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# Your New Career Starts Here . . .



**366 Route 18, Beaver Valley Mall, Monaca, PA 15061**  
**1-724-728-0260 • [www.dci.edu](http://www.dci.edu)**

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# SCHOOL PERSONNEL

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## *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 Geist Dunn DCI LLC with Deborah A Dunn as the President and Gerard E Geist as the CEO.

Deborah A Dunn.....President

Randy Howe.....Asst. Director/Admissions Director

Paula Fennel, RMA, RPT.....Dir. of Career Services

Raymond Dunn.....Financial Aid Administrator

George Harris, CNA, MCP, A+.....CNS\*

Jaime Baird, RMA.....MA\*

Judy Moran, RN .....MA\*

Patricia Vular, CMAS.....APMF, MA\*

John Pinkerton .....AP, CNS \*

Kelly McKendree, LMT.....MT\*

Sharon Shingleton.....Administrative Assistant

### **\*Program Instructors**

MCITP – MicroSoft Certified Enterprise Desktop Support Technician 7

MCP - Microsoft Certified Professional

CNA – Certified NetWare Administrator

CMA - Certified Medical Assistant

AHI – Certified Allied Health Instructor

Network +

RMA - Registered Medical Assistant

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

MCTP - Microsoft Certified Technical Professional

RN - Registered Nurse

NCMT - Nationally Certified Massage Therapist

A+ - Comptia A+ Certified

LMT – Licensed Massage Therapist

RPT – Registered Phlebotomy Technician

MA – Medical Assistant Program

MT – Massage Therapy Program

AP – Administrative Professional Program

CNS – Computer Network Specialist Program

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# WELCOME FROM THE STAFF AT DCI

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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 changes with each new year, 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 the Office of Admissions for additional information. We will be pleased to answer your questions and give you a tour of our school.

**Take the next step to your successful future!**

Sincerely,

Deborah A Dunn  
President  
Gerard E. Geist  
CEO

# GENERAL INFORMATION

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## *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 Administrative Professional in the Medical or Business Fields***

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 business fields 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 medical fields track will prepare graduates for work in the specialized environment of medical 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 Licensed 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 anatomy and bodywork, massage techniques, complementary therapies, 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.

**\*\*\* All Massage Therapy students are required to obtain a license in the state of Pennsylvania for employment.**

# GENERAL INFORMATION

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## ***School Facilities & Equipment***

### ***Location of Monaca 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 376 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.

### ***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 Monaca Campus opens Monday through Friday from 8:00 a.m. until 5:30 p.m.

### ***Student Services***

A career and placement specialist 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. 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***

APBF and CNS enrolled students must dress in a fashion compatible with school's "business casual dress policy". Students enrolled in the APMF, MA and MT Program also have a dress code compatible with the health/ medical 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.

### ***Copyright Infringement***

Materials that hold a copyright are not permitted to be copied for any reason without the written permission of the copyright holder. For more information on copyright law go to [www.copyright.gov](http://www.copyright.gov).

# GENERAL INFORMATION

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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 link <http://dci.edu/wp-content/uploads/DCI-AnnualSecurityReport.pdf> to the Annual Security Report to prospective and enrolled students during the admissions process. Prospective students and other interested parties may obtain a hard copy of this information by request from the Administrative Offices. 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 the admissions process.

Vaccinations are required for the Medical Assistant program as follows: MA students are required to have a valid Tetanus (it is up to the doctor but usually valid within 5 to 7 years), Hep B (Series of 3) and a valid TB test (cannot be older than 1 year). The 2step TB is recommended but optional.

## ***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

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](http://www.dci.edu) for more information on these agencies.**

# GENERAL INFORMATION

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## ***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 Prevention 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. Biannually the institution reviews their drug and alcohol policy to insure that it is effective.

## ***Copyright infringement policy (Internet & Network Usage)***

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable campus policies or procedures. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment. This is included in the Student Handbook and is given to all students upon enrollment and to all employees annually.

Internet use, on school time, is authorized to conduct research for educational purposes only. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the school, potential access to student and staff passwords and other confidential information. The downloading of copy write software or P2P sharing programs to the School PC's is strictly prohibited. Additionally, under no circumstances may company computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination.

## ***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:

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

A student will be officially notified of a dismissal by a written notice, sent certified mail. A dismissed student has the right to appeal. (See page 17) A full appeal process is also stated in the Student Handbook. A student who has an appeal that is denied, may be considered for entrance into a program of the school again by following the standard admissions process six months after the denied appeal.



# PHILOSOPHY & OBJECTIVES

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## *Administrative Professional in the Business or Medical Fields*

The **Administrative Professional in the Business or Medical Fields (APBF/APMF)** 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.

### *(APBF/APMF) 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 Medical Office Administration area of concentration will gain skills in medical office procedures, medical terminology, CPR/First Aid, 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 for lab 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 Server.

# PHILOSOPHY & OBJECTIVES

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- To provide a student/teacher ratio not exceeding 10-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-1 in lab 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 Licensed 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 anatomy and bodywork, massage techniques, complementary therapies, 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

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## *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 ratio not to exceed 15-to-1 in lab 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.
- Students are required to take industry relevant tests at no additional charge.

**\*\*\*All Massage Therapy students are required to obtain a license in the state of Pennsylvania for employment. There is no additional charge for the state license application.\*\*\***

# ADMISSIONS REQUIREMENTS

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## *Admissions Requirements*

The school does **NOT** require that applicants have prior computer experience or medical knowledge for entrance into the APMF/APBF, CNS, MT, or MA Program. As part of the admissions 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 take the Wonderlic Personnel test Form I and must receive a score of 14 points. This test is administered by the front desk personnel. Each test questions incorporates a wide variety of problem types. The questions include work comparisons, disarranged sentences, sentence parallelism, direction following, number comparisons, number series, analysis of geometric figures and story problems requiring either math or logic solutions. While candidates achieving the cut off score are eligible for admissions. Candidates not achieving the cut off score will be asked to sit in on class and meet with their instructor to help to ensure that success can be achieved. It will also help the instructor determine how to best focus the student.
- 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 and APMF Programs 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, APMF and 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

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## ***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 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. 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 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

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## *Grading & Satisfactory Academic Progress*

All students are evaluated for satisfactory academic progress at the end of the first payment period. This is scheduled for the midpoint of the program in credit or clock hours and weeks, but does not occur until the individual student has successfully completed at least one-half the program credits or clock hours. All students are evaluated a second time for satisfactory academic progress at the scheduled end date of the program.

## *Credit Hour Programs*

Satisfactory academic progress is measured **qualitatively**, by review of the Cumulative Grade Point Average (CGPA); **quantitatively**, by review of the rate of progress—the percentage of credits earned vs. attempted; and overall against a maximum timeframe of 150% of the program length, measured in attempted credits. The academic credit for modules is earned with a passing grade (D or better). Satisfactory progress is defined as a minimum of a 2.00 CGPA and a rate of progress of at least 75%.

**To successfully complete a program the student must achieve 100% of the program credits within 150% of the program length, as defined by attempted credits.**

## *SAP Status Review*

<b>Required Evaluation Point</b>	<b>Minimum CGPA</b>	<b>Percentage (%) of Credits Earned vs. Attempted</b>
Module 5	2.00	75%
Module 9	2.00	75% (MA/APBF/APMF)
Module 10	2.00	75% (MT/CNS Program ONLY)

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

## *Clock Hour Programs*

Satisfactory academic progress is measured **qualitatively**, by review of the Cumulative Grade Point Average (CGPA); **quantitatively**, by review of the cumulative attendance rate; and overall against a maximum timeframe of 150% of the program length, measured in weeks. Satisfactory progress is defined as a minimum of a 2.00 CGPA and an attendance rate of at least 90% of the scheduled clock hours.

**To successfully complete a program the student must complete all program requirements within 150% of the program length, measured in weeks. The 40 week MT program must be completed within 60 weeks, not including any time spent on an approved leave of absence.**

# ACADEMIC REQUIREMENTS

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## *SAP Status Review*

<b>Required Evaluation Point</b>	<b>Minimum CGPA</b>	<b>Percentage (%) of Attendance Required</b>
Module 5	2.00	75%
Module 9	2.00	75% (MA/APBF/APMF)
Module 10	2.00	75% (MT/CNS Program ONLY)

**\*\*\* To successfully complete a program the student must complete all program requirements within 150% of the program length, measured in weeks.**

**The following grades and values are used:**

<b><u>Grade Definition</u></b>	<b><u>Grade point value</u></b>
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.

\*\*\*Students will earn credits based on successfully completing outside homework and project assignments which will be incorporated into their overall module grades. Students will be assigned homework on a regular basis during each of the first 8 modules, and these assignments will impact their overall module grade.

## ***Maximum Timeframe***

The program requirements must be completed within a maximum timeframe of 150% of the normal program length. Thus, the maximum timeframe for the MA and the APBF/APMF programs are 54 weeks. The maximum timeframe for the MT and the CNS programs are 60 weeks. Approved leaves of absence are not counted in determining maximum timeframe.

### ***Determination of Progress Status***

Students meeting the minimum requirements for academics and attendance at the evaluation point (see above) are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

### ***Warning***

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will not be permitted to graduate.

### ***Interruptions, Course Incompletes, Withdraw***

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### ***Transfer Hours***

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on the actual contracted credits/hours at the institution.

### ***Student Who Do Not Complete Within Maximum Timeframe***

Students who do not complete within the Maximum of the required timeframe will be permitted to continue to graduation.

### ***Applied Consistently***

This policy will be applied consistently to all students enrolled in the program.



# OTHER REQUIREMENTS

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## ***Miscellaneous***

Grades of I (Incomplete), F (Failing) and W (Withdrawn-Passing) are not considered to be completed credits, but do count as attempted credits. I (Incomplete) grades are temporary, and if not satisfactorily resolved within one month of issue become F (Failing) grades. Transfer credits are included as both credits earned and credits attempted. P (Passing) grades and W (Withdrawn-Passing) count as credits earned and attempted, but have no value for the CGPA. Course repetitions count as attempted credits, but students can earn credit only once. When a course is repeated, the later grade will replace the first grade in calculating the CGPA.

## ***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 90% 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 (excluding any scheduled break over 5 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.

## ***School Dismissal Appeal Process***

A student dismissed for any reason 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 explains incidents related to the dismissal and what the student plans to do to improve the situation. 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.

## ***Tardiness Policy***

Any student who arrives later than five minutes after the scheduled start time of any class shall be considered tardy. Any student who leaves earlier than five minutes before the scheduled end time of any class shall be considered tardy. If a student arrives more than 10 minutes late, they will not be permitted into class until the 9:00 am for the morning division and 2:00 pm for the afternoon division. The only acceptable excuses for arriving more than 10 minutes late and still be permitted to class will be an emergency room visit or court subpoena. If a student is excessively tardy, counseling by the Director 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.

# OTHER REQUIREMENTS

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**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***

Administrative Professional in the Medical or Business Fields: 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 90% of the program hours, has no incomplete grades, and has satisfied financial obligations to the school, a diploma is issued to the graduate. CPR certification is a requirement for graduation in APMF.

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 90% of the program hours, has no incomplete grades, and has satisfied 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 90% of the program hours, has no incomplete grades, and has satisfied 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 90% of the program hours, has no incomplete grades, and has satisfied 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. There is no additional charge for Make-up work. 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 timeframe for the program in which the student is enrolled (150% of program weeks).

# LEAVE OF ABSENCE REQUIREMENTS

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## *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 180 calendar days in any 12 month period. 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 warning for academic or attendance reasons will remain on warning 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

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## ***Program Length***

The program length for (MA and APBF/APMF) during the morning, afternoon, or evening is 36 weeks in length. The maximum class size for all programs is 20 students for lab to one instructor for MA and APBF/APMF. For purposes of discussion, each program is divided into two terms with the first term at 20 weeks, and the second term at 16 weeks. The first term is equal to 20 weeks (5 modules) and the second term is equal to 16 weeks (4 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 120 /160 clock hour externship, consisting of applied work site experience. The APBF/APMF program consist of 810 clock hours and it is awarded 37.2 semester credit hours and the MA program consists of 850 clock hours and it is 38.1 semester credits.

MT and CNS classes are offered (providing there is sufficient enrollment) during the morning, afternoon, or evening and they are 40 weeks in length. The maximum class size is 15 students to one instructor for the MT program, and 10 students to one instructor for the CNS program. For purposes of discussion, the program is divided into two terms with the first term at 20 weeks (5 modules) and the second term at 20 weeks (five 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 120 clock hour clinical or externship experience. The total program lengths are 900 clock hours and are 41.7 semester credits.

## ***Externship for APBF/APMF, MA, & CNS /Clinic for MT***

The school works with each student to arrange 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. The APBF/APMF, CNS & MT programs have an externship/clinic for 120 hours, and the MA program has an externship for 160 hours.

***Class Size and Hours*** (The schedule remains consistent throughout the program, except for Module H, 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

Note: The program end dates are approximate, and the management reserves the right to cancel or postpone program start dates if minimum enrollment for each class session is not achieved.

Start Date	Projected Graduation Date
1/18/18 Morning-Afternoon-Evening	October 17, 2018 November 1, 2018 (MT/CNS Students)
2/15/18 Morning-Afternoon-Evening	November 14, 2018 December 10, 2018 (MT/CNS Students)
3/16/18 Morning-Afternoon-Evening	December 14, 2018 January 15, 2019 (MT/CNS Students)
4/16/18 Morning-Afternoon-Evening	January 23, 2018, 2019 February 12, 2019 (MT/CNS Students)
5/15/18 Morning-Afternoon-Evening	February 21, 2019 March 5, 2019 (MT/CNS Students)
6/13/18 Morning-Afternoon-Evening	March 21, 2019 April 1, 2019 (MT/CNS Students)
7/18/18 Morning-Afternoon-Evening	April 28, 2019 May 1, 2019 (MT/CNS Students)
8/15/18 Morning-Afternoon-Evening	May 20, 2019 June 11, 2019 (MT/CNS Students)
9/13/18 Morning-Afternoon-Evening	June 18, 2019 July 12, 2019 (MT/CNS Students)
10/12/18 Morning-Afternoon-Evening	July 23, 2019 August 9, 2019 (MT/CNS Students)
11/9/18 Morning-Afternoon-Evening	August 20, 2019 September 4, 2019 (MT/CNS Students)

\*\*\*\* All session schedules depend on the number of enrollments for monthly starts.

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.

## 2018 Holidays and Breaks

- January 15, 2018                      Martin Luther King Day
- February 19, 2018                    Presidents Day
- March 30, 2018                        Spring Break
- May 14, 2018                            In-Service Day
- May 28, 2018                            Memorial Day
- July 2-6, 2018                         Summer Break (School Resumes 7/9/2018)
- September 3, 2018                    Labor Day
- October 11, 2018                      In-Service Day
- November 22 & 23, 2018            Thanksgiving
- December 24-Jan 1, 2019            Christmas Holiday (School Resumes 1/02/19)

# PROGRAM INFORMATION

The following is a 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 by the school administration at the beginning of each program start date.

## Administrative Professional in the Medical or Business Fields (APMF/APBF) *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 the Business Field track which 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 or the Medical Field track which prepares graduates for work in the specialized environment of medical 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 Fields track will continue on to database management, presentation software, business communications and web design. Those students electing the Medical Fields track will learn basic healthcare insurance processing, coding and collections, medical terminology, basic medical office clinical and clerical assisting, medical records management, and medical office information processing. The program concludes with a four-week externship.

Module	Title	Lecture Clock Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours	State Credit
A	Introduction to Information Systems <i>Prerequisite to track elective</i>	45	3.0	45	1.5	4.8
B	Word-processing/Business English <i>Prerequisite to track elective</i>	45	3.0	45	1.5	4.8
C	Spreadsheet Managements/Business Math <i>Prerequisite to track elective</i>	45	3.0	45	1.5	4.8
D	Accounting <i>Prerequisite to track elective</i>	45	3.0	45	1.5	4.8
E	*APBF- Database Management ----- *APMF- Medical Billing and Collections	45	3.0	45	1.5	4.8
F	*APBF- Presentation Software ----- *APMF- Medical Health Care Responsibilities	45	3.0	45	1.5	4.8
G	*APBF- Website Design ----- *APMF- The Medical Office Clinical	45	3.0	45	1.5	4.8
H	Your Career – How to Make it Happen <i>Prerequisite to Module Z</i>	30/30	2.7	30	1.0	3.9
Z	<i>All courses listed above regardless of elected track are a prerequisite to: Externship</i>	90	2.0			2.1
Total Clock Hours	810	Total Programs (morning, afternoon, evening sessions)= 810 clock hours/37.2 (ACCET) Semester Credit hours				State Total 40
Total Credit Hours	37.2 (ACCET)					

# PROGRAM INFORMATION

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*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 AP program for is 26 semester credit hours for financial aid awards. Total academic program hours are based on the institution's accrediting agency clock-to-credit formula.*

## ***Administrative Professional in the Medical or Business Fields APMF/APBF) Course Descriptions***

### **Module A: Introduction to Information Systems**

***90 clock, 4.5 credit hours (State Credit 4.8)***

Students will learn about user interfaces, Windows 7, Windows Explorer, and each application in Microsoft Office 2010. 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 2010, 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 2010.

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

### **Module B: Word-Processing; MS Word**

***90 clock, 4.5 credit hours (State Credit 4.8)***

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 APBF will also study 18 hours of Business Communications during this module. Students electing APMF 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 (State Credit 4.8)***

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

# PROGRAM INFORMATION

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## **Module D: Accounting; QuickBooks**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 APBF will also study 18 hours of Business Communications during this module. Students electing APMF will study 18 hours of Medical Terminology during this module.*

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

## **Module E: (APBF) Database Management, MS Access**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 APBF will also study 18 hours of Business Communications during this module.*

## **Module E: (APMF) Medical Billing and Collections**

*90 clock, 4.5 credit hours (State Credit 4.8)*

This module covers medical care expenses, Optum PM and Physician EMR, HIPAA, ICD10, CPT Coding, banking, patient accounts, preparing insurance claims & posting payments, patient billing, posting patient payments, collecting fees, and health care coverage by various insurances.

## **Module F: (APBF) Presentation Software; MS PowerPoint**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 APBF will also study 18 hours of Business Communications during this module*



# PROGRAM INFORMATION

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## **Module F: (APMF) Medical Health Care Responsibilities**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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

## **Module G: (APBF) WEB Design; Elements of Graphic Design**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 APBF will also study 18 hours of Business Communications during this module*

## **Module G: (APMF) The Medical Office Clinical**

*90 clock, 4.5 credit hours (State Credit 4.8)*

This module covers human anatomy, safety in the medical office, infection control, diagnostic radiology, medical office emergencies, vital signs, OSHA, HIPAA, medical history and patient screening, diagnostic procedures, nuclear medicine, pharmacology, triage, prepare for CPR and First Aid Certification.

## **Module H: Your Career – How to Make it Happen**

*90 clock, 3.7 credit hours (State Credit 3.9)*

Students will learn extensive job search preparation concepts that will enhance their ability to increase their employment opportunities due to the increased competition in the job market today. Additionally, students will participate in a 30 hour Externship/Clinic Prep training related site where they must turn in a successful Interim Externship/Clinic Prep Evaluation as a prerequisite to Module Z: Externship. Class/externship hours may vary from the regularly scheduled hours.

# PROGRAM INFORMATION

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## **Module Z: Externship**

***90 clock, 2.0 credit hours (must complete 100%) (State Credit 2.1)***

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. Externship hours may vary from the regularly scheduled class hours.

# PROGRAM INFORMATION

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## *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	State Credit
<b>A</b>	A+ Essential Exam	45	3.0	45	1.5	4.8
<b>B</b>	A+ Practical Exam	45	3.0	45	1.5	4.8
<b>C</b>	Windows 2003 Server	45	3.0	45	1.5	4.8
<b>D</b>	Windows 2008 and Active Directory	45	3.0	45	1.5	4.8
<b>E</b>	Windows 2008 Server with SharePoint Foundation	45	3.0	45	1.5	4.8
<b>F</b>	Network+	45	3.0	45	1.5	4.8
<b>G</b>	Linux	45	3.0	45	1.5	4.8
<b>I</b>	Security +	45	3.0	45	1.5	4.8
<b>H</b>	Your Career – How to Make it Happen	30/30	2.7	30	1.0	3.9
<b>Z</b>	Externship	90	2.0	-	-	2.1
<b>Total Clock</b>	900	<b>Total Program (morning, afternoon, evening sessions) = 900 Clock hours/41.7 (ACCET) Semester Credit</b>				<b>State Total 44</b>
<b>Total Credit</b>	41.7 (ACCET)					

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 is 29 semester credit hours for financial aid awards. Total academic program hours are based on the institution's accrediting agency clock-to-credit formula. The student-teacher ratio will not exceed 10:1.

# PROGRAM INFORMATION

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## *Computer Network Specialist Program (CNS) Course Descriptions*

### **Module A: A+ Essential Exam**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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+ Practical Exam**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 2003 Server**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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. Students learn about the network protocols and services included with Windows XP and (TCP/IP), and Domain Name System (DNS).

### **Module D: Windows 2008 and Active Directory**

*90 clock, 4.5 credit hours (State Credit 4.8)*

Students install and configure a Microsoft Windows 2008 Server via manual and automated installation routines. Emphasis is placed on the features in all editions of Windows 2008; 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 2008 Server.

### **Module E: Windows 2008 Server with SharePoint Foundation**

*90 clock, 4.5 credit hours (State Credit 4.8)*

Students install and configure a Microsoft Windows 2008 Server via manual and automated installation routines. Emphasis is placed on the features in all editions of Windows 2008; various file systems; desk management functions; administering the operating system and SharePoint Foundation; network protocols; routing and remote access, as well as other web server functions, and monitoring and optimizing SharePoint Foundation.

# PROGRAM INFORMATION

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## **Module F: Network +**

**90 clock, 4.5 credit hours (State Credit 4.8)**

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 (State Credit 4.8)**

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 I: Security +**

**90 clock, 4.5 credit hours (State Credit 4.8)**

The goal of this module is to provide students with the basic knowledge to understand and manage IT security in the network environment. The skills obtained in this module include malware and social engineering, application and network based attacks, basic and advance cryptography, network security, wireless security, mobile device security, risk mitigation and vulnerability assessment.

## **Module H: Your Career – How to Make it Happen**

**90 clock, 3.7 credit hours (State Credit 3.9)**

Students will learn extensive job search preparation concepts that will enhance their ability to increase their employment opportunities due to the increased competition in the job market today. Additionally, students will participate in a 30 hour Externship/Clinic Prep training related site where they must turn in a successful Interim Externship/Clinic Prep Evaluation as a prerequisite to Module Z: Externship. Class/externship hours may vary from the regularly scheduled hours.

## **Module Z: Externship**

**90 clock, 2.0 credit hours (must complete 100%) (State Credit 2.1)**

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. Externship hours may vary from the regularly scheduled hours.

# PROGRAM INFORMATION

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## *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	State Credit
A	The Medical Office Clinical	45	3.0	45	1.5	4.8
B	Structures of the Human Body	45	3.0	45	1.5	4.8
C	Injections	45	3.0	45	1.5	4.8
D	Medical Health Care Responsibilities	45	3.0	45	1.5	4.8
E	Venipuncture, Laboratory Studies, and Organ Systems	45	3.0	45	1.5	4.8
F	Medical Billing and Collections	45	3.0	45	1.5	4.8
G	Minor Surgical Techniques	45	3.0	45	1.5	4.8
H	Your Career – How to Make it Happen	30/30	2.7	30	1.0	3.9
Z	Externship	130	2.9	-	-	3.1
Total Clock	850	<b>Total Program (morning, afternoon, evening sessions) =850 Clock hours/38.1 (ACCET) Semester Credit</b>				<b>State Total 41</b>
Total Credit	38.1 (ACCET)					

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

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 is 27 semester credit hours for financial aid awards. Total academic program hours are based on the institution's accrediting agency clock-to-credit formula.

# PROGRAM INFORMATION

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## *Medical Assistant Program (MA) Course Descriptions*

### **Module A: The Medical Office Clinical**

*90 clock, 4.5 credit hours (State Credit 4.8)*

This module covers human anatomy, safety in the medical office, infection control, diagnostic radiology, medical office emergencies, vital signs, OSHA, HIPAA, medical history and patient screening, diagnostic procedures, nuclear medicine, pharmacology, triage, prepare for CPR and First Aid Certification.

### **Module B: Structures of The Human Body:**

*90 clock, 4.5 credit hours (State Credit 4.8)*

This module covers the structures and functions of the respiratory system, the circulatory system, the skeletal system, radiology procedures, cardiology procedures, managing the medical office, rehabilitation and healthy living.

### **Module C: Injections:**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 (State Credit 4.8)*

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

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

*90 clock, 4.5 credit hours (State Credit 4.8)*

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 (State Credit 4.8)**

This module covers medical care expenses, Optum PM and Physician EMR, HIPAA, ICD10, CPT Coding, banking, patient accounts, preparing insurance claims & posting payments, patient billing, posting patient payments, collecting fees, and health care coverage by various insurances.

### **Module G: Minor Surgical Techniques:**

*90 clock, 4.5 credit hours (State Credit 4.8)*

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

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## **Module H: Your Career – How to Make it Happen**

***90 clock, 3.7 credit hours (State Credit 3.9)***

Students will learn extensive job search preparation concepts that will enhance their ability to increase their employment opportunities due to the increased competition in the job market today. Additionally, students will participate in a 30 hour Externship/Clinic Prep training related site where they must turn in a successful Interim Externship/Clinic Prep Evaluation as a prerequisite to Module Z: Externship. Class/externship hours may vary from the regularly scheduled hours.

## **Module Z: Externship:**

***130 clock, 2.9 credit hours (must complete 100%)(State Credit 2.1)***

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. Externship hours may vary from the regularly scheduled hours.



# PROGRAM INFORMATION

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## *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	State Credit
A	Fundamentals of Therapeutic Massage	45	3.0	45	1.5	4.8
B	Essential Sciences I	45	3.0	45	1.5	4.8
C	Biomechanics, Assessment, Application, and Integration	45	3.0	45	1.5	4.8
D	Ethics, Professionalism, and Business Practices	45	3.0	45	1.5	4.8
E	Complementary Body Work and Special Populations	45	3.0	45	1.5	4.8
F	Massage Techniques, Kinesiology, Bones, Joints, and Muscles	45	3.0	45	1.5	4.8
G	Essential Sciences II	45	3.0	45	1.5	4.8
I	Essential Sciences III	45	3.0	45	1.5	4.8
H	Your Career – How to Make it Happen	30/30	2.7	30	1.0	3.9
Z	Practicum-Clinical Practice	90	2.0	-	-	2.1
<b>Total Clock</b>	<b>900</b>	<b>Total Program (morning, afternoon, evening sessions) =900 Clock hours/41.7</b>				<b>State Total</b>
<b>Total Credit</b>	<b>41.7 (ACCET)</b>	<b>(ACCET) Semester Credit</b>				<b>44</b>

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 student-teacher ratio will not exceed 15:1 for lab.

For purposes of calculating federal financial aid awards, the MT program is 900 clock hours. Total academic program hours are based on the institution's accrediting agency clock-to-credit formula.

# PROGRAM INFORMATION

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## Massage Therapy (MT) Course Descriptions

### **Module A: Fundamentals of Therapeutic Massage**

*90 clock hours, 4.5 credit hours (State Credit 4.8)*

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, safety and general protocols for Full Body Massage. Practical exercises are performed in the Massage Therapy lab.

### **Module B: Essentials Sciences**

*90 clock hours, 4.5 credit hours (State Credit 4.8)*

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 hours, 4.5 credit hours (State Credit 4.8)*

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 hours, 4.5 credit hours (State Credit 4.8)*

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 hours, 4.5 credit hours (State Credit 4.8)*

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

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

*90 clock hours, 4.5 credit hours (State Credit 4.8)*

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 hours, 4.5 credit hours (State Credit 4.8)*

This course 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 basic body structure, mechanisms of health and disease and body systems. Body systems in this module include the Integumentary, Cardiovascular, Lymphatic, Immune. Day 5 of the first three weeks of the module are Wellness/Massage Days.

## **Module I: Essentials Sciences III**

*90 clock hours, 4.5 credit hours (State Credit 4.8)*

This course 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 basic body structure, mechanisms of health and disease and body systems. Body systems in this module include the Respiratory, Digestive, Urinary, and Reproductive. Day 5 of the first three weeks of the module are Wellness/Massage Days.

## **Module H: Your Career – How to Make it Happen**

*90 clock hours, 3.7 credit hours (State Credit 3.9)*

Students will learn extensive job search preparation concepts that will enhance their ability to increase their employment opportunities due to the increased competition in the job market today. Additionally, students will participate in a 30 hour Externship/Clinic Prep training related site where they must turn in a successful Interim Externship/Clinic Prep Evaluation as a prerequisite to Module Z: Externship. Class/externship hours may vary from the regularly scheduled hours.

## **Module Z: Practicum-Clinical Practice**

*90 clock hours, 2.0 credit hours (State Credit 2.1)*

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. Externship hours may vary from the regularly scheduled hours.

**\*\*\* All Massage Therapy students are required to obtain a license in the state of Pennsylvania for employment.**

# FINANCIAL INFORMATION

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*The cost is the same for the following programs: Administrative Professional in the Medical or Business Fields, Computer Network Specialist, Medical Assistant and Massage Therapy Program.*

Tuition	\$13,045.00
Textbooks/supplies	\$1,650.00
<b>Total Cost</b>	<b>\$14,695.00</b>

Payment options are as follows:

- Make monthly payment in equal installments (first payment due on the first day of class)
- Students eligible for student loans make payments on amount not covered (first payment due on the first day of class)
- Students eligible for student loans and Pell Grants may waive monthly payments if loans and grants cover the cost of attendance.
- TFC funding for balance not covered by financial aid

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

\*Textbooks/supplies covers the cost of all books, included in the supplies cost are consumable supplies, two sets of scrubs, fee for certification exam, fee for state application and one massage therapy table package for students enrolled in the **MT Program**.

\* Textbooks/supplies cover the cost of all books, included in the supplies cost consumable supplies, voucher for certification 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, flash drives for student course work, file folders, printer paper, and basic course-related office supplies.

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

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## ***Federal Pell Grant Program***

Need-based grants (gift aid) to students are awarded by the federal government. The maximum Pell Grant award for the 2018-2019 federal award year is currently \$6,095. Pell Grants are available only to students who do not yet have a bachelor's degree. Annual eligibility is based on the student's Expected Family Contribution (EFC) and the institution's cost of attendance. The lifetime limit for Pell Grant awards is 12 full-time semesters (600% of the annual award). The federal government can change the Pell up or down each year.

## ***Federal Direct Loan***

Low interest loans to students made directly by the US Department of Education. Direct 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). Origination fees are charged to each loan and the interest rate varies with the prime interest rate of the time. Origination fees also vary based on US Department of Education regulations.

For the dependent student the Direct 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 Direct Loans begins six months after the graduation date or the last day of attendance. The school employees a company called WISS to assist them with repayment options.***

## ***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. The repayment of PLUS loans generally begins within 60 days of the final disbursement of funds however a parent can request a deferment until after the student graduates.

An origination fee is charged on the gross amount of the loan, proportionately assessed on each disbursement and is set by the United States Department of Education.

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

# FINANCIAL INFORMATION

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## *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 or student transmits each FAFSA directly to the government, and the resulting ISIR is available within a few days of application. The FAFSA is available online at [www.fafsa.ed.gov](http://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).

# FINANCIAL INFORMATION

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## *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 half of the program measured in both credit or clock hours and weeks; the second payment period is the second half of the program measured in both credit or clock hours and weeks. Second disbursement funds cannot be disbursed until the first payment period has been completed, and this cannot be calculated until the end of the fifth module, assuming the student is maintaining satisfactory academic progress. 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.

### ***Federal Direct Loans:***

Federal Direct Loans will be disbursed twice during the program. The first payment period is the first half of the program measured in both credit or clock hours and weeks; the second payment period is the second half of the program measured in both credit or clock hours and weeks. Second disbursement funds cannot be disbursed until the first payment period has been completed, and this cannot be calculated until the end of the fifth module, assuming the student is maintaining satisfactory academic progress. Federal Direct Loans are disbursed in the form of electronic funds transfer sent directly to the school and credited to the student's tuition account. Students will receive a printed receipt for each student loan posted to the student's account.

### ***Federal Parent Loans for Undergraduate Students: (PLUS)***

PLUS loans will be disbursed twice during the program. The first payment period is the first half of the program measured in both credit or clock hours and weeks; the second payment period is the second half of the program measured in both credit or clock hours and weeks. Second disbursement funds cannot be disbursed until the first payment period has been completed, and this cannot be calculated until the end of the fifth module, assuming 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. Students will receive a printed receipt for each PLUS loan posted to the student's account.

### ***Loan Disbursements Received Via EFT***

The student account is credited with the Electronic Funds Transfer (EFT) in accordance with federal regulations. The amount and origin of this transfer is shown on the loan notice sent at the time of disbursement.

The student (or parent, for PLUS Loans) has 30 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.

### ***NSLDS reporting***

All student and parent borrower information is reported to the National Student Loan Data System (NSLDS) by the loan servicers; enrollment information is reported to NSLDS by DCI.

# FINANCIAL INFORMATION

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## ***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.

## ***Textbooks***

Students attending DCI are charged a flat amount that covers all textbooks, course materials and suppliers; books and supplies are distributed to students throughout the program as they are needed. These materials are supplied to all students, including financial aid recipients, beginning on the first day of classes.

## ***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.



# FINANCIAL INFORMATION

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- 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.

## STATE REFUND POLICY

### 18 Week Term - All Programs – First Payment Period

Last Day	Percent Completed	Charges Refunded
Week 1	10%	75%
Week 2	25%	55%
Week 3	25%	55%
Week 4	25%	55%
Week 5	25%	55%
Week 6	50%	30%
Week 7-9	50%	30%
Weeks 10 -18	51-100%	No Refund

### 16 Week Term - All Programs – Second Payment Period

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

The state refund policy has a maximum refund period of 18 weeks per payment period irregardless of the length of the payment period that the school uses. Since DCI Career Institute has a payment period of 20 weeks for the first payment period which is longer than the 18 weeks that the state requires, the institution will use the state requirement of 18 weeks.

# FINANCIAL INFORMATION

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## ***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, less a maximum application/registration fee of \$200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
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, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of \$500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fees, and travel cancellation insurance.

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:

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may 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.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. 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, up to a maximum of \$1,000. (see example) Institutions that do not retain any unearned tuition may assess an administrative fee associated with the withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.
- e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

# FINANCIAL INFORMATION

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## ***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 for credit hour programs. Scheduled breaks of five days or longer are excluded from the calculation.

For clock hour programs, the scheduled clock hours through the last date of attendance are divided by the number of clock hours in the payment period.

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 Direct Loans; 2) Subsidized Federal Direct 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.

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

# FINANCIAL INFORMATION

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## 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.

# GENERAL INFORMATION

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## *General Information*

The school employs the services of The Boston Educational Network, Inc., for financial aid services, 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.