
Your New Career Starts Here . . .



366 Route 18, Beaver Valley Mall, Monaca, PA 15061
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SCHOOL PERSONNEL

Mission Statement

DCI Career Institute is committed to building futures through quality education and innovative training.

History

Data Consultants was established in 1985 as a computer sales, service and training organization. Short-term computer training classes were offered to the public in that year. In 1986 full-time comprehensive computer training programs were developed, and these programs were submitted to the Pennsylvania Department of Education for state licensure. In 1989 the company became incorporated, and in 1991 the company was recognized by the national accrediting agency, ACCET (Accrediting Council for Continuing Education & Training). The institution changed its name in 1995 and is now known as DCI Career Institute. DCI is currently owned by DCI Career Institute, Inc, and the CEO/President is W. Kevin Keller.

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Paul Fleming, CNA, A+, Network+CNS Instructor*	Jennifer BarnesMA Instructor*
Joan LiberatoreBIS/MA Instructor*	Tom Mazzant, RN.....MA Instructor*

***Program Instructors**

MCP-MicroSoft Certified Professional
CNA – Certified NetWare Administrator

CMA- Certified Medical Assistant
NCMA- Nationally Certified Medical Assistant

A+ - Comptia A+ Certified

NCBTMB – Registered Massage Therapist, Massage Therapy Instructor and Continuing Education Provider

MCTP- MicoSoft Certified Technical Professional
RN-Registered Nurse

NCMT-Nationally Certified Massage Therapist
MA-Medical Assistant

Network +

TABLE OF CONTENTS.....

School Personnel	1	Appeal Process.....	15
General Information	5	Attendance Policy	15
School Facilities and Equipment	5	Tardiness Policy.....	15
Hours of Operation.....	6	Requirements for Graduation.....	16
Student Services and Information	6	Withdrawal & Restart	16
Student Complaint Procedures	7	Make-up Work & Course Repetitions	16
Student Conduct Policy	8	Leave of Absence.....	17
Drug & Alcohol Abuse Policy	8	Program Length	18
Dismissal Policy	8	Externship/Internship.....	18
Philosophy and Program Objectives	9-11	Calendar and Holidays.....	19
Admissions Requirements	12	Curriculum/Course Descriptions	20-32
Non-Discrimination Policy.....	13	Financial Information.....	33
Credit for Previous Education & Transfer of Credit Policy	13	Scholarship Programs	35-36
Grading & Satisfactory Academic Progress.....	14	Disbursement of Financial Aid Funds	37
Academic Probation	14	Student Loan Code of Ethic	38
Maximum Time Frame.....	15	Refund Policy.....	39-41
		General/Notes & Information	42-43

WELCOME FROM THE EXECUTIVE DIRECTOR

Thank you for your interest in DCI Career Institute. I hope the information contained in this publication will provide you with options that will assist you in determining your educational and career path.

As we progress through the new millennium, it is our mission to prepare individuals with the skills needed to accept the challenges which will accompany the jobs being created for twenty-first century commerce.

All of us at DCI stand ready to prepare you for that challenge. The administration, staff and faculty are committed to making your success our mission.

Please review the following information and do not hesitate to contact an admissions counselor for additional information. We will be pleased to answer your questions and give you a tour of our facilities.

Take the next step to your successful future!

Sincerely,

A handwritten signature in black ink that reads "Peggy L. Tideman". The signature is written in a cursive, flowing style.

Peggy L. Tideman
Executive Director

GENERAL INFORMATION

Programs Offered

According to current studies from the U.S. Bureau of Labor Statistics, individuals who have computer or medical skills will have the most success in finding careers in the future. With that in mind, DCI offers the following full time programs:

The Business Information Specialist Program

This program is designed to meet the growing demand for trained users of various software programs used in today's businesses. After completion of the required courses, the student may choose from two business administration software areas of concentration offered in this program, the general office administration track prepares graduates for work in a general office setting, encompassing a wide range of business types, using the advanced features of popular office software applications and the allied health office administration track will prepare graduates for work in the specialized environment of allied health office administration.

The Computer Network Specialist Program

This program is designed to meet the growing need for highly trained microcomputer and Local Area Network professionals. Due to the ever-changing nature of the computer industry, we continually monitor computer technology and job market demands and are confident that the CNS Program will meet these needs. As a result of this training program students become versatile and skilled potential employees and are qualified to work in the many environments where system management and technical support skills are used.

The Medical Assistant Program

This program targets today's dynamic medical environment. This program introduces the student to the knowledge and skills (both clinical and administrative) that medical facilities demand. Among these skills are specialized clinical procedures such as CPR/first aid, injections, phlebotomy, medications and exam preparation. Students also study specialized administrative skills such as medical billing and collections, medical terminology, and computer skills. As a result of this training, successful graduates have the flexibility of working in the many medical environments where highly skilled medical assistants are required.

The Massage Therapy Program

This program trains students for an exciting career as a clinical massage therapist. The program focuses on clinical proficiency, hands on manipulation of the body, and problem solving skills to relate to the individual client need. The curriculum includes clinical anatomy and bodywork, massage techniques, complementary therapies, clinical practice and business professionalism and ethics. As a result of this training, successful graduates gain the ability to work in personal private practices, health spas, chiropractic or sports clinics and other health care environments.

School Facilities & Equipment

Location of Campus

The school is conveniently located in the central portion of Beaver County, inside the Beaver Valley Mall, Monaca PA. The campus is located immediately off of Route 60 (exit 12) and within minutes of Routes 18, 51, 65, and 68. The building accommodates physically handicapped individuals, and parking is provided. There are computer classrooms, two medical labs, a massage therapy classroom, a Massage Therapy Clinic, Career Service room, Testing center, and a student lounge.

GENERAL INFORMATION

Classrooms

Classrooms are equipped with one PC workstation per student. Students have access to networked printers. There are also two medical labs, a massage therapy classroom, a massage therapy clinic, and a lecture area.

Hours of Operation

The school is open Monday through Friday from 8:00 a.m. until 10:30 p.m.

Student Services

A career and placement counselor is scheduled to meet with students and is available for additional time as needed. Every effort is made to provide enrolled students with additional computer time beyond the scheduled day, as needed, with instructors available for assistance. The school assists students in finding temporary housing, if needed. (The school does not operate its own housing.) After the completion of a program, continuing student support services are available for resume updating, practicing computer skills, technical assistance, and placement services. Placement assistance and related services are provided but are not to be considered a guarantee of placement. While numerous leads and contacts may be provided, the school emphasizes that the graduate alone holds the crucial key to successful job placement.

Dress Code

BIS and CNS enrolled students must dress in a fashion compatible with school's "business casual dress policy". Students enrolled in the MA Program and MT Program, also have a dress code compatible with the allied health industry. Specific details of this and all dress code policies will be provided to students enrolling in those programs during the admissions process and at the program orientation session and is detailed in the student handbook.

General Information

DCI Career Institute practices full compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and will not release student records information to any third party without the student's written consent except when required by law. This also includes the student's right to review their educational records. See the Student Handbook for the complete FERPA policy and file inspection procedures.

DCI Career Institute provides a copy of the Campus Security Policy to enrolled students during orientation. Prospective students and other interested parties may obtain this information by request from the Admissions Director.

Information contained in this publication describes the general policies and procedures for students considering enrollment in any of the institution's programs. Detailed information and additional disclosures required by law regarding specific policies and procedures are provided to enrolling students in the Student Handbook, which is distributed during orientation activities for each program.

GENERAL INFORMATION

Student Complaint Procedure

Complaints or problems can best be resolved by being addressed immediately. Any student who has a complaint or problem should first approach his/her current classroom instructor. If the instructor, within three school days, achieves no satisfactory resolution, then the student should put the complaint or problem in writing to the Director. The Director will take whatever action necessary to resolve the situation and relay that resolution to the student in writing within ten days from the submission of the complaint by the student. If the resolution proposed by the school director is not satisfactory to the student, the student may then contact in writing either the state or ACCET complaint departments at the addresses below:

Pennsylvania Department of Education
State Board of Private Licensed Schools
333 Market Street
Harrisburg, PA 17126-0333
(717)783-8228

PHEAA/AES (Pennsylvania Loan Guaranty Agency)
1200 North 7th Avenue
Harrisburg, PA 17102
(800)443-0642

Accrediting Council for Continuing Education & Training
1722 N Street, NW
Washington, DC 20036
(202)955-1113

The school is licensed by the State Board of Private Licensed Schools of the Pennsylvania Department of Education. It is accredited by the Accrediting Council for Continuing Education & Training (ACCET) and is certified by the United States Department of Education to participate in certain federal financial aid programs. Additionally, the school is approved to participate in certain Veterans Education programs as well as Pennsylvania Career Link and Office of Vocational Rehabilitation training programs. Funding by these agencies may be available to qualified applicants. See links provided on our website www.dci.edu for more information on these agencies.

GENERAL INFORMATION

Student Conduct Policy

Students are to conduct themselves in a manner suited to the type of business for which they are being trained. Inappropriate and unacceptable behavior includes dishonesty and cheating, disruption, profane and vulgar language. Such activity may result in dismissal.

Drug & Alcohol Abuse Policy

The use of illegal drugs and the abuse of alcohol while a student (or an employee) of the school is prohibited. The school actively participates in an Anti-Drug and Alcohol Abuse Program. This is included in the Student Handbook and is given to all students upon enrollment and to all employees annually. This includes information on referral and treatment and official penalties related to drug crimes.

Dismissal

Dismissal of a student will be considered only when the school administration's consensus indicates there is no other recourse. Reasons for dismissal include, but are not limited to the following:

- Failure to maintain satisfactory academic progress.
- Violation of Attendance and/or Tardiness Policies.
- Violation of the Drug & Alcohol Abuse Policy.
- Violation of the Student Conduct Policy.
- Flagrant disregard for program objectives.
- Violation of federal, state or local laws.
- Sexual harassment.
- Failure to meet financial obligations related to the school.

A student will be officially notified of a dismissal by a written notice, sent certified mail. A dismissed student has the right to appeal. A full appeal process is stated in the Student Handbook. A dismissed student may be considered for entrance into a program of the school again by following the standard admissions process.

PHILOSOPHY & OBJECTIVES

Business Information Specialist (BIS)

The **Business Information Specialist Program (BIS)** is designed to develop computer software applications and business skills for students who can then meet the present and future work force demands. Students who actively participate in and successfully complete the program will acquire the software applications skills necessary to reach their potential and work effectively in our rapidly changing technological society.

BIS Program Objectives

To provide a foundation of microcomputer operations with a high skill level in software applications such as Word Processing, Spreadsheet and Database Management. In addition, the student will gain basic business-accounting, presentation, marketing, and graphic skills. This is accomplished through lectures, hands-on demonstrations, and laboratory exercises. Students electing the Allied Health Office Administration area of concentration will gain skills in allied health office procedures, medical terminology, transcription, and billing and coding.

- To provide an industry-relevant curriculum that utilizes state-of-the-art software and hardware.
- To provide a one-to-one student/computer ratio enabling students to learn in a hands-on environment.
- To provide a student/teacher ratio not exceeding 20-to-one enabling the staff to give individual attention when necessary.
- To provide externship opportunities for further development of computer applications skills.
- To provide employment guidance and placement assistance.
- To encourage students to take industry relevant tests by providing vouchers for specific tests at no additional charge. These tests are optional to the student, but serve to enhance placement potential.

Computer Network Specialist (CNS)

The **Computer Network Specialist Program (CNS)** will prepare students for positions supporting microcomputer and local area network systems. These positions would include system administrators/managers and technical support. Students start with basic computer concepts, before proceeding toward more advanced network concepts.

CNS Program Objectives

- To provide the student with the knowledge and skills needed to build, troubleshoot, and repair personal computers and network servers.
- To provide extensive hands-on training that will allow the student to obtain the knowledge and skills needed to build, troubleshoot, and repair personal computers and network servers. The student will be able to install, configure, and maintain network based computers in a heterogeneous environment utilizing the Microsoft® Windows and Linux® based operating systems.
- To provide the student with the skills needed to administer a network environment with an emphasis placed on the features and utilities found in Windows Server. Students will utilize Active Directory Services, disk management functionality, and various monitoring and optimization tools found in Windows 2000 Server.

PHILOSOPHY & OBJECTIVES

- To provide a student/teacher ratio not exceeding 20-to-one enabling the staff to give individual attention when necessary.
- To provide employment guidance and placement assistance.
- To encourage students to take industry relevant tests by providing vouchers for specific tests at no additional charge. These tests are optional to the student, but serve to enhance placement potential.

Medical Assistant (MA)

The **Medical Assistant Program (MA)** targets today's dynamic medical environment. This program introduces the student to the knowledge and skills (both clinical and administrative) that medical facilities demand. Among these skills are specialized clinical procedures such as CPR/first aid, injections, phlebotomy, medications and exam preparation. Students also study specialized administrative skills such as medical billing and collections, medical terminology, and computer skills. As a result of this training, successful graduates have the flexibility of working in the many medical environments where highly skilled medical assistants are required.

MA Program Objectives

- To provide a foundation in the administrative skills needed for a medical office. The student will be familiar with medical terminology, medical billing, insurance, CPR/First Aid, and computer skills.
- To provide a strong foundation in specialized clinical procedures among which are medical office safety, infection control, measuring and recording vital signs, laboratory specimen preparation, basic laboratory tests, venipuncture, injections, and sterilization of instruments.
- To provide a one-to-one student/computer ratio enabling students to learn in a hands-on environment.
- To provide a student/teacher ratio not exceeding 20-to-one enabling the staff to give individual attention when necessary.
- To provide externship opportunities for further development of clinical and administrative skills needed for a medical office.
- To provide employment guidance and placement assistance.
- To encourage students to take industry relevant tests by providing vouchers for specific tests at no additional charge. These tests are optional to the student, but serve to enhance placement potential.

Massage Therapy (MT)

The **Massage Therapy Program (MT)** trains students for an exciting career as a clinical massage therapist. The program focuses on clinical proficiency, hands on manipulation of the body, and problem solving skills to relate to the individual client need. The curriculum includes clinical anatomy and bodywork, massage techniques, complementary therapies, clinical practice and business professionalism and ethics. As a result of this training, successful graduates gain the ability to work in personal private practices, health spas, chiropractic or sports clinics and other health care environments.

PHILOSOPHY & OBJECTIVES

MT Program Objectives

- To provide training leading to skills necessary to practice massage therapy either as a personal practitioner or an employee in various organizations which utilizes massage therapy as part of their health services.
- To provide the business and ethical professional information needed to work in the Massage Therapy environment as a private practitioner or employee.
- To provide a student/teacher ration not to exceed 15 to 1 enabling staff to provide individual attention when necessary.
- To provide clinical experience opportunities through our public clinic where students gain practical experience through providing services to the general public by closely duplicating the real workplace environment.
- To provide employment guidance and placement assistance.
- To encourage students to take industry relevant test by providing vouchers for the national certification test at no additional charge. The test, while optional, maximizes placement potential.

ADMISSIONS

REQUIREMENTS

Admissions Requirements

The school does not require that applicants have prior computer experience or allied health knowledge for entrance into the BIS, CNS, MT, or MA Program. Check with the admissions office for the requirements. As part of the admissions testing process for all programs, applicants take a basic written assessment test before being considered for admissions. All students considered for admissions to the school must be at least 16 years of age or beyond the age of compulsory education.

The following are admissions requirements for programs offered by DCI:

- Applicants must submit proof of graduation from high school or GED (General Equivalency Diploma). Acceptable documentation includes high school diploma, GED certificate, or high school transcript of grades, which indicate the applicant has graduated. The institution, at its discretion, may accept other documentation, which would provide reasonable assurance of an applicant's attainment of a high school diploma or GED.
- Applicants must complete an admissions application form at the school no later than the time of their admissions test. Pretest visiting is encouraged, and an appointment may be made with the admissions office at the school.
- Applicants must receive a passing score on a school-administered admissions test. Specific information on the testing procedure is available from the admissions office.
- All admitted students must complete and sign an enrollment agreement before beginning classes. Copies of the enrollment agreement are available at any time from the admissions department.
- All students enrolling in the MA Program and the MT Program are required to submit a medical health form provided by the school and signed by a physician along with documentation of a current Tuberculosis test and required vaccinations.
- The admissions procedures are the same for all applicants, including handicapped individuals. Physically challenged students applying for the MA Program and the MT Program must be able to meet the mobility and dexterity demands of both the training program and eventual employment in the field.

A word about our admissions policy:

DCI Career Institute only accepts applicants to its programs of study who possess a high school diploma or GED (General Equivalency Diploma) issued by a bona fide educational entity recognized by the state Department of Education in the location where such documents were earned and received.

Please be aware that there are many online-based websites which offer to provide applicants with a high school diploma or GED for a fee. Even though many of these sites allege that they are accredited, the credentials they offer are not recognized by most reputable educational entities.

If you wish to seek GED certification you should contact agencies offering state approved testing and certification in your location.

ADMISSIONS REQUIREMENTS

Non-Discrimination Policy

Student admission decisions are made without regard to an applicant's age, race or ethnic origin, religion, sex, sexual orientation or disability. The school also practices compliance with all EEO laws. In compliance with the Americans with Disabilities Act, reasonable accommodations will be made for students with disabilities who are admitted to the school.

Credit for Previous Education

The school will consider awarding credit for previous education and training that a student received, as it relates to the course(s) of a program in which the student is enrolled. A student must notify the admissions department no later than two weeks before the beginning of classes if requesting such credit. The student will then be tested to measure current knowledge level. The Director of Education will review test scores and any transcripts provided by the student to arrive at a final decision. Courses taken at another institution must have been passed with a “C” (2.0) or better, and the former institution must be accredited by an agency recognized by either the US Department of Education or Council for Higher Education Accreditation (CHEA). If credit is awarded, the program length will be adjusted for that student, and a pro-rated tuition reduction will be made. This may affect financial aid eligibility. A charge for an evaluation of previously earned credits will be assessed in the amount of \$50.00. Credits awarded for previous education will be limited to the equivalent of two modules, or nine credit hours.

DCI will accept in-house credits from courses when a student earns a 2.0 or better in that course, and successfully graduates from their specific programs of study. These credits may be used towards a new area of specialization based on their acceptance into that area. The number of credits accepted will depend on the new area of study as it relates to their previous education. DCI will accept up to 50% of your transfer credits from a previous program within the institution.

Transfer of Credit Policy

DCI Career Institute does maintain an articulation agreement with Career Training Academy in their Massage Therapy Program. DCI Career Institute is in the process of building articulation agreements with other institutions in other programs. DCI Career Institute will provide the necessary documentation for transfer of credit consideration at other institutions including transcripts, and course outlines; however, transfer of credits into another institution is at the sole discretion of the receiving institution.

ACADEMIC REQUIREMENTS

Grading & Satisfactory

Academic Progress

At the scheduled midpoint of the program, all students are evaluated for satisfactory academic progress. **Quantitative progress** is determined by comparing credits earned to credits attempted. The student's cumulative grade point average is reviewed to determine **Qualitative progress**. The minimum GPA required is 2.0.

Satisfactory academic progress is measured **qualitatively**, by review of the Cumulative Grade Point Average (CGPA); **quantitatively**, by review of the percentage of credits earned vs. attempted; and overall against a maximum timeframe of 150% of the program length, measured in months. The academic credit for modules is earned with a passing grade (D or better). Satisfactory progress is defined as:

Required Evaluation Point	Minimum CGPA	Percentage (%) of Credits Earned vs. Attempted
Module 4	2.00	75%
Module 8	2.00	75%
Module 8 and thereafter	2.00	75%

*****To successfully complete a program the student must achieve 100% of the program credits within 150% of the program.**

The following grades and values are used:

<u>Grade Definition</u>	<u>Grade point value</u>
A-Outstanding - 90% or above	4
B-Above Average - 80% to 89%	3
C-Average - 70% to 79%	2
D-Below Average - 60% to 69%	1
F-Failing - below 60%	0
I-Incomplete	0
P-Passing	no value for GPA calculation

Students are graded on quizzes, tests, projects, daily assignments, skills progress, and externship. At the end of four modules (Midpoint), all students are evaluated for satisfactory academic progress. The second disbursement of financial aid (midpoint) is dependent upon completion of 100% of one half the total credit value of the program. Thus, in a 24 hour credit program, for financial aid disbursement eligibility at midpoint, the student must have completed 100% of one half of the total credit value of the program, or in this example, 12 credit hours. Failing (F) and Incomplete (I) grades are not considered successful completion of course work. Students who receive an Incomplete (I) must complete that course work within one month of either midpoint or the published program end date. If a student fails to complete the course work in the specified time period, a failing grade will be received for that module.

Academic Probation

If a student's overall GPA falls below 2.0, he or she will be placed on academic probation for a minimum four-week period. If a student's overall GPA falls below 2.0 (Qualitative Progress) or the student fails to meet Quantitative Progress requirements, the student will be notified in writing.

ACADEMIC REQUIREMENTS

Financial aid eligibility is continued through this period. A student not attaining a cumulative 2.0 GPA by the end of the probationary period may be dismissed from the school. Any financial aid will normally be terminated at that point.

Maximum Time Frame

The program requirements must be completed within a maximum time frame of 150% of the normal program length (32 weeks). Thus, the maximum timeframe for all programs is 48 weeks. Otherwise, a student who does not complete the program within the maximum timeframe will not receive a diploma. Approved leaves of absence are not counted in determining maximum time frame.

Appeal Process

A student dismissed for any reason, including not attaining the required GPA or achieved hours during an academic probationary period may appeal the dismissal. To do so, the student must submit a written appeal of the dismissal within five (5) calendar days of receiving the dismissal notice. This appeal should be addressed to the Director. The appeal must be accompanied by documentation of the situation, events, or circumstances that prevented the student from attaining satisfactory academic progress or explains other deficient performance related to the dismissal. Generally, only extraordinary circumstances are considered, such as the severe illness of the student or an immediate family member. The Appeals Committee will examine all appeals. The student will be sent the Committee's written decision within five (5) days of the Director's receipt of the appeal. The decision of the Appeals Committee will be final. If the appeal is granted, a student previously receiving financial aid will regain financial aid eligibility after an approved reinstatement. The Appeal Process also applies to a loss of Financial Aid.

Attendance Policy

Students must notify a designated staff member of the school when they will be absent or late for class. Additionally, students must notify both a designated school staff member and externship contact when they will be absent or late for an externship assignment. Students in all programs must attend a minimum of 80% of the program hours and must complete 100% of the externship to have satisfactory academic progress to graduate. The maximum number of consecutive absences that will result in students being automatically withdrawn from the program is fourteen (14) calendar days or the equivalent number of clock hours for students enrolled in all programs. * Note: the maximum consecutive absences policy is dependent upon the student's prior attendance record and automatic withdrawal of enrollment may occur when cumulative absences reach the stated maximum. School officials will address prolonged student absences resulting from unusual circumstances on an individual basis.

Tardiness Policy

Any student who arrives later than five minutes after the scheduled start time of any class shall be considered tardy. If a student is excessively tardy, counseling by the Director of Education will be required. Excessive tardiness is among the reasons for dismissal. No credit for time missed is given to students who depart scheduled classes early and in some instances may result in losing all hours attended on that class day.

ACADEMIC REQUIREMENTS

Graduation requirements for all programs offered by DCI Career Institute is the successful completion by earning the requisite number of credits for each program of study as well as the items which pertain to each program:

Requirements for Graduation

Business Information Specialist Program: When a student achieves a cumulative grade point average (GPA) of 2.0 or above, has successfully completed all modules, including 100% of the externship, has attended a minimum of 80% of the program hours, has no incomplete grades, and has no remaining financial obligations to the school, a diploma is issued to the graduate.

Computer Network Specialist: When a student achieves a cumulative grade point average (GPA) of 2.0 or above, has successfully completed all modules, including 100% of the externship, has attended a minimum of 80% of the program hours, has no incomplete grades, and has no remaining financial obligations to the school, a diploma is issued to the graduate.

Medical Assistant: When a student achieves a cumulative grade point average (GPA) of 2.0 or above, has successfully completed all modules, including 100% of the externship, has attended a minimum of 80% of the program hours, has no incomplete grades, and has no remaining financial obligations to the school, a diploma is issued to the graduate. CPR certification is a requirement for graduation.

Massage Therapy: When a student achieves a cumulative grade point average (GPA) of 2.0 or above, has successfully completed all modules, including 100% of the clinical practice (practicum), has attended a minimum of 80% of the program hours, has no incomplete grades, and has no remaining financial obligations to the school, a diploma is issued to the graduate. CPR certification is a requirement for graduation.

Withdrawal and Restart

Withdrawing students are requested to notify the Director in writing. Students voluntarily withdrawing from a program may be permitted to restart once with approval by the School Director. More than one withdrawal may result in the student being required to reapply to restart the program following the standard admissions process.

Make-up Work & Course Repetitions

Completion of work resulting from being absent or failing and incomplete grades is the responsibility of the student. The student must make arrangements with the appropriate instructor and/or externship contact. Students who receive an "F" in a course/module must repeat the course to improve their grade at no additional cost. The higher grade replaces the first; however, credit for that course is only earned once. Generally, study and/or work assignments are given to guide the student to complete the requirements for a passing grade. Withdrawal from individual courses is not permitted. **[Students receiving funding from veteran's agencies should note that benefits are not paid for make-up work time.]** All make-up work and course repetitions must be completed as specified in the student handbook; however, no make-up work or course repetitions can exceed the maximum time frame for the program in which the student is enrolled (150% of program weeks).

ACADEMIC REQUIREMENTS

Leave Of Absence

A student may be granted a leave of absence from a program for specific reasons, including but not limited to, medical, extreme hardship, and personal conditions. Except for medical or other school determined emergencies, the student must sign a written request stating the reason for a leave of absence to be considered and approved by a school official. The approval and length of term of a leave of absence will be determined individually and based on specific circumstances. However, in no case will an individual leave of absence be granted for a period longer than 90 calendar days. More than one leave of absence within a program may result in a student being required to withdraw and to restart in accordance with the institution's standard admissions policies. A refund would be calculated at that time including a Return to Title IV (federal financial aid) calculation.

A student will not be charged for time elapsed during a leave of absence. Students who begin a leave of absence while under probation for academic or attendance reasons will remain on probation status upon their return from a leave of absence. Students not returning from a leave of absence as scheduled and who have not requested or been granted an extension of the leave would be automatically terminated from their enrolled program. Federal student loan recipients should be aware that if they do not return from an approved leave of absence, the repayment period of their student loans will begin as of their last date of recorded attendance, prior to the start of the leave of absence. The time spent on the leave of absence will then be counted toward the grace period for those loans. A refund will be calculated at that time. Students wishing to return following that period will be required to reapply for enrollment following the institution's standard admissions process. Credit for course work completed may be considered in determining academic status for students enrolling for the second time.

PROGRAM INFORMATION

Program Length

The program length for MA, BIS, and CNS) during the morning, afternoon, or evening are 32 weeks in length. The maximum class size for all programs is 20 students to one instructor. For purposes of discussion, each program is divided into two 16 week terms. Each term is equal to four modules. This includes a standard weekly schedule of 22.5 hours of hands-on instructions and lecture. Upon conclusion of the required program hours, students must complete 100% of a 90 clock hour externship, consisting of applied work site experience. These programs consist of 720 clock hours and are awarded 33.5 semester credit hours.

Massage Therapy is offered (providing there is sufficient enrollment) during the morning, afternoon, or evening and is also 32 weeks in length. The maximum class size is 15 students to one instructor. For purposes of discussion, the program is divided into two 16 terms, each term is equal to four modules. This includes a standard weekly schedule of 22.5 clock hours of hands-on instructions and lecture. Upon conclusion of the required program hours, students must complete 100% of a 90 clock hour clinical experience. The total program is 720 clock hours and is awarded 33.5 semester credit hours.

Externship for BIS, MA, and CNS /Clinic for MT

The school arranges on-the-job externships/clinic. The purpose of the externship/clinic is to apply and refine the learned skills and knowledge in an actual workplace environment. Students may find their own extern opportunity, providing it meets the school's requirements. Massage Therapy students must complete the in-house clinic. The school must approve all extern sites prior to the student's assignment of the site. Hours of attendance for the externship/clinical experience may vary from the hours that the student attends in-school classes.

Class Size and Hours (The schedule remains consistent throughout the program, except for the externship and massage therapy clinic when hours may vary.)

Morning Program

Students attend 4.5 hours from 8:00 am to 12:30 pm, Monday through Friday. (22.5 hours per week)

Afternoon Program

Students attend 4.5 hours from 1:00 pm to 5:30 pm, Monday through Friday. (22.5 hours per week)

Evening Program

Students attend 4.5 hours from 6:00 pm to 10:30 pm, Monday through Friday. (22.5 hours per week)

Emergency Cancellation

Class days canceled due to emergency will be rescheduled.

CALENDAR & HOLIDAYS

Calendar

Note: See the supplemental sheet containing the school academic calendar. The program end dates are approximate, and the administration reserves the right to cancel a start date.

No classes are held over the following observed holidays when they occur during all programs:

Note: Staff Training and In Service Days may be scheduled periodically throughout the year upon prior notice students scheduled classes may be cancelled on those occasions.

2009/2010 Holidays and Breaks

No classes are held over the following observed holidays when they occur during all programs:

2009

- January 1 – 4 Holiday Break
- January 5 ,2009 School Resumes
- January 1 New Year's Day
- January 19 Martin Luther King Day
- February 16 President's Day
- April 10 Spring Holiday
- May 25 Memorial Day
- June 29-July 6 Summer Break includes Independence Day
- July 7 School Resumes
- September 7 Labor Day
- September 14 No School – Staff In-Service Day
- November 26 & 27 Thanksgiving Break
- December 24- January 3 Holiday Break

2010

- January 4 School Resumes
- January 18 Martin Luther King Day
- February 15 President's Day
- April 2 Spring Break
- April 15 No School – Staff In-Service Day
- May 31 Memorial Day
- June 28 – July 5 Summer Break
- September 6 Labor Day
- September 15 No School – Staff In-Service Day
- November 25 & 26 Thanksgiving Break
- December 24 – January 2 Holiday Break

PROGRAM INFORMATION

The following is complete listing of programs and courses and includes the clock and credit hours of each course and the breakdown of class hours and supervised lab hours within each. The program schedule is determined the school administration at the beginning of each program start date.

Business Information Specialist (BIS)

Program Objectives & Courses

This program is designed to meet the growing demand for trained users of various software programs used in today's businesses. After completion of the required courses, the student may choose from two business administration software areas of concentration offered in this program, the general office administration track prepares graduates for work in a general office setting, encompassing a wide range of business types, using the advanced features of popular office software applications and the allied health office administration track will prepare graduates for work in the specialized environment of allied health office administration.

Required courses for both tracks include introduction to information systems, word-processing and business English, spreadsheet management and business Math, and Accounting. Upon completion of these prerequisite courses students electing the Business Office Administration track will continue on to database management, presentation software, business communications and web design. Those students electing the Allied Health Office Administration track will learn billing and coding, medical transcription including terminology and medical laboratory procedures. The program concludes with a four-week externship.

Module	Title	Lecture Clock Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours
A	Introduction to Information Systems <i>Prerequisite to all courses</i>	45	3.0	45	1.5
B	Word-processing/Business English <i>Prerequisite to track elective</i>	45	3.0	45	1.5
C	Spreadsheet Managements/Business Math <i>Prerequisite to track elective</i>	45	3.0	45	1.5
D	Accounting <i>Prerequisite to track elective</i>	45	3.0	45	1.5
E	*BOA- Database Management ----- *AHOA- Billing and Coding	45	3.0	45	1.5
F	*BOA- Presentation Software ----- *AHOA- Medical Transcription	45	3.0	45	1.5
G	*BOA- Website Design ----- *AHOA- Medical Lab Procedures	45	3.0	45	1.5
Z	<i>All courses listed above regardless of elected track are a prerequisite to:</i> Externship	90	2.0		
Total Clock Hours	720	Total Programs (morning, afternoon, evening sessions)= 720 clock hours/33.5 Semester Credit hours			
Total Credit Hours	33.5				

*BOA- Business Office Administration Track - *AHOA-Allied Health Office Administration Track

PROGRAM INFORMATION

For purposes of calculating federal financial aid awards, federal regulations mandate a 30-to-1 clock hour to semester credit hour conversion factor. Using this federally required formula the BIS program for financial aid award is valued at 24 semester credit hours. Total program hours are based on the institution's accrediting agency clock-to-credit formula.

Business Information Specialist Program (BIS) Course Descriptions

Module A: Introduction to Information Systems

90 clock, 4.5 credit hours

**This module is a prerequisite for all modules in the program.*

Students will learn about user interfaces, Windows XP, Windows Explorer, and each application in Microsoft Office 2003. Starting with a discussion on how hardware, application software, and system software works and connects to a computer system. Extensive projects on file management, using Windows Explorer. Focus continues on Office 2003, with the following; creating and editing a word processing document, calculations in a worksheet, using a database, creating a presentation, and using e-mail and managing contacts. In addition, students will be introduced to a typing tutor to improve typing skills and Business Communication to advance throughout the program with their delivery of their newly learned skills in Office 2003.

Students electing BOA will also study 18 hours of Business Communications during this module. Students electing AHOA will study 18 hours of Medical Terminology during this module. This module is a prerequisite for either track elective.

Module B: Word-Processing and Business English; MS Word

90 clock, 4.5 credit hours

Starting with a solid base in the mechanics of the English language, the student learns effective communication skills for a complex business world. These skills are then conscientiously applied to the printed page through the broad capabilities and flexibility of Microsoft Word.

Students electing BOA will also study 18 hours of Business Communications during this module. Students electing AHOA will study 18 hours of Medical Terminology during this module. This module is a prerequisite for either track elective.

Module C: Spreadsheet Management and Business Math; MS Excel

90 clock, 4.5 credit hours

In addition to the Excel software skills, the student, through concepts of Business Math, develops an understanding of the real-world application to business problems. Students learn that effective business management decision-making is often based on the critical information entered, organized, and calculated, and reported in modern spreadsheet software. MS Excel software skills are honed to an effective relevance to the contemporary business environment.

Students electing BOA will also study 18 hours of Business Communications during this module. Students electing AHOA will study 18 hours of Medical Terminology during this module. This module is a prerequisite for either track elective.

PROGRAM INFORMATION

Module D: Accounting; QuickBooks

90 clock, 4.5 credit hours

In this module the student acquires an understanding of the basic language of business and commerce accounting. Beginning with a solid background in debits, credits, financial statements, and the recognition of a firm's various financial activities, the student applies the accounting theory with small business' popular software, QuickBooks.

Students electing BOA will also study 18 hours of Business Communications during this module. Students electing AHOA will study 18 hours of Medical Terminology during this module.

**This module is a prerequisite for either track elective.*

At this point in the program enrolled students elect to pursue an area of concentration: Business Office Administration (BOA) or Allied Health Office Administration (AHOA)

Module E: (BOA) Database Management, MS Access

90 clock, 4.5 credit hours

Students learn that effective business management decision-making is often based on the critical information organized, queried, entered, and reported in modern database software. MS Access software skills are honed to an effective relevance to the contemporary business environment.

Students electing BOA will also study 18 hours of Business Communications during this module.

Module E: (AHOA) Billing and Coding

90 clock, 4.5 credit hours

Students will learn health care coverage by various insurances, coding and billing including CPT, ICD-9 HCPCS level II. Medical Terminology and Transcription will be practiced throughout all AHOA elective modules.

Students electing AHOA will study 18 hours of Medical Terminology during this module.

Module F: (BOA) Presentation Software; MS PowerPoint

90 clock, 4.5 credit hours

Regarded as the de facto standard of business presentations, MS PowerPoint offers the student a thorough foundation in presentation variety, purpose, conception, and execution. Providing the student with a marketing background coupled with PowerPoint skills enables the student to understand the value of persuasive promotion of a firm's products and services.

Students electing BOA will also study 18 hours of Business Communications during this module

PROGRAM INFORMATION

Module F: (AHOA) Medical Transcription and Office Management

90 clock, 4.5 credit hours

Students will learn professional management of medical and allied health offices including medical ethics and laws, interpersonal communications, oral communication, written communications and records management. Medical Terminology and Transcription will be practiced throughout all AHOA elective modules.

Students electing AHOA will study 18 hours of Medical Terminology during this module.

Module G: (BOA) WEB Design; Elements of Graphic Design

90 clock, 4.5 credit hours

The student is introduced to the foundations of graphic design concepts, from the use of white space and font selection to balancing the effectiveness of clip art and photography. The student applies these concepts through a progression of contemporary desktop publishing documents to the flexibility and immediacy of Internet web pages.

Students electing BOA will also study 18 hours of Business Communications during this module

Module G: (AHOA) Medical Laboratory Procedures

90 clock, 4.5 credit hours

Students will observe and learn basic clinical and laboratory procedures gaining familiarity with clinical terms used in allied health offices. Additionally, student will learn CPR, basic First AID and emergency procedures in preparation for CPR certification.

Students electing AHOA will study 18 hours of Medical Terminology during this module.

Module Z: Externship

90 clock, 2.0 credit hours (must complete 100%)

Externship is the last module of training. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.

PROGRAM INFORMATION

Computer Network Specialist Program (CNS)

This program is designed to meet the growing need for highly trained microcomputer and Local Area Network professionals. Due to the ever-changing nature of the computer industry, we continually monitor computer technology and job market demands and are confident that the CNS Program will meet these needs. As a result of this training program students become versatile and skilled potential employees and are qualified to work in the many environments where system management and technical support skills are used.

Module	Title	Lecture Clock Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours
A	A+ Hardware - A+Core Essential Exam	45	3.0	45	1.5
B	A+ O/S – A+Core Essential Exam	45	3.0	45	1.5
C	Windows 2000 Professional/Server	45	3.0	45	1.5
D	Windows 2003/XP Professional	45	3.0	45	1.5
E	Windows 2003 Server and Active Directory	45	3.0	45	1.5
F	Network+	45	3.0	45	1.5
G	Linux	45	3.0	45	1.5
Z	Externship	90	2.0	-	-
Total Clock	720	Total Program (morning, afternoon, evening sessions) =720 Clock hours/33.5 Semester Credit			
Total Credit	33.5				

For purposes of calculating federal financial aid awards, federal regulations mandate a 30-to-1 clock hour to semester credit hour conversion factor. Using this federally required formula the CNS program for financial aid award is valued at 24 semester credit hours. Total program hours are based on the institution's accrediting agency clock-to-credit formula. The student-teacher ratio will not exceed 20:1.

PROGRAM INFORMATION

Computer Network Specialist Program (CNS) Course Descriptions

Module A: A+ Hardware – A+Core Essential Exam

90 clock, 4.5 credit hours

**This module is a prerequisite for all other modules in the program.*

This module is designed to introduce and review information contained on the CompTIA A+ Certification Examinations. Students will gain knowledge in both basic and advanced system components, system optimization, diagnosis and troubleshooting, and networking fundamentals. Other topics include power protection and safety procedures, motherboards and processors.

Module B: A+O/S – A+Core Essential Exam

90 clock, 4.5 credit hours

This module is designed to introduce and review information contained on the CompTIA A+ Certification Examinations. Students will gain knowledge in the installation, maintenance, use, and troubleshooting of common Client and Network Operating Systems.

Module C: Windows 2000 Professional

90 clock, 4.5 credit hours

Students are introduced to the various tools for administering and configuring both Windows 2000 Professional. These tools include: Microsoft Management Console and Task Scheduler, Control Panel, and registry for Windows 2000 Professional and other command-line tools. Students learn about the network protocols and services included with Windows 2000 and (TCP/IP) and Domain Name System (DNS).

Module D: Windows 2003/XP Professional

90 clock, 4.5 credit hours

Students are introduced to the various tools for administering and configuring both Windows XP Professional and Windows Server 2003. These tools include: the Microsoft Management Console, Task Scheduler, Control Panel, and the registry for Windows 2003 Professional. Students learn about the network protocols and services included with Windows XP and (TCP/IP), and Domain Name System (DNS).

Module E: Windows 2003 Server and Active Directory

90 clock, 4.5 credit hours

Students install and configure a Microsoft Windows 2003 Server via manual and automated installation routines. Emphasis is placed on the features in all editions of Windows 2003; various file systems; desk management functions; administering the operating system and Active Directory services; network protocols; routing and remote access, as well as other application server functions; and monitoring and optimizing Windows 2003 Server.

PROGRAM INFORMATION

Module F: Network +

90 clock, 4.5 credit hours

This module is designed to introduce and review information required for the CompTIA Network+ Exams. Students will gain knowledge in all facets of networking including the OSI model, protocols, network architecture and hardware, LAN and WAN topology, UNIX, Linux, TCP/IP and Internet. Other topics include troubleshooting network problems, maintaining and upgrading networks, network design and implementation, and network security.

Module G: Linux

90 clock, 4.5 credit hours

The goal of this module is to provide the knowledge required by System Administrators, Network Administrators, and IT professionals who implement, manage and troubleshoot existing network and server environments based on the Linux platform. These skills are generally required in medium to large size organizations that maintain user desktops and servers, spanning over physical locations via Local Area Networks (LANs) and Wide Area Networks (WANs).

Module Z: Externship

90 clock, 2.0 credit hours (must complete 100%)

Externship is the last module of training. This module immediately follows the successful completion of classroom training. Externships are served in approved facilities that provide the students with the opportunity to apply skills and knowledge acquired during the program. Externs work under the direct supervision of qualified personnel at the participating sites and under general supervision of school personnel. Externs are evaluated on skill performance, subject knowledge, professionalism and attendance. Externship evaluations become part of the students' permanent record. Satisfactory completion of externship training is required for graduation.

PROGRAM INFORMATION

Medical Assistant Program (MA)

This program targets today's dynamic medical environment. This program introduces the student to the knowledge and skills (both clinical and administrative) that medical facilities demand. Among these skills are specialized clinical procedures such as CPR/first aid, injections, phlebotomy, medications and exam preparation. Students also study specialized administrative skills such as medical billing and collections, medical terminology, and computer skills. As a result of this training, successful graduates have the flexibility of working in the many medical environments where highly skilled medical assistants are required.

Module	Title	Lecture Clock Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours
A	Emergency Medical Procedures (prerequisite to all modules)	45	3.0	45	1.5
B	CPR and First Aid	45	3.0	45	1.5
C	Injections	45	3.0	45	1.5
D	Medical Health Care Responsibilities	45	3.0	45	1.5
E	Venipuncture, Laboratory Studies, and Organ Systems	45	3.0	45	1.5
F	Medical Billing and Collections	45	3.0	45	1.5
G	Minor Surgical Procedures	45	3.0	45	1.5
Z	Externship	90	2.0	-	-
Total Clock	720	Total Program (morning, afternoon, evening sessions) =720 Clock hours/33.5 Semester Credit			
Total Credit	33.5				

CPR certification is a requirement for graduation/completion of the Medical Assistant program. CPR/first aid training and certification is conducted in Module B. The student-teacher ratio will not exceed 20:1

For purposes of calculating federal financial aid awards, federal regulations mandate a 30-to-1 clock hour to semester credit hour conversion factor. Using this federally required formula the MA program for financial aid award is valued at 24 semester credit hours. Total program hours are based on the institution's accrediting agency clock-to-credit formula.

PROGRAM INFORMATION

Medical Assistant Program (MA) Course Descriptions

Module A: Emergency Medical Procedures

90 clock, 4.5 credit hours

**This module is a prerequisite for all modules in the program.*

This module is designed to introduce students to the basics of human anatomy, safety in the medical office, infection control, the skeletal system, diagnostic radiology, medical office emergencies, vital signs, basic word building skills in terminology and triage.

Module B: CPR and First Aid:

90 clock, 4.5 credit hours

This module covers the structures and functions of the respiratory system, the circulatory system, and the senses. Students also become proficient in cardiology procedures, providing first aid in accidents and injuries, and prepare for CPR and First Aid Certification.

Module C: Injections:

90 clock, 4.5 credit hours

This module will instruct students in prescription and non-prescription drugs, administering meds, injections, immunizations, the muscular system, the urinary system, the use of the microscope, and diagnostic procedures for body fluid specimens.

Module D: Medical Health Care Responsibilities:

90 clock, 4.5 credit hours

This module covers EMR (Electronic Medical Records), a brief history of medicine, training and employment opportunities, interpersonal communication, oral communication, written communication, integumentary system, and records management.

Module E: Venipuncture, Laboratory Studies, and Organ Systems:

90 clock, 4.5 credit hours

This module covers capillary blood tests, bacterial smears and cultures, venous blood tests, the reproduction system, pregnancy, the endocrine system, and the immune system.

Module F: Medical Billing and collections: 90 clock, 4.5 credit hours

This module covers medical care expenses, Medisoft, HIPPA, Capstone, ICD9, CPT Coding, banking, the professional office environment, professional management of the medical office, and health care coverage by various insurances.

Module G: Minor Surgical Procedures:

90 clock, 4.5 credit hours

This module covers the digestive system, preparing patients for exams, minor surgical procedures, the nervous system, surgical setup, and professional growth and development.

PROGRAM INFORMATION

Module Z: Externship:

90 clock, 2.0 credit hours (must complete 100%)

This module will allow the student to display and strengthen skills acquired during the didactic portion (MODS A-G) of the program. The student will work in a medical office environment assisting physicians and office personnel by performing assigned duties in both front and back office procedures. The work experience is supported by site visits. Externs are evaluated on skill performances by the site supervisor. The student must receive a passing evaluation by the site supervisor for satisfactory completion of the externship.

PROGRAM INFORMATION

Massage Therapy (MT)

Massage Therapy is the manual manipulation of the soft tissue of the body to achieve various therapeutic outcomes. Massage has many diverse physiological effects, which are primarily due to the therapist's application of various stimulation and mechanical forces to the body tissue. The different movements can physically stretch muscles, ligaments, tendons and fascia, encourage the circulation through the tissue, inhibit muscular spasms and be either sedating or stimulating to the nervous system. The therapeutic use of massage by a massage therapist affects all the systems of the body, in particular, the muscular, circulatory, lymphatic (immune) and nervous systems. The objective of the program is to develop skills and knowledge necessary for students to obtain entry-level employment.

Module	Title	Lecture Clock Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours
A	Fundamentals of Therapeutic Massage	45	3.0	45	1.5
B	Essential Sciences I	45	3.0	45	1.5
C	Biomechanics, Assessment, Application, and Integration	45	3.0	45	1.5
D	Ethics, Professionalism, and Business Practices	45	3.0	45	1.5
E	Complementary Body Work and Special Populations	45	3.0	45	1.5
F	Massage Techniques, Kinesiology, Bones, Joints, and Muscles	45	3.0	45	1.5
G	Essential Sciences II	45	3.0	45	1.5
Z	Practicum-Clinical Practice	90	2.0	-	-
Total Clock	720	Total Program (morning, afternoon, evening sessions) =720 Clock hours/33.5 Semester Credit			
Total Credit	33.5				

CPR certification is a requirement for graduation/completion of the Massage Therapy program. CPR/first aid training and certification is conducted in Module Z.

The program comprises 8 modules of instruction, 4 weeks each. The student-teacher ratio will not exceed 15:1

For purposes of calculating federal financial aid awards, federal regulations mandate a 30-to-1 clock hour to semester credit hour conversion factor. Using this federally required formula the *MT* program for financial aid award is valued at 24 semester credit hours. Total program hours are based on the institution's accrediting agency clock-to-credit formula.

PROGRAM INFORMATION

Massage Therapy (MT) Course Descriptions

Module A: Fundamentals of Therapeutic Massage

90 Clock, 4.5 credit hours

**This module is prerequisite of all other modules in the program*

This is a prerequisite module to all other program modules. The student is introduced to the fundamentals of Massage Therapy and program objectives.

This module teaches the student the components of therapeutic massage application. Content will include effective use of the body (body mechanics), while giving a massage. Also included are positioning and draping, sanitation, hygiene, and safety and general protocols for Full Body Massage. Practical exercises are performed in the Massage Therapy lab.

Module B: Essentials Sciences

90 clock, 4.5 credit hours

This module includes the exploration of the functional balance and the body's ability to maintain a relatively constant internal environment, regardless of external influences. Discussion and study will also involve medical terminology, basic body structure, and mechanisms of health and disease and body systems. Practical exercises are performed in the Massage Therapy lab.

Module C: Biomechanics, Assessment, Application, and Integration

90 clock, 4.5 credit hours

The focus of this module will be performing assessments to determine current function, and short and long term outcomes of the client based on the assessment information. Practical exercises are performed in the Massage Therapy lab.

Module D: Ethics, Professionalism, and business Practices

90 clock, 4.5 credit hours

This module deals with the identification of the types of professional services a massage practitioner legally and ethically can provide, and establishing guidelines for conduct in the professional setting. The following areas will also be presented: Underlying physiologic mechanisms of massage benefits and developing the massage career. Practical exercises are performed in the Massage Therapy lab.

Module E: Complementary Bodywork and Special Populations

90 clock, 4.5 credit hours

This module introduces system of structured touch other than therapeutic massage. The following individual systems will be discussed: Eastern and Asian thought involving vital energy, chakras, meridians, and points. The lesson will also include reflex systems such as hydrotherapy and reflexology and energetic systems such as polarity. The course provides the massage professional with the basic guidelines for developing a wellness program and the necessary information to provide benefits to their clients with special needs. Practical exercises are performed in the Massage Therapy lab.

PROGRAM INFORMATION

Module F: Massage Techniques, Kinesiology, Bones, Joints, and Muscles

90 clock, 4.5 credit hours

The knowledge gained from this module is the foundation for the primary technical requirements of the therapeutic massage discipline. Topics will include muscle energy and joint movement techniques along with the names, locations, and functions of the bones, joints, and muscles. Practical exercises are performed in the Massage Therapy lab.

Module G: Essentials Sciences II

90 clock, 4.5 credit hours

This module continues the exploration of the functional balance and the body's ability to maintain a relatively constant internal environment, regardless of external influences. Discussion and study will also involve medical terminology, basic body structure, and mechanisms of health and disease and body systems. Practical exercises are performed in the Massage Therapy lab.

Module Z: Practicum-Clinical Practice

90 clock, 4.5 credit hours

This module will allow the student to display and strengthen skills acquired during the didactic portion (modules A-F) of the program. The student will work in the campus clinic under the supervision of staff Massage Therapists. This module includes CPR/First aid training and certification. The Clinic is evaluated on skill performances by the Clinic Instructor. The student must receive a passing evaluation by the Clinic Instructor for satisfactory completion of the externship.

FINANCIAL INFORMATION

Tuition & Textbook Charges

The cost is the same for the following programs: Business Information Specialist, Computer Network Specialist, Medical Assistant and Massage Therapy Program.

Tuition	\$10,045.00
Textbooks/supplies	\$1,050.00
<hr/>	
Total Cost	\$11,095.00

- An initial payment of **\$5,547.50** is due upon enrollment
- A final payment of **\$5,547.50** is due at the start of the second term of the program.

*Textbooks/supplies cover the cost of all books, two sets of scrubs, and one stethoscope for students enrolled in the **MA Program**.

*Textbooks/supplies covers the cost of all books, consumable supplies, two sets of scrubs and one massage therapy table for students enrolled in the **MT Program**.

* Textbooks/supplies cover the cost of all books, consumable supplies, and a basic computer that is given to the student upon successful completion of the **CNS Program**.

Tuition includes the cost of instruction. Tuition does not include the cost of textbooks, student notebooks, writing instruments, school-prepared texts and handouts, vouchers for certification-testing, diskettes for student course work, file folders, printer paper, and basic course-related office supplies.

Alternate payment terms are available to students, based on need. The school also works to match students with any appropriate financial aid which may be available to them.

Methods of payments made to the school to meet the student's financial obligations may include cash, check, money order or credit card.

After the school has used reasonable means to attempt to collect any delinquent accounts, a collection agency will be employed.

Financial Aid

The school contracts with numerous agencies for financial aid assistance. Qualified students may be eligible for program funding through Career Link, Job Service, Vocational Rehabilitation, programs for Veterans, and/or various labor organizations. Other agency funding sources may also be available. The school also participates in the Federal Pell Grant Program and the William D. Ford Federal Direct Loan Program, which encompass the following programs:

FINANCIAL INFORMATION

Federal Pell Grant Program

Need-based grants (gift aid) to students are awarded by the federal government. The maximum Pell Grant award for the 2009-2010 federal award year is currently \$5,350. Pell Grants are available only to students who do not yet have a bachelor's degree.

Federal Stafford Loan

Low interest loans to students made directly by the US Department of Education. Stafford Loans are either subsidized—the federal government pays the interest while the student is in school—or unsubsidized, meaning the student either pays the interest or capitalizes it (adds it to the principal upon entering repayment). The interest rate is fixed for 2009-10, 5.6% for subsidized loans for undergraduate students and 6.8% for all unsubsidized loans.

An origination fee of 1.5% is charged on the gross amount of the loan, proportionately assessed on each disbursement. There is an upfront interest rebate of 1.0% of the loan given to Direct Loan borrowers, added back to the amount of each loan disbursement. This rebate requires the borrower to make the first twelve monthly payments on time or the rebate amount will be added back to the loan principal balance.

For the dependent student the Stafford Loan eligibility per year is currently \$3500, which can be subsidized or unsubsidized, plus an additional \$2000 unsubsidized. For independent students the maximum amount of all subsidized and unsubsidized loans is \$9500, of which a maximum of \$3500 can be subsidized. All DCI students receiving student loans are required to participate in entrance and exit counseling. Entrance counseling must be completed before any loan funds will be disbursed. Exit counseling must be completed prior to graduation or at the time of withdrawal.

The repayment of Stafford Loans begins six months after the graduation date or the last day of attendance. The length of repayment can be up to ten years.

Federal PLUS Loan

Direct PLUS loans are loans to parents to help pay for their dependent children's educational expenses, made directly by the US Department of Education. The maximum PLUS Loan amount is the full cost of education less any estimated financial aid. There is a fixed interest rate applied to the PLUS loan which is currently 7.9%. The repayment of PLUS loans generally begins within 60 days of the disbursement of funds.

An origination fee of 4% is charged on the gross amount of the loan, proportionately assessed on each disbursement. There is an upfront interest rebate of 1.5% of the loan given to Direct PLUS Loan borrowers, added back to the amount of each loan disbursement. This rebate requires the borrower to make the first twelve monthly payments on time or the rebate amount will be added back to the loan principal balance.

All loans, regardless of source, must be repaid pursuant to applicable regulations.

FINANCIAL INFORMATION

Application Process

The application process for all financial aid requires completion of the Free Application for Federal Student Aid (FAFSA). A completed and submitted FAFSA results in a Federal Student Aid Report (SAR/ISIR), which is the basis for determining most financial aid eligibility. Information from the ISIR is used to determine all financial aid awards based on student need calculated by the federal need analysis formulas. The school transmits each FAFSA directly to the government, and the resulting SAR is available within a few days of application. (If an application is mailed, it usually takes 4-6 weeks to receive an ISIR.) The FAFSA is available at the school's financial aid office or online at www.fafsa.ed.gov. Some government aid programs have other processes for determining eligibility for awards (i.e., Career Link, Vocational Rehabilitation programs, Veteran's programs).

Scholarship Programs

DCI Career Institute offers scholarship programs based on need and other criteria. All scholarship applicants must apply for the Federal Pell Grant Program.

The Merit Scholarship

Merit-based scholarships are available for students who demonstrate need and above average ability in the admissions testing process; limit of one award per class start.

Eligibility for scholarship occurs when applicants receive an admissions test score of 25 or higher on the Wonderlic WPT Form I or 450 Points or higher on the Wonderlic WBST Verbal Form VS-1. The top scoring applicant in each class start will receive a scholarship based on the award criteria listed below.

In the event of two or more students earning tie scores, a panel of three judges will be appointed from the school. The judges will interview the tied applicants, and their decision, based solely on that interview, will be final.

AWARD is a Minimum of 25% up to 50% of the total cost of tuition and books. The Financial Aid Office will determine the exact amount, after subtracting all gift aid for which the student qualifies from the total program cost. Scholarship awards will not result in any cash refunds to the student.

The Family Scholarship

The Family Scholarship is a need-based scholarship for employees of DCI Career Institute and their immediate family members. For *Eligibility* a student must have need as determined by the Federal Methodology need analysis process (COA - EFC - EFA = NEED), must meet all admissions requirements, must be an immediate family member of an employee of the school based on the following criteria: An immediate family member is defined as, current legal spouse of employee, natural, adoptive or step children of employee.

FINANCIAL INFORMATION

AWARD is up to 100% of the total cost of tuition and books, less any gift aid the student has been awarded, federal or other. Scholarship awards will not result in any cash refunds to the student.

The actual amount of the Family Scholarship will be calculated as follows: total program cost (tuition and books) less other gift aid up to 100%.

Full-Time Employees (*one year or more longevity at DCI*)

100% of tuition and books

Full-Time Employees' Family Members

50% of tuition and books

Permanent Part-Time Employees (*one year or more longevity at DCI*)

100% of tuition and books

Permanent Part-Time Employees' Family Members (as stated above)

50% of tuition and books

All students are automatically considered for these scholarship programs upon submission of the school's financial aid application and the FAFSA. Scholarships are not to be considered an inducement for enrollment. Questions regarding the school's scholarship programs should be directed to the financial aid office. Scholarship awards will be reduced if the student receives other gift aid and will not result in any cash refunds to students.

FINANCIAL INFORMATION

Disbursement of Financial Aid Funds

Federal Pell Grants:

Federal Pell Grants will be disbursed twice during each program. The first payment period is the first four modules of the program (FA credits 1 to 12) and the second payment period is the second four modules of the program (FA credits 13 to 24). Satisfactory academic progress requires the completion of one-half the program credits for the second disbursement of financial aid. Federal Pell Grant funds are disbursed by a credit on the student's account after the school receives an electronic fund transfer from the federal government. Students receive a monthly copy of their tuition account while they are enrolled; this serves as their receipt for the disbursement of Pell Grant funds.

Federal Stafford Loans:

Federal Stafford Loans will be disbursed twice during the program. The first disbursement will take place approximately 30 calendar days after classes start, and the second disbursement will be at the beginning of the second payment period assuming the student is maintaining satisfactory academic progress. Federal Stafford Loans are disbursed in the form of electronic funds transfer sent directly to the school and credited to the student's tuition account.

Federal Parent Loans for Undergraduate Students: (PLUS)

PLUS loans will be disbursed twice during the program. The first disbursement is after the first 30 days of the class start, and the second disbursement will be at the beginning of the second payment period assuming that the student is maintaining satisfactory academic progress. PLUS Loans are disbursed in the form of electronic funds transfer sent directly to the school and credited to the student's tuition account.

Loan Disbursements Received Via EFT

The student account is credited with the Electronic Funds Transfer (EFT) in accordance with the student/parent's authorization completed at the time of enrollment. The amount and origin of this transfer is shown on the EFT notice sent at the time of disbursement.

The student (or parent, for PLUS Loans) has 14 days from the date of this notice to cancel all or a part of a loan disbursement or the entire student loan. Cancellation must be submitted in writing to the Financial Aid Office and a student should schedule an appointment with the Financial Aid Office to make arrangements for payment of the account balance.

Other student consumer information that relates to financial aid can be found in the Student Handbook.

FINANCIAL INFORMATION

STUDENT LOAN CODE OF CONDUCT

1. FINANCIAL ARRANGEMENTS

Neither DCI nor any of its employees will accept anything of more than nominal value from any lending institution. This prohibition specifically includes revenue sharing arrangements and payments or gifts for preferred lender status.

2. GIFTS

DCI employees may not accept gifts from any lender, guarantee agency or loan servicer. Exceptions include brochures, training materials and similar items.

3. CONTRACTING ARRANGEMENTS

No DCI employee may accept any fee, payment or financial benefit as compensation for a consulting or contracting arrangement with a lender or servicer, or contract to provide services to or on behalf of a lender relating to education loans.

4. PREFERRED LENDER LIST

DCI will not assign or steer borrowers to particular lenders, or delay loan certification because a borrower selects a lender not on the preferred lender list. Lenders will be selected for the preferred lender list solely based on competitive borrower benefits, accuracy and timeliness of processing and customer service for both borrowers and the institution.

5. OFFERS OF FUNDS

DCI will not request or accept any offers of funds for private loans, including funds for an opportunity pool loan, in exchange for any concessions or promises to a lender, or inclusion on the preferred lender list.

6. STAFFING ASSISTANCE

DCI will not request or accept any assistance with call center or financial aid office staffing from a lender or servicer.

7. ADVISORY BOARD COMPENSATION

DCI employees may not receive anything of value from a lender, loan servicer, guarantee agency or group in exchange for serving on an advisory board, except for reimbursement or reasonable expenses incurred relating to this service.

FINANCIAL INFORMATION

All Other Agencies (Career Link, OVR, VA, etc.)

The school will follow the standard disbursement policies set forth by each funding agency as it pertains to their contract.

NOTE: All disbursements of financial aid are contingent upon the student meeting all eligibility criteria for the particular aid fund.

Credit Balances

Credit balances may be retained on account at the school against future charges only with the written permission of the student or the student's parent if the credit balance is composed of PLUS loan funds.

Otherwise, credit balances are refunded to the student within 14 calendar days of the date the credit balance is created. Credit balances composed of PLUS funds will be refunded by mail to the student's parent unless the parent has given written permission for the PLUS funds to be released directly to the student.

Refund Policy

The refund policy of DCI Career Institute is in compliance with the regulations of the Pennsylvania Department of Education and the Accrediting Commission for Continuing Education & Training (ACCET). All refunds are calculated using both the state and ACCET policies and the refund most favorable to the student will be made. Examples of refund calculations are available from the Financial Aid Office.

The following is the Pennsylvania state refund policy which is used by DCI for all students. For Refund purposes Pennsylvania requires the program be broken into two like terms. The Refund policy is applied accordingly to each term.

For a student canceling after the fifth calendar day following the date of enrollment but prior to beginning of classes, monies paid to the school shall be refunded within thirty (30) days.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following refunds apply:

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, the tuition refunded by the school shall be at least 75% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, the tuition refunded by the school shall be at least 55% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after 25% of the term but within 50% of the term, the tuition refunded by the school shall be at least 30% of the tuition for the term.
- For a student withdrawing from or discontinuing the program after 50% of the term, the student is entitled to no refund.
- For refund computations, a term may not exceed 18 weeks.
- All refunds are calculated and made within 30 calendar days of the DOD (Date of determination of withdrawal or termination) as required by Pennsylvania state law.

FINANCIAL INFORMATION

STATE REFUND POLICY

16 Week Term - All Programs

Last Day	Percent Completed.....	Charges Refunded
Week 1	10%	75%
Week 2.....	25%	55%
Week 3.....	25%	55%
Week 4.....	25%	55%
Week 5.....	50%	30%
Week 6.....	50%	30%
Week 7-8	50%	30%
Weeks 9-16.....	51-100%	No Refund

ACCET Refund Policy (Accrediting Council for Continuing Education & Training)

Rejection and Cancellation before the start of class:

1. If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-shows), the institution will refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as non-refundable.

For programs of study that are greater than or equal to 300 clock hours in length the following refund policy is required by the Accrediting Agency:

- During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (see example):
- After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

FINANCIAL INFORMATION

RETURN OF TITLE IV FUNDS POLICY

When a financial aid recipient withdraws from all classes prior to the 60% point in time of the payment period, DCI calculates an amount to be returned to the federal aid programs in accordance with applicable regulations. The financial aid earned by the student prior to withdrawal is determined by calculating the amount of the payment period the student completed as of the last date of attendance. If the amount of federal aid disbursed exceeds the amount of federal aid earned as of the last date of attendance, either the school or the student or both are required to return some portion of federal aid. Post withdrawal disbursements for which the student is eligible are used by the school to pay outstanding charges, and any remaining amount is offered to the student.

The amount of the payment period completed by the student as of the last date of attendance is calculated by counting the number of calendar days that have elapsed in the payment period, and dividing that number by the total number of calendar days in the payment period. Scheduled breaks of five days or longer are excluded from the calculation.

The unearned percentage of federal aid is multiplied by the charges for the payment period and by the total amount of aid disbursed for the student; the school is responsible for returning the lesser of these two amounts. The student is required to return any unearned aid less the amount returned by DCI. If the student is required to return any grant aid (Federal Pell Grant), the student is considered to be in overpayment and thus ineligible for any additional federal aid until that amount is repaid, either to DCI or to the U.S. Department of Education. Any student who owes an overpayment will be notified in writing by DCI, within thirty days of the date of determination of withdrawal.

Federal aid funds are returned in the following order, both by the school and the student: 1) Unsubsidized Federal Stafford Loans; 2) Subsidized Federal Stafford Loans; 3) Federal PLUS loans; 4) Federal Pell Grants; 5) Other federal aid programs. The required return of funds under this policy is made to the Title IV aid programs within 45 calendar days of the date of determination of withdrawal or termination. Students will receive a written notice of any federal funds returned by DCI Career Institute and an invoice for any balance owed the school. Examples of the application of the Return of TIV Funds policy are available from the financial aid office.

GENERAL INFORMATION

General Information

The school employs the services of Choice Consulting & Training Services, Inc., a noted national firm, for financial aid consulting and training. In order to remain current and accurate in the rapidly changing world of financial aid, the school also sends appropriate staff members to numerous workshops regularly conducted by government agencies and professional school organizations.

Federal financial aid laws and regulations are in a constant state of revision and general change. The information in this catalog reflects the best available interpretation of current law as of the date of publication. Students must consult with the financial aid office for the most current information applicable to them.

DCI Career Institute reserves the right to make changes to programs and policies which it determines to be educationally appropriate and beneficial, within the regulations of its state, federal, and accrediting governing agencies. Items in this catalog are thus subject to change.

NOTES & INFORMATION
