relations:** 3 credit hours. Explore the history and current role of the organized labor movement in the United States. Trace the movement's influence on legislation and political institutions. Examine laws and regulations that apply to collective bargaining, labor contracts and arbitration. Discover how HR professionals implement collective bargaining agreements, from grievances to arbitration. Prerequisites: BS150, HR140. Other: Proctored exam, transfer credit not accepted.

**HR290 Strategic Issues in Human Resources:** 2 credit hours. Study human resources industry trends and evolving technology. Analyze case studies. Prerequisites: BS120, BS150, CS101/CS102, EN110, HR140, HR200, HR220, HR230, HR240, PY110.

**HR299 Human Resources Management Practicum:** 2 credit hours. Step into a real-world scenario as a human resources professional and practice your skills and knowledge. Prerequisites: All courses in Human Resources program. Other: Transfer credit not accepted.

# Marketing Courses

**MK120 Consumer Behavior:** 3 credit hours. Investigate consumer behavior as you discover how products and marketing shape people's identities. Apply your skills to real-world scenarios of consumer behavior, including psychological, social, economic and political foundations in consumer activities. Prerequisites: BS160, PY110.

**MK160 Principles of Advertising:** 3 credit hours. Discover fundamental advertising and promotional principles. Study economic, social and cultural roles of advertising, as well as explore the global and national effects of advertising. Analyze advertising media, prepare advertising pieces and formulate advertising campaigns. Prerequisites: BS160, MK120, PY110.

**MK200 Principles of Sales:** 3 credit hours. Apply your marketing philosophy with communication concepts to effectively prepare and present a sales message. Discover the importance of the sales function to organizational success and examine the social, ethical and legal issues in selling. Apply selling processes and techniques—from prospecting to follow-up and evaluation. Prerequisites: BS160, PY110.

**MK210 Marketing Strategy:** 3 credit hours. Discover strategies to build and sustain a competitive advantage in the global market. Define an organization's mission and goals, framing organizational opportunities and product, marketing and budgeting strategies. Learn brand management identification and evaluate marketing programs via case analyses. Prerequisites: BS160, MK120, PY110.

**MK220 Retail Management:** 3 credit hours. Discover retail processes, strategies and management for success in today's fast-paced market. Learn to manage retail operations, analyze location and markets, handle merchandising, promote products and review the overall retail environment. Prerequisites: BS160, MK120, PY110. Other: Proctored exam, transfer credit not accepted.

**MK240 Merchandise Planning and Control:** 3 credit hours. Discover and analyze real-world merchandising, planning and decision-making principles. Learn tactics for adjusting to continually changing conditions in the retailing environment. Discover strategies to effectively plan stock, evaluate competitive markets and forecast needs and pricing. Prerequisites: BS160, MK120, MK220, PY110. Other: Proctored exam, transfer credit not accepted.



**MK260 Marketing Research:** 3 credit hours. Discover effective marketing research processes—from gathering information to investigating technological aspects that provide for more effective marketing decisions. Explore global marketing research in detail and the ethical, social, political and legal implications of research activities. Analyze data, run statistical tests and draw conclusions in order to effectively communicate research results to decision makers. Prerequisites: BS100, BS120, BS160, CS101/CS102, EN110, MH101, MK120, MK160, MK200, MK210, MK220, MK240, PY110.

**MK280 Strategic Internet Marketing:** 3 credit hours. Examine various ways to promote banner ads, use customer profiles and attract and maintain e-customers. Leverage the Internet and other electronic media such as email advertising and search engine placement. Track results with online surveys. Discover tactics to close an online sale, as well as explore global challenges confronting internet marketing, information technology and the ability to create a competitive advantage via electronic commerce. Prerequisites: BS160, MK120, PY110. Other: Proctored exam, transfer credit not accepted.

**MK299 Marketing Practicum:** 2 credit hours. Step into a real-world scenario as a business management and marketing specialist. You'll have the opportunity to display your many new talents. Prerequisites: All courses in Marketing program. Other: Transfer credit not accepted.

## MATH COURSES

**MH090 Math Fundamentals:** No credit. Gain a review of the vocabulary, operations and applications of whole numbers, decimals, basic fractions, mixed numbers and the metric system. MH090 prepares students for success in MH101 Applied Business Math. Prerequisites: None.

**MH101 Applied Business Math:** 3 credit hours. Gain a solid foundation of business math and basic statistics. Apply these skills in real-world, workplace scenarios. Prerequisites: None.

## PSYCHOLOGY COURSES

**PY110 Workplace Psychology:** 3 credit hours. Discover the intricacies of social psychology. You'll learn how personality traits, biology, health, stress and psychological disorders affect human behavior in the workplace. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

**PY120 General Psychology:** 3 credit hours. Examine human development, personality and learning modalities of children, adolescents and adults. Survey the major principles and history of psychology and gain an overview of psychological research, as well as social and experimental psychology. Explore the psychological perspective of abnormal behavior. Also gain a foundation in the basis of feelings, emotions, memory, states of awareness, sleep and dreams. Prerequisites: None.

**PY140 Abnormal Psychology:** 3 credit hours. Discover the history of major psychological disorders, their causes, research, diagnosis and treatments. Such disorders include personality, physical, substance-related, sexual, gender, childhood and adult disorders. Prerequisites: None.

**PY240 Introduction to Addiction:** 3 credit hours. An in-depth study of addiction and substance abuse including cause and effect, risk factors, diagnosis and treatment of addictions and how this impacts a person's social and family relationships. Included in this study will be the history of addiction and substance abuse and the social worker's ability to treat such individuals. Prerequisites: PY120, SC130, SC150, SC155. Other: Proctored exam, transfer credit not accepted.

**PY260 Child and Adult Problems:** 3 credit hours. Examine children and adults' behavioral problems and issues that arise from social and personal behavioral changes. Learn to recognize problems, strategize prevention plans and resolve these problems. Prerequisites: CS101/CS102, EN110, EN200, PY120, PY140, SO101, SW101. Other: Proctored exam, transfer credit not accepted.

**PY270 Group Dynamics and Counseling:** 3 credit hours. Learn the history, key concepts and theory to conduct group counseling. Enable clients to reach self-awareness during group sessions. Prerequisites: CS101/CS102, EN110, EN200, PY120, PY140.

**PY280 Behavior Modification:** 3 credit hours. Take a more in-depth look into human development and personality as it relates to psychological factors. Focus on human behavior and apply psychological principles to behavior modification, such as operant conditioning and imitative learning. Prerequisites: CS101/CS102, EN110, EN200, PY120, PY140, SO101, SW101, PY260.

## SCIENCE COURSES

**SC130 Health and Wellness:** 3 credit hours. SC130 Enrich your life, and the lives of others, by learning the value of health and wellness. Learn to prevent future health problems, develop new skills for maintaining an overall well-being, and define and interpret basic health information and services. Prerequisites: None.

**SC150 Anatomy and Physiology I:** 1 credit hour. Gain a foundation in the principles of cell biology, cell chemistry, genetics and organism biology. Prerequisite: None.

**SC155 Anatomy and Physiology II:** 3 credit hours. This course builds on the foundation gained in Anatomy and Physiology I. Discover each body system in depth and learn how the systems work. Prerequisites: SC150.

**SC160 Pathology and Disease Processes:** 3 credit hours. Discover what happens to the body when it is sick or injured. Study cell pathology and disease processes related to inflammation and the immune system, as well as the process of neoplasia, genetic diseases and diseases that affect the balance of fluids in the body. Prerequisites: HM145, SC150, SC155. Other: Proctored exam, transfer credit not accepted.

## SOCIAL WORK

**SW101 Introduction to Social Work:** 3 credit hours. This course introduces the history and events that led to the founding of the social work profession. Gain an overview of social workers' interaction with different groups of people and professional settings, as well as develop some of the crucial intervention and diagnostic skills that social workers possess. This course provides the foundation for the Social Work Degree Program, and students will apply knowledge learned to real-world experiences that they will engage in during and after the program. Prerequisites: None.

**SW299 Social Work Practicum:** 2 credit hours. The practicum provides opportunities for students to develop social work knowledge and skills and exposes the student to real-life situations. Prerequisites: All courses in Social Work program. This course includes a 20-hour field practicum. Transfer credit not accepted.

## SOCIOLOGY

**SO101 Principles of Sociology:** 3 credit hours. Explore the cultures, customs, beliefs and social expectations of human relationships. Take an in-depth look into topics on family, sex and age roles, social classes and minorities, religion and political movements. Prerequisites: None. Other: Proctored exam, transfer credit not accepted.

**SO140 Social Problems:** 3 credit hours. Examine social problems and study how these problems shape social institutions. Study problems related to physical and mental health, drug addiction, crime, poverty, urban life, family, and discrimination and inequality that affect different racial and ethnic groups and special interest groups. Explore social policies and contemporary issues that address such problems and their possible solutions. Prerequisites: SO101, SW101.

**SO200 Social Welfare:** 3 credit hours. Delve into the social welfare system. Study theories and methods of intervention, research social welfare problems and evaluate and address problems. Prerequisites: SO101, SW101.

**SO250 Multicultural Issues:** 3 credit hours. Explore multicultural issues by studying common cultures and cultural issues many social workers encounter. Prerequisites: SO101, SW101.

**U.S. Career Institute is pleased to offer you this handy checklist to help you organize your degree program enrollment paperwork:**

1. If you have not already done so, sign and mail your enrollment agreement along with your payment today!

2. Send the Registrar a completed Proctor Nomination Form within 14 days after enrollment.

3. Send the Transcript Request Form to any school from which you are requesting to transfer credit. Make as many copies of the Transfer Request Form as you need. Allow six to eight (6-8) weeks for your request to be processed.

4. Begin your first course, *Success Strategies*. That's right! You can start earning your degree and creating a bright, new future before you've submitted all your transcripts to U.S. Career Institute!

*Thank You for Choosing U.S. Career Institute*

# Forms

## Proctor Nomination Form

Your degree program has a few proctored exams. Please review our proctor requirements, then submit this form *14 days after enrolling in Semester One!* It is important U.S. Career Institute receives <u>this form</u> within this time frame to avoid delaying your progress.

Submitting your proctor nomination is very simple.

Complete the information on the following page identifying three (3) people willing to be your proctor and who are prepared to:

1. Receive your exam via mail.

2. Check your government-issued ID for identity verification purposes (driver's license, passport, military ID, etc.).

3. Securely keep your exam information from everyone, including you, until you take the exam.

4. Administer your exam within **30 calendar days** of receiving it from U.S. Career Institute.

5. Time the three (3) hours allowed for each exam.

6. Photocopy your completed exam and keep it secure until you are sure we have received your exam.

7. Mail your exam to U.S. Career Institute in the school-provided envelope using postage provided by you.

*Who can be your proctor?*

- A trustworthy person who does not have a personal interest in your exam performance.

  Relatives or persons who share your address are not eligible to be your proctor. Students enrolled in any USCI degree program may not serve as a proctor.

*How will U.S. Career Institute choose your proctor?*

- The U.S. Career Institute Registrar will select an individual from among your three (3) nominated proctors on this form.

- You need only nominate one person if he/she is a school employee (administrator, faculty member or counselor), college testing center proctor, librarian or military test control officer.

*Must I submit a form for each exam?*

- No. You only need to submit this form one time unless you decide to change proctors.

**To avoid delays, please complete the form on the following page and send to the Registrar within 14 calendar days after enrollment using the enclosed postage-paid envelope.**

U.S. Career Institute • 2001 Lowe Street • Fort Collins, CO • 80525 • 800.347.7899

# Proctor Nomination Form

Please complete this form and submit it to U.S. Career Institute no later than **14 calendar days** after enrolling.

## Student Information

Your Name: _____ Student ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone number: (____)_____ Email address: _____

## Proctor Nominees

(Do not nominate family members or someone who shares your address.)

1. Name: _____ Title/Occupation: _____

   Address: _____ City: _____ State: _____ Zip: _____

   Daytime phone number: (____)_____ Email address: _____

2. Name: _____ Title/Occupation: _____

   Address: _____ City: _____ State: _____ Zip: _____

   Daytime phone number: (____)_____ Email address: _____

3. Name: _____ Title/Occupation: _____

   Address: _____ City: _____ State: _____ Zip: _____

**Please return this form to:**

**U.S. Career Institute**
**ATTN: Registrar/Proctor Nomination**
**2001 Lowe St**
**Fort Collins, CO 80525**

# Transcript Request Form

Student Instructions:

1. To make sure you receive applicable transfer credit in a timely manner, please make sure you complete this form within **two (2) weeks** of enrollment and mail it to the appropriate college/s.

2. Contact the college/s from which you are requesting transcripts to determine if you need to include any fee with this request and to verify their address.

3. If you need additional forms, you may copy this form or write a letter to additional institutions including the information outlined below.

4. Send this form to the college/s where you earned credit or graduated. Make sure you include any transcript fee necessary to process your request. (***Do not*** **send this form to U.S. Career Institute**).

Dear Registrar,

Please provide an official transcript to U.S. Career Institute showing courses taken, grades received, credits earned, semester or quarter hour system, accrediting body, and date of graduation, if applicable.

---

### Student Information

Student Name: _____ Birth Date: _____

Maiden Name or Other Former Name/s: _____

Social Security Number: _____ Daytime Phone: _____

USCI ID Number: _____

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### College Information

Name of High School/College Attended: _____

Address: _____

City: _____ State: _____ Zip: _____

Enrollment Dates: _____ to _____

---

**School Registrar:**

**Please ensure that the student social security or USCI ID number is included with the transcript.**

**Mail official transcript
and copy of this form to:**        **U.S. Career Institute
ATTN: Registrar/Transcript Evaluation
2001 Lowe Street
Fort Collins, CO 80525**

# U.S. Career Institute®

Dream ▸ Learn ▸ Succeed®

## Student Information Release

For your protection and pursuant to the Family Education Rights and Privacy Act of 1974 (FERPA), 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.

If you have any further questions, please contact the Student Services Department at 1-800-347-7899 or at stuserv@uscareerinstitute.edu. Forfurther information about this protection of your educational record, please see USCI's FERPA policy in this catalog.

Thank you,

Student Services

## Completely fill out this form.

I hereby authorize USCI to release any and all* of my enrollment, academic and administrative records and information to:

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

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

*If only certain information is authorized for release, clearly indicate which information:

_____

## Student Information

Student ID: _____      Course/Program Code: _____

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: _____