ARLINGTON CAREER INSTITUTE

established 1982

Accredited by

ACCSC

Accrediting Commission of Career Schools and Colleges

Approved and regulated by the Career Schools and Colleges Section, Texas Workforce Commission

Court Reporting Steno Machine Program
Approved by:
The National Court Reporters Association; Council on Approved Student Education, and
Texas Judicial Branch Certification Commission

NCRA APPROVED SCHOOL

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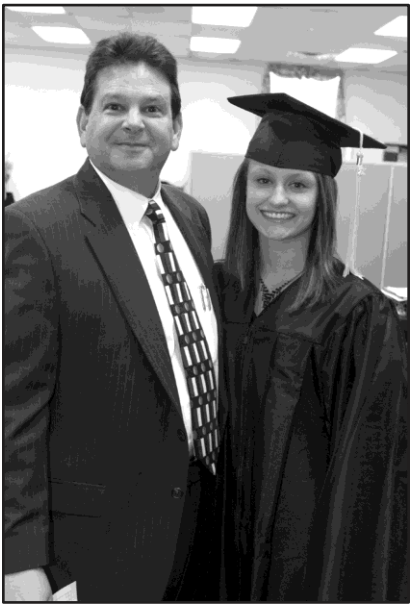
CATALOG REVISIONS AND CHANGES

Rules and regulations in this catalog are subject to change as necessary to comply with guidelines set by the Career Schools and Colleges Section of the Texas Workforce Commission, the school's accrediting commission, and the United States Department of Education.

DIRECTOR'S TRUE AND CORRECT STATEMENT

I hereby certify that the contents of this catalog, its supplements and addendums, are true and correct to the best of my knowledge.

Jon Vecchio,
Campus Director



Message From the Director

We believe that everyone should be allowed to obtain the education they seek. Your studies should be your number one priority while you are enrolled in Arlington Career Institute. This education will be a life-changing experience and the first step toward a successful and rewarding career. Whatever your reason for pursuing higher education, we thank you for choosing Arlington Career Institute. Enjoy your time here!

Jon Vecchio,
Campus Director



Jon Vecchio, (Center) Campus Director & CEO,
with Court Reporting Graduates
Brittany Valladarez (Left) and Taylor Burney (Right)

ADMINISTRATIVE INFORMATION
(CONTINUED)

ACI SCHOOL HISTORY

Arlington Court Reporting College (ACRC) opened its doors on August 1, 1982, in Arlington, Texas, with four students and one instructor. The school's growth has been gradual and occurred in response to the business skills needed in the Dallas/Ft. Worth area.

Ronda and Jim Vecchio founded the school in 1982. Ronda Vecchio, a teacher, taught at the Dallas Court Reporting College. Jim Vecchio, an attorney, practiced law in Texas for over 50 years and served in the Texas Legislature.

In 1988, the school moved to a 20,000-square-foot facility at 1201 N. Watson Road in Arlington, Texas. In 1989, the school added Paralegal and Legal Secretary programs to its course offerings. The Legal Secretary program was discontinued in 2012. In July of 1990, the school's Court Reporting Steno Machine Program was approved by the National Court Reporters Association (NCRA). In 1992, the school added a Medical Secretary Program (now Medical Office Specialist Program) to its course offerings and in 1996, a Computerized Office Administration Program (now Administrative Assistant Program). On January 1, 1995, ACRC moved to a 60,000-square-foot facility located at 901 E. Avenue K in Grand Prairie, Texas.

On June 4, 1998, Arlington Court Reporting College officially changed its name to Arlington Career Institute (ACI) to reflect the different programs offered by the school.

The school added a Medical Assistant Program to its course offerings in 2004, and a Nursing Assistant Program was added in 2012.

In December 2015, ACI was sold to Jon and Tom Vecchio. Today, they strive to continue the success of ACI and its students into the next generation of ownership.

In 2018, the school added the HVAC Program (now discontinued), and the Vocational Nursing Program was added in 2021.

On March 1, 2024, the school moved to a new facility at 2201 E. Lamar Boulevard in Arlington, Texas.

OWNERSHIP

Arlington Career Institute is owned by Arlington School of Court Reporting, Inc., a Texas corporation registered with the Texas Secretary of State.

In February 2023, the school was granted its renewal of accreditation by ACCSC for a period of five years.



Front left to right: Kim Vecchio, ACI Administration; The Honorable Anthony Randall, Magistrate Judge, Auxiliary Court #2, Dallas County, Texas; Jon Vecchio, ACI Campus Director/CEO; Judy Brownlow, Assistant Director/Head of Paralegal Department; and Tom Vecchio, ACI Director of Financial Aid/ CFO

ADMINISTRATIVE INFORMATION
(CONTINUED)

MISSION STATEMENT

The mission of Arlington Career Institute is to improve and enrich career-minded lives by meeting the educational training and workforce development needs of our students and the communities in which they work. Our main goal is always to do what is best for our students. We strive to promote positive learning in the classroom, both on campus and online, and success in the workplace. Come join us and train for a good job and a great career!

PHILOSOPHY

It is the philosophy of Arlington Career Institute that students must be willing to do their part by studying regularly, practicing diligently, and attending classes on a regular basis. Being present for class, both on campus and online, is vital to a student's success. Students must also spend time outside of class studying or practicing. Perseverance leads to graduation.

The instructors and staff of our school are willing to spend extra time and effort working with students who are willing to expend the time and effort necessary to graduate from their chosen program. A student's ultimate success is directly dependent upon his or her own motivation and application to all areas of knowledge and skill development presented in each program.



Photo taken at ACI graduation

ADMINISTRATIVE INFORMATION
(CONTINUED)

ACCREDITATION

Arlington Career Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

CAREER SCHOOLS AND COLLEGES SECTION, TEXAS WORKFORCE COMMISSION

Arlington Career Institute is approved and regulated by the Career Schools and Colleges Section of the Texas Workforce Commission.

TEXAS HEALTH AND HUMAN SERVICES COMMISSION, NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM

Arlington Career Institute's Nursing Assistant Program is approved and regulated by the Texas Health and Human Services Commission, Nurse Aide Training and Competency Evaluation Program.

TEXAS BOARD OF NURSING

Arlington Career Institute's Vocational Nursing Program is approved and regulated by the Texas Board of Nursing.

NATIONAL COURT REPORTERS ASSOCIATION APPROVAL (NCRA)

Arlington Career Institute's Court Reporting Steno Machine Program is approved by the Council on Approved Student Education (CASE) of the National Court Reporters Association (NCRA).



Photo taken at ACI graduation

COURT REPORTING STENO MACHINE PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Steno Machine Program is to prepare the student for an entry-level position as a court reporter or CART provider by developing his or her machine shorthand speed to 225 wpm. The program also includes training in English grammar skills, court reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, and vocabulary. The student also will be trained in courtroom and deposition procedures, computer-aided transcription, and realtime reporting. Typical work settings include courtrooms, television stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses, and legislative bodies.

METHODS OF DELIVERY

All Court Reporting Steno Machine Program courses are offered online only. CR142 (Externship) is completed under the direction of a practicing court reporter or other method approved by the school.

PROGRAM LENGTH

Students should complete the program in approximately 36 months.

IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting Steno Machine Program in the above-stated time period. Experience has shown that, based on individual needs and responsibilities of students, the program may take longer than the above-stated time period. An individual's machine shorthand speed will increase according to his or her ability. Steno machine court reporting is a unique program and not all students proceed or progress at the same pace. Students who do not complete the program in the above-stated time period will continue to pay tuition on a pro rata basis until the program is completed.

COURT REPORTING STENO MACHINE PROGRAM

(CONTINUED)

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
CR100	Machine Shorthand Theory IA	80	160	0	16
CR101	Machine Shorthand Theory IB	80	160	0	16
CR102	Machine Shorthand Theory II	80	160	0	16
CR110	English	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR142	Court Reporting Externship	0	0	50	1.5
CR143	Computer-Aided Transcription	20	30	0	3.5
CR150	Anatomy / Physiology	60	0	0	6
CR160	Court Reporting Procedures I	60	0	0	6
CR161	Court Reporting Procedures II	5	55	0	3
CR165	CSR Written Exam Preparation	60	0	0	6
CR200	Machine Shorthand II	220	20	0	23
CR208	Criminal Law	55	0	0	5.5
CR300	Machine Shorthand IIIA	230	25	0	24
CR301	Machine Shorthand IIIB	230	25	0	24
CR400	Machine Shorthand IV	465	20	0	47.5
CR401	Machine Shorthand V/ Texas CSR Skills Exam Preparation	465	20	0	47.5
CR402	Realtime Technologies	55	0	0	5.5
SUBTOTALS		2435	675	50	278
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					278
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					3160

TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAM

Students who wish to work in Texas as official or freelance court reporters must pass online Certified Shorthand Reporter licensing exams that are overseen by the Judicial Branch Certification Commission. Preparation for these exams is taught in CR165 and CR401. The fees and testing dates for these exams can be found at: http://www.txcourts.gov/jbcc/court-reporters-certification/exam.

INTERNET AND COMPUTER REQUIREMENTS FOR THE STENO MACHINE PROGRAM ARE FOUND ON PAGE 49 OF THIS CATALOG.

DESCRIPTION OF SUBJECT

Clock Hours/Credit Hours

CR100.....240/16

MACHINE SHORTHAND THEORY IA

This subject introduces the basic principles of computer compatible machine shorthand theory by offering mastery of the keyboard, rules for phonetic writing, abbreviations, phrases, and numbers. Transcription skills are developed through an assigned steno transcription exercise that accompanies each theory lesson, with an emphasis on the students' proofreading their English translation for accuracy. Theory exercises and quizzes require 95 percent accuracy.
(Prerequisite: None)

CR101.....240/16

MACHINE SHORTHAND THEORY IB

This subject provides continued development of computer compatible machine shorthand theory, leading to more vocabulary, multisyllabic words, briefs, and phrases. Emphasis is on accuracy, transcription, and proofreading skills. Theory exercises and quizzes require 95 percent accuracy. *(Prerequisite: CR100)*

CR102.....240/16

MACHINE SHORTHAND THEORY II

This subject provides continued development of computer compatible machine shorthand theory, leading to more vocabulary, multisyllabic words, briefs, and phrases, with emphasis on accuracy, transcribing speed tests, proofreading, and building machine shorthand speed up to 100 wpm.
(Prerequisite: CRI01)

CR110..... 60/6

ENGLISH

This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives, and sentence structure. *(Prerequisite: None)*

CR120..... 90/9

COURT REPORTING ENGLISH

This subject provides specialized English training as it is applied to the court reporting profession. The editing of transcripts, along with punctuation and proofreading skills, are taught.
(Prerequisite: None)

CR130..... 60/6

LEGAL TERMINOLOGY

This course provides an introduction to legal words, definitions, spellings, pronunciations, and usage. *(Prerequisite: None)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

MA140 ..... 60/6

MEDICAL TERMINOLOGY

This course covers pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology. *(Prerequisite: None)*

CR142 ..... 50/1.5

COURT REPORTING EXTERNSHIP

The externship provides students with experience in the work-related environment of court reporting. Students are placed in courtroom or deposition settings. Externships shall include a minimum of 50 hours of participation under the direction of a practicing court reporter. A minimum of 40 hours shall be spent in actual writing time verified by the reporter(s) under whom the externship is being completed. Written transcripts of verbatim testimony must be turned in and evaluated by a school-assigned instructor. Transcripts are reviewed by the instructor for accuracy and proper form. Students are also required to submit a one-page, typed, double-spaced narrative containing 200 to 300 words outlining their externship experience which will be corrected by the instructor. Students interact with school instructors at least once a week to address areas of concern and progress. Students are exclusively supervised by school instructors. Students are graded on a pass/fail basis. *(Prerequisite: Completion of 180 wpm requirement on testimony material)*

CR143 ..... 50/3.5

COMPUTER-AIDED TRANSCRIPTION

This course is designed to provide students with competency in computer-aided transcription of machine shorthand notes. Students are introduced to realtime writing and dictionary-building techniques. *(Prerequisite: None)*

CR150 ..... 60/6

ANATOMY / PHYSIOLOGY

Upon successful completion of this course, students will be able to recognize, use, pronounce, and spell anatomy and physiology terms. *(Prerequisite: MA 140)*

CR160 ..... 60/6

COURT REPORTING PROCEDURES I

This subject explains the role of the reporter in freelance and other reporter positions such as CART and captioning. The course is designed to instruct the students in various freelance procedures to assist them in making the transition from classroom to freelance court reporter. In addition, all students will learn about the different components of a deposition and complete a deposition using CAT software. Emphasis is on transcript production. *(Prerequisites: CR120, CR143, CR300)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

CR161 ..... 60/3

COURT REPORTING PROCEDURES II

This subject provides the student with a continued understanding of court reporting procedures in the area of transcript production for court proceedings. In addition, students will learn the rules that govern remote/virtual proceedings, as well as the importance of ethics in the profession. Students will learn how to administer oaths, mark exhibits, use parentheticals correctly, and use good proofreading skills. Emphasis is on transcript production. *(Prerequisites: CR120, CR143, CR160, CR300)*

CR165 ..... 60/6

CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION

This subject is designed to prepare students for the written section of the Texas Certified Shorthand Reporter Exam. It is an overview of English, vocabulary, spelling, legal terminology, medical terminology, and selected Texas Statutes and Rules as they apply to court reporting. *(Prerequisites: CR110, CR130, MA140, CR200)*

CR200 ..... 240/23

MACHINE SHORTHAND II

120 words per minute. This subject provides introduction of literary, jury charge, and testimony dictation. The student is required to transcribe materials striving for accurate spelling, proofreading, and punctuation skills. *(Prerequisite: CR102)*

CR208 ..... 55/5.5

CRIMINAL LAW

This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure.*(Prerequisites: None)*

CR300 ..... 255/24

MACHINE SHORTHAND IIIA

140 words per minute. This subject provides the student with literary, jury charge, and testimony dictation. The student is required to transcribe materials striving for accurate spelling, proofreading, and punctuation skills.
(Prerequisite: CR200

CR301 ..... 255/24

MACHINE SHORTHAND IIIB

160 words per minute. This subject provides the student with continued dictation of literary, jury charge, and testimony drills with emphasis on writing accurate machine shorthand notes at an increased rate of speed. Transcription and proofreading abilities are stressed.
(Prerequisite: CR300)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

CR400…….. 485/47.5

MACHINE SHORTHAND IV

180 - 200 words per minute. This subject provides the student with continued development of machine shorthand ability in the areas of literary, jury charge, and testimony drills, plus instruction in the preparation of deposition and trial transcripts.
(Prerequisite: CR301)

CR401 ..... 485/47.5

MACHINE SHORTHAND V / TEXAS CERTIFIED SHORTHAND REPORTER SKILLS EXAM PREPARATION

225 - 240 words per minute. This subject provides emphasis on speed development using a wide variety of materials centering on testimony drills at 225 wpm, jury charge at 200 wpm, and literary material at 180 wpm. Preparation for the skills section of the Texas CSR Exam is included in this class. *(Prerequisite: CR400)*

CR402 ..... 55/5.5

REALTIME TECHNOLOGIES

This course prepares the student to write realtime as a freelance or official reporter, as a Communication Access Realtime Translation (CART) provider, or a captioner. The student will learn about the technological advances involving realtime writing in the court reporting profession and the opportunities available for realtime writers.
(Prerequisite: CR143)



Photo taken at ACI campus

PARALEGAL/LEGAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Paralegal/Legal Assistant program is to prepare the student for an entry-level position as a Paralegal/Legal Assistant in an attorney's office, governmental agency, corporate office, or other legal entity. The program includes training in researching legal citations; gathering information and evidence; medical terminology; proofreading; computer spreadsheets; word processing; family law; legal document preparation; keyboarding; rules of court; court procedures; and preparing for a successful job interview. Students of the Paralegal Program are also prepared for a professional entry-level position within small, medium, and large businesses which may include office management, human resources, case manager, accounts manager, research and intake, title examination, mortgage lending, banking, permit and license contractor, administrative support, coordinator, customer service, and quality assurance.

METHODS OF DELIVERY

All Paralegal program courses are offered online only.

PROGRAM LENGTH

Students should complete the program in approximately 10 months.



Photo taken at ACI campus

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
PL100	Proofreading	60	0	0	6
PL102	Computerized Spreadsheet Applications	60	0	0	6
PL104	Introduction to Computers and Word Processing I	12	48	0	3
MA140	Medical Terminology	60	0	0	6
PL107	Family Law	60	0	0	6
PL110	English	60	0	0	6
CR130	Legal Terminology	60	0	0	6
PL200	Legal Document Preparation	20	42	0	4
PL203	Basic Keyboarding	5	30	0	2
PL204A	Legal Research	30	32	0	4.5
PL206	Rules of Court and Procedures	55	0	0	5.5
PL208	Criminal Law	55	5	0	5.5
PL300	Career Development	18	3	0	1.5
PL300A1	Litigation	100	25	0	11
PL300B	Business Law	55	5	0	5.5
SUBTOTALS		710	190	0	78.5
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					78.5
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					900

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

PL100 ..... 60/6

PROOFREADING

This subject introduces the student to basic proof-reading tools necessary in the legal, medical, and business fields. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling.
(Prerequisite: None)

PL102 ..... 60/6

COMPUTERIZED SPREADSHEET APPLICATIONS

This subject prepares the student to work with
computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting.
(Prerequisite: None)

PL104 ..... 60/3

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). *(Prerequisite: None)*

MA140 ..... 60/6

MEDICAL TERMINOLOGY

This course covers pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.
(Prerequisite: None)

PL107 ..... 60/6

FAMILY LAW

This subject introduces the student to the basics of family law issues. Upon completion of this subject, students will be familiar with applicable rules and laws pertaining to marriage, divorce, adoption, prenuptial agreements, paternity, child custody, child support, and other family law issues.
(Prerequisite: None)

PL110 ..... 60/6

ENGLISH

This course provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives, and sentence structure. *(Prerequisite: None)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

CR130 ..... 60/6

LEGAL TERMINOLOGY

This course provides an introduction to legal words, definitions, spellings, pronunciations, and usage. *(Prerequisite: None)*

PL200 ..... 62/4

LEGAL DOCUMENT PREPARATION

This subject introduces the student to the preparation of legal documents such as wills, briefs, interrogatories, and other legal documents. (Paralegal students who type less than 40 wpm will be required to attend keyboarding classes until they are at least 40 wpm proficient.)
(Prerequisite: None)

PL203 ..... 35/2

BASIC KEYBOARDING

This subject introduces the student to keyboarding basics. Emphasis is placed on building keyboarding speed and accuracy using computer keyboards.
Objective: 50wpm
(Prerequisite: None)

PL204A 62/4.5

LEGAL RESEARCH

This course provides the student with the skills to utilize one of the nationally known computerized banks of legal information. Currently the school utilizes the Westlaw software. This course also is designed to train the student in legal research techniques. *(Prerequisite: None)*

PL206 ..... 55/5.5

RULES OF COURT AND PROCEDURES

This subject provides students with information on legal procedures involving state and federal courts. Emphasis is placed on Texas Court Rules and Procedures. *(Prerequisite: None)*

PL208 ..... 60/5.5

CRIMINAL LAW

This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure. *(Prerequisite: None)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

PL300 ..... 21/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the business office. *(Prerequisite: None)*

PL300A1 ..... 125/11

LITIGATION

Personal Injury Module: The students are given instruction and guidance in the identification, selection, preparation, and filing of documents in a personal injury case. From facts and information given to students, they will gather evidence and prepare notices, original petition, discovery documents, and other related documents and correspondence. This module utilizes TXDOCS and Microsoft Word.

Family Law Module: The students are instructed in the identification, selection, preparation, and filing of family law documents. Upon completion of this module, students will have drafted a wide range of documents, handled difficult factual scenarios, organized and updated a legal file, drafted and responded to discovery, and anticipated client needs. This module includes TXDOCS and Microsoft Word. *(Prerequisites: PL104, CR130, PL204A)*

PL300B..... 60/5.5

BUSINESS LAW

Upon completion of this subject, students will learn to recognize the significant terms defining what contracts, agency relationships, business organizations, and securities markets are about. They will be able to recognize the processes and procedures which make for sound contracts, agency relationships, business organizations, and securities markets regulations. They will be able to read and comprehend judicial decisions, statutory enactments, and administrative regulations affecting the interpretation of contracts, the scope of agency relationships, the modus operandi of business organizations, and the governing of securities markets.
(Prerequisite: None)

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Medical Assistant program is to prepare the student for an entry-level position as a medical assistant or related position in the medical field. This may include job duties such as medical assistant; medical records clerk; medical transcriptionist; medical biller/coder; customer service representative; insurance verification clerk; medical receptionist; front office clerk; phlebotomist; lab tech; caregiver; in-home care; admittance clerk in a hospital/clinic, medical or insurance office; or other related workplace settings. The program includes training in medical terminology, anatomy and physiology, insurance claims and collections, medical transcription, pathology and disease processes, medical lab procedures, CPR/BLS certification, medical law and ethics, and preparing for a successful job interview.

METHODS OF DELIVERY

MA130, MA220, MA230, MA320, and MA330 are offered on campus only. MA420 (Externship) must be completed at a clinical site. All other Medical Assistant program courses are offered online in this hybrid program.

PROGRAM LENGTH

Students should complete the program in approximately 7 to 8 months or 36 weeks.

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
MA120	Clinical Skills I	44	0	0	4
MA130	Medical Lab Procedures I	8	36	0	3
MA140A	Medical Terminology	35	0	0	3.5
MA140B	Medical Terminology	35	0	0	3.5
MA150A	Anatomy / Physiology	35	0	0	3.5
MA150B	Anatomy/Physiology	35	0	0	3.5
MA220	Clinical Skills II	40	0	0	4
MA230	Medical Lab Procedures II	15	50	0	4
MA240	Medical Law & Ethics	45	0	0	4.5
MA250	Insurance Claims & Collections	35	0	0	3.5
MA320	Clinical Skills III	40	0	0	4
MA330	Medical Lab Procedures III	15	50	0	4
MA340	Electronic Health Records	9	28	0	2
MA350	MA Exam Prep	35	0	0	3.5
MA360	Career Development	17	8	0	2
MA420	Externship	0	0	160	5
SUBTOTALS		**443**	**172**	**160**	**57.5**
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					**57.5**
TOTTAL CLOCK HOURS REQUIRED FOR COMPLETION					**775**

Photo taken at ACI campus



DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

MA120 ..... 44/4
CLINICAL SKILLS I
Students will receive clinical knowledge on the principles of accurate medical record documentation and health history collection; infection control through medical asepsis and OSHA standards; methods of sterilization and disinfection; proper techniques for measuring and interpreting vital signs; and the role of the medical assistant during physical examinations. Instruction will also cover emergency preparedness and protective practices, as well as foundational knowledge of emergency medical procedures and first aid, including CPR, bleeding control, and shock management. *(Prerequisite: None)*

MA130 ..... 44/3
MEDICAL LAB PROCEDURES I
Students will perform laboratory procedures including documentation of medical records and health histories; application of medical asepsis and OSHA safety standards; sterilization and disinfection of instruments; measurement and recording of vital signs; assistance with physical examinations; implementation of emergency preparedness and protective practices; and performance of basic emergency procedures and first aid, including CPR, bleeding control, and shock management. *(Prerequisite: None)*

MA140A 35/3.5
MEDICAL TERMINOLOGY A
This course provides instruction in the foundational principles of medical terminology required for health care training programs. The course includes the study of pronunciation, spelling, definitions, and appropriate usage of medical terms and abbreviations. Instruction emphasizes the analysis and construction of medical terms through prefixes, root words, suffixes, and combining forms. Students develop word-building and term analysis skills to accurately interpret, spell, write, and pronounce medical terminology used in health care settings. Instruction is delivered through scheduled classroom instruction supported by approved out-of-class learning activities. This course establishes the foundation for advanced medical terminology and subsequent health care coursework.
(Prerequisite: None)

MA140B 35/3.5
MEDICAL TERMINOLOGY B
This course builds upon the foundational skills introduced in Medical Terminology A and focuses on medical terminology related to the human body systems. The course covers medical terms associated with the structure and function of each body system, including related diseases, disorders, and diagnostic terminology. Students are introduced to surgical and therapeutic terminology, enabling them to recognize and understand terms commonly used in clinical and administrative healthcare settings. Instruction is delivered through scheduled supervised instructional hours supported by approved out-of-class study and practice. This course reinforces accurate medical communication and prepares students for advanced clinical coursework, externship experiences, and entry-level health care roles.
(Prerequisite: MA140A)

MA150A..... 35/3.5
ANATOMY & PHYSIOLOGY A
This course provides students with an introduction to the structure and function of the human body. Instruction begins with an overview of body chemistry, including the chemistry of life, followed by the study of cells, tissues, and basic organ systems. The course introduces the mechanisms of disease, emphasizing how disruptions in normal structure and function can impact health. Students will also study the integumentary system, including the skin and body membranes and their role in protection and homeostasis. Instruction is delivered through scheduled, instructor-led classroom learning and provides the foundational knowledge necessary for advanced study of body systems and success in medical assistant training.
(Prerequisite: None)

MA150B..... 35/3.5
ANATOMY & PHYSIOLOGY B
This course expands upon foundational concepts and focuses on the major body systems encountered in clinical and administrative health care settings. Students will study the cardiovascular system, including blood composition, circulation, the heart, and common heart diseases. Additional instruction includes the lymphatic system and immune response, respiratory system, digestive system, and principles of nutrition and metabolism. The course also covers the urinary system, with emphasis on fluid and electrolyte balance and acid-base regulation. Students will study reproductive systems, growth, development, and aging, as well as an introduction to genetics and genetic diseases. This course supports medical assistant program outcomes by preparing students to understand disease processes, assist with patient care, and communicate effectively within the health care team.
(Prerequisite: MA150A

MA220.....40/4
CLINICAL SKILLS II
Students will receive clinical knowledge on the use of physical agents to promote tissue healing, including therapeutic modalities for pain management and recovery. Coursework will cover gynecologic examinations and prenatal care, as well as colorectal and male reproductive tests and procedures. Instructions will also include the principles of radiologic and diagnostic imaging, with an emphasis on patient preparation and safety. Students will gain foundational knowledge in phlebotomy and laboratory sciences, including hematology, blood chemistry, and immunology, along with the identification and handling of microorganisms in medical microbiology.
(Prerequisites: MA120,MA130)

MA230..... 64/4
MEDICAL LAB PROCEDURES II
Students will perform laboratory procedures including the application of physical agents to promote tissue healing; assistance with gynecologic and prenatal procedures; support of colorectal and male reproductive testing; preparation for radiologic and diagnostic imaging; performance of phlebotomy techniques; processing of specimens for hematology, blood chemistry, and immunology testing; and collection and handling of specimens for medical microbiology. (*Prerequisites: MA120, MA130)*

Clock Hours/Credit Hours

MA240.....45/4.5

MEDICAL LAW & ETHICS

The student will learn to acquaint himself/herself with the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in medicine will be included. *(Prerequisite: None)*

MA250.....35/3.5

INSURANCE CLAIMS & COLLECTIONS

The student will learn the process of completing and filing insurance claims and collecting payment for services. *(Prerequisite: None)*

MA320.....40/4

CLINICAL SKILLS III

Students will receive clinical knowledge on eye and ear assessments and related procedures, as well as pediatric examination techniques and patient care considerations. Coursework will cover the principles of minor office surgery, including aseptic technique and patient preparation, along with the administration of medications and an introduction to intravenous (IV) therapy. Students will also learn cardiopulmonary procedures, including EKG fundamentals and respiratory assessment. Additional instruction includes an introduction to the clinical laboratory, basic urinalysis principles, and the role of nutrition in supporting patient health and wellness. (*Prerequisites: MA220, MA230)*

MA330.....64/4

MEDICAL LAB PROCEDURES III

Students will receive hands-on training in essential clinical procedures to prepare for entry-level healthcare roles. Students will learn to perform eye and ear assessments, assist with pediatric examinations, and demonstrate proper patient care techniques in a simulated environment. Training will include minor office surgery preparation, aseptic techniques, medication administration, and an introduction to intravenous (IV) therapy with a focus on safety and accuracy. Students will also develop skills in cardiopulmonary procedures, including electrocardiograms (EKGs), respiratory assessments, and cardiopulmonary resuscitation (CPR). Additionally, they will be introduced to clinical laboratory procedures such as specimen collection, handling, and basic urinalysis testing. Instruction in nutrition will emphasize foundational dietary knowledge and patient education. All training is conducted under supervision to build competence, confidence, and readiness for clinical practice. *(Prerequisites: MA220, MA230)*

MA340.....36/2

ELECTRONIC HEALTH RECORDS

This course introduces the fundamental requirements and reasons for electronic health records (EHR). Students will learn the various forms of storing EHR data; how to locate findings; and how to document routine encounters that are used in almost all EHR systems to speed data entry. Students will learn ICD-10-CM diagnoses, CPT, and HCPCS codes sets. Students will also be introduced to EHR software and learn to navigate the software as it pertains to EHR concepts; create encounter notes; and print and/or output encounter notes to PDF files. *(Prerequisite: None)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

MA350….....35/3.5
MA EXAM PREP
Students will prepare to take the National Association of Health Professionals Exam. Students will study a guide and take practice exams provided by NAHP. Students will take the exam during the last week or week after their final quarter of the Medical Assistant program.
(Prerequisites: MA120 – MA340)

MA360.....24/2
CAREER DEVELOPMENT
This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.
(Prerequisite: None)

MA420.....160/5
EXTERNSHIP
This course provides an opportunity for the student to incorporate the knowledge and skills acquired during coursework in an actual clinical environment through non-paid training under the guidance of experienced professionals. Upon successful completion of this course, the student will be prepared to enter the field of medical assisting.
(Prerequisites: MA120 – MA350)

MEDICAL OFFICE SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Medical Office Specialist program is to prepare the student for an entry-level position within a medical office or similar environment. This may include job duties such as medical records clerk, accounting clerk, medical transcriptionist, medical biller/ coder, collector, clinical secretary, clinical coordinator, intake coordinator, medical registrar, customer service representative, insurance verification clerk, medical receptionist, patient registrar, admissions coordinator, unit clerk, scheduler, front office clerk, general clerk, or admittance clerk in a medical office, insurance office, hospital/clinic, and other businesses. The program includes training in keyboarding computer spreadsheets, medical terminology, anatomy and physiology, word processing, proofreading, insurance claims and collections, medical transcription, pathology and the disease process, ICD-10 and CPT coding, exam preparation, medical law and ethics, and preparing for a successful job interview. The student will be trained in CPR/BLS. Students of the Medical Office Specialist program are also prepared for entry-level positions within small, medium, and large businesses which may include administrative assistant, administrative secretary, bookkeeper, claims specialist, dispatcher, receptionist, file clerk, customer service, and data entry clerk.

METHOD OF DELIVERY

All Medical Office Specialist program courses are offered online only.

PROGRAM LENGTH

Students should complete the program in approximately nine to ten months.



Photo taken at ACI campus

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
MS101	Beginning Keyboarding	8	54	0	3
MS104	Computerized Spreadsheet Applications	12	50	0	3.5
MS140	Medical Terminology	60	6	0	6
MS150	Anatomy / Physiology	60	6	0	6
MS210	Introduction to Computers and Word Processing I	42	18	0	4.5
MS300	Microsoft Outlook	30	30	0	4.5
MS302	Proofreading	55	5	0	5.5
MS303	Insurance Claims & Collections	46	14	0	5
MS330A	Anatomy / Physiology II	65	30	0	8
MS400	Career Development	18	4	0	1.5
MS401	Electronic Health Records	20	48	0	4
MS420	ICD-10 & CPT Coding	30	30	0	4.5
MS423	ICD-10 & CPT Coding II	10	70	0	4.5
MS430	Exam Prep	11	5	0	1
MS450	Medical Law & Ethics	60	3	0	6
SUBTOTALS		527	373	0	67.5
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					67.5
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					900

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

MS101.....62/3

BEGINNING KEYBOARDING

The student will learn keyboarding basics and attain a keyboarding speed ranging from 40 wpm to 60 wpm.
(Prerequisite: None)

MS104.....62/3.5

COMPUTERIZED SPREADSHEET APPLICATIONS

This subject prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting.
(Prerequisite: None)

MS302.....60/5.5

PROOFREADING

This subject introduces the student to the basic proofreading tools necessary in the legal, medical, and business fields. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling.
(Prerequisite: None)

MS140.....66/6

MEDICAL TERMINOLOGY

This course covers pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.
(Prerequisite: None)

MS430.....16/1

EXAM PREP.

Students will prepare to take the National Association of Health Professionals Exam. Students will study a guide and take practice exams provided by NAHP. Students will take the exam during the last week or week after their final quarter of the Medical Office Specialist program.

(Prerequisites: MS150, MS303)

MS150.....66/6

ANATOMY / PHYSIOLOGY

This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms and pathophysiology of diseases as they relate to each body system. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function and to determine healthy organic processes.
(Prerequisite: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

MS210.....60/4.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). *(Prerequisite: None)*

MS300.....60/4.5

MICROSOFT OUTLOOK

This subject introduces the student to Microsoft Outlook and how to utilize the various tools and aspects of Outlook to run an office. Upon completion, students will be able to create/edit calendars, manage contacts/calendars/ messages, and set up categories/reminders/flags. *(Prerequisite: None)*

MS303.....60/5

INSURANCE CLAIMS & COLLECTIONS

The student will learn the process of completing and filing insurance claims and collecting payment for services. *(Prerequisite: None)*

MS330A.....95/8

ANATOMY & PHYSIOLOGY II

This course is a continuation and expansion of course MS150 and provides each student with the opportunity to master the human anatomy makeup, understanding of homeostasis, and deviation/disease. Topics include the structural makeup and function of each body system and the organic process of living organisms and pathophysiology of diseases as they relate to each body system. Upon successful completion of the course, students will be able to provide professional assistance and education for patients.

(Prerequisite: MS 150)

MS400.....22/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.

(Prerequisite: None)

MS401.....68/4

ELECTRONIC HEALTH RECORDS

This course introduces the fundamental requirements and reasons for electronic health records (EHR). Students will learn the various forms of storing EHR data; how to locate findings; and how to document routine encounters that are used in almost all EHR systems to speed data entry. Students will learn ICD-10-CM diagnoses, CPT, and HCPCS codes sets. Students will also be introduced to EHR software and learn to navigate the software as it pertains to EHR concepts; create encounter notes; and print and/or output encounter notes to PDF files. *(Prerequisite: None)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

MS420.....60/4.5
ICD-10 & CPT CODING
This subject provides the student with an understanding of the process of ICD-10 and CPT coding using source documents. Upon completion of this subject, students will be able to recognize the difference between ICD-10 and CPT codes; recognize and use coding manuals; read and decipher source documents for coding; assign ICD-10 codes using source documents; and assign HCPCS codes using source documents.
(Prerequisite: MS140, MS303)

MS423.....80/4.5
ICD-10 & CPT CODING II
This subject expands the student's understanding of the process of ICD-10 and CPT coding using source documents. Students who complete this subject will be ready to use ICD-10, CPT, and HCPCS coding resources for researching, verifying, and assigning appropriate ICD-10 and CPT codes obtained from medical documents that will provide the best reimbursement for the medical practice and ensure the continuity of care for patients and providers. *(Prerequisites: MS303, MS420)*

MS450.....63/6
MEDICAL LAW & ETHICS
The student will learn to acquaint himself/herself with the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications of law in medicine will be included.
(Prerequisite: None)

ADMINISTRATIVE ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Administrative Assistant program is to provide students with general office skills and business administration skills using computer knowledge and software applications. Graduates will be qualified for various entry-level office positions such as computer operator, secretary, administrative assistant, data entry clerk, or customer service representative. The program includes training in keyboarding, word processing, spreadsheet applications, presentation software applications, database applications, proofreading, and preparing for a successful job interview. Typical work settings include both the public and private sector and include but are not limited to telecommunications companies, financial institutions, computer companies, schools, hospitals, doctors' offices/clinics, transportation companies, property management companies, records retrieval/storage companies and oil/gas companies.

METHOD OF DELIVERY

All Administrative Assistant program courses are offered online only.

PROGRAM LENGTH

Students should complete the program in approximately seven months.

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Quarter Credit Hours
COA100	Keyboarding I	10	50	3.5
COA101	Introduction to Computers and Word Processing I	30	40	5.0
COA102	Introduction to Computers and Word Processing II	60	10	6.5
COA200	Computerized Spreadsheet Applications	20	50	4.5
COA201	Keyboarding II	10	50	3.5
COA202	Computerized Presentation Software Applications	55	5	5.5
COA203	Computerized Spreadsheet Applications II	20	50	4.5
COA300	Microsoft Outlook	20	40	4.0
COA301	Career Development	18	2	1.5
COA302	Proofreading	55	5	5.5
SUBTOTALS		298	302	44
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION				44
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION				600



Photo taken at ACI campus

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

COA 100.....60/3.5

KEYBOARDING I

30 net wpm. This subject introduces the student to keyboarding basics.
(Prerequisite: None)

COA101.....70/5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). *(Prerequisite: None)*

COA102.....70/6.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING II

This subject continues with the student learning advanced formatting and customizing documents using word processing applications. The student will learn how to customize paragraphs and pages, proof documents, automate and customize formatting, and customize and navigate a document. This class also assists in the preparation for the Microsoft Word Certification Exam. *(Prerequisites: COA 100, COA 101)*

COA200.....70/4.5

COMPUTERIZED SPREADSHEET APPLICATIONS

This subject prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will process, manipulate, and represent numeric data using spreadsheet software. This course also includes basic principles of accounting. *(Prerequisite: None)*

COA 201.....60/3.5

KEYBOARDING II

50 net wpm. This subject provides continued study of keyboarding, speed building, and accuracy. *(Prerequisite: COA 100)*

COA202.....60/5.5

COMPUTERIZED PRESENTATION SOFTWARE APPLICATIONS

Upon completion of this subject, students will have the basic skills to produce effective presentations. Working with text and objects, students will learn how to plan, define, create, and modify presentations and to create an on-screen slide show.
(Prerequisite: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

COA203.....70/4.5

COMPUTERIZED SPREADSHEET APPLICATIONS II

This subject prepares the student to work with computer spreadsheet software in a career setting or for personal use. The student will learn advanced Excel terminology and Excel components. This subject includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering tables; creating and using templates; and working with functions. *(Prerequisite: COA 200)*

COA300.....60/4

MICROSOFT OUTLOOK

This subject introduces the student to Microsoft Outlook and how to utilize the various tools and aspects of Outlook to run an office. Upon completion, students will be able to create/edit calendars, manage contacts/calendars/messages, and set up categories/reminders/flags (*Prerequisite:. None)*

COA301.....20/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.
(Prerequisite: None)

COA302.....60/5.5

PROOFREADING

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling.
(Prerequisite: None)

COURT REPORTING VOICE WRITING PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Voice Writing Program is to prepare students for entry-level positions as court reporters or CART providers by developing their voice writing speed to 225 words per minute. The program also includes training in English grammar skills, court reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, and vocabulary. Students also will be trained in courtroom and deposition procedures and word processing. Typical work settings include courtrooms, television stations, closed captioning companies, court reporting firms, insurance companies, law offices, government offices, college campuses, and legislative bodies.

METHODS OF DELIVERY

All courses must be taken online. CR142 (Externship) is completed under the direction of a practicing court reporter or other method approved by the school.

PROGRAM LENGTH

Students should complete the program in approximately 15 months.

VOICE WRITING EQUIPMENT POLICY

All students enrolled in the Court Reporting Voice Writing Program are issued the necessary equipment depending upon availability. Students who withdraw are charged the full amount for the equipment issued to them. Voice writing equipment cannot be returned to the school upon withdrawal.

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
CR106	Introduction to Computers and Word Processing I	10	50	0	3.5
CR110	English	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR142	Court Reporting Externship	0	0	50	1.5
CR160	Court Reporting Procedures I	60	0	0	6
CR161	Court Reporting Procedures II	5	55	0	3
CR165	CSR Written Exam Preparation	60	0	0	6
CR208	Criminal Law	60	0	0	6
CR402S	Beginning Voice Writing Operation	160	20	0	17
CR403	Intermediate Voice Writing Transcription	160	20	0	17
CR404	Advanced Voice Writing Transcription	160	20	0	17
SUBTOTALS		**945**	**165**	**50**	**104**
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					**104**
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					**1160**

IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting Voice Writing program in the above-stated time period. Experience has shown that based on individual needs and responsibilities of students, the program may take longer than the above-stated periods. An individual's voice writing speed will increase according to his or her ability. Voice writing court reporting is a unique program and not all students proceed or progress at the same pace. Students who do not complete the program in the above stated time periods will continue to pay tuition on a pro rata basis until the program is completed.

TEXAS CERTIFIED SHORTHAND REPORTER LICENSING EXAMS

Students who wish to work in Texas as official or freelance court reporters must pass online Certified Shorthand Reporter licensing exams that are overseen by the Judicial Branch Certification Commission. Preparation for these exams is taught in CR165 and CR404. The fees and testing dates for these exams can be found at: http://www.txcourts.gov/jbcc/court-reporters-certification/exam.

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

CR106.....60/3.5

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word). *(Prerequisite: None)*

CR110.....60/6

ENGLISH

This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives, and sentence structure. *(Prerequisite: None)*

CR120 .....90/9

COURT REPORTING ENGLISH

This subject provides emphasis on specialized English training as it applies to the court reporting profession. The editing of transcripts, punctuation, and proofreading skills are taught. *(Prerequisite: None)*

CR130 .....60/6

LEGAL TERMINOLOGY

This course provides an introduction to legal words, definitions, spellings, pronunciations, and usage. *(Prerequisite: None)*

MA140 .....60/6

MEDICAL TERMINOLOGY

This course covers pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.
(Prerequisite: None)

CR142 .....50/1.5

COURT REPORTING EXTERNSHIP

This subject provides students with experience in the work-related environment of court reporting. Students are placed in courtroom settings and deposition situations. Externship shall include a minimum of 40 hours of participation under the direction of a practicing court reporter. The remaining 10 hours consist of the preparation of a 30-page transcript, a resume, and an externship report. A written transcription consisting of thirty (30) pages of verbatim testimony must be turned in and evaluated by a school-assigned instructor. Transcripts are reviewed by the instructor for accuracy and proper form. Students interact with school instructors at least once a week to address areas of concern and progress. Students are exclusively supervised by school instructors. Students are graded on a pass/fail basis. *(Prerequisite: Completion of 180 wpm requirement on testimony material)*

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

CR160 ..... 60/6
COURT REPORTING PROCEDURES I
This subject explains the role of the reporter in freelance and other reporter positions such as CART and captioning. The course is designed to instruct the students in various freelance procedures to assist them in making the transition from classroom to freelance court reporter. In addition, all students will learn about the different components of a deposition and complete a deposition using CAT software. Emphasis is on transcript production. *(Prerequisites: CR120, CR403)*

CR161 ..... 60/3
COURT REPORTING PROCEDURES II
This subject provides the student with a continued understanding of court reporting procedures in the area of transcript production for court proceedings. In addition, students will learn the rules that govern remote/virtual proceedings, as well as the importance of ethics in the profession. Students will learn how to administer oaths, mark exhibits, use parentheticals correctly, and use good proofreading skills. Emphasis is on transcript production. *(Prerequisites: CR120, CR160, CR403)*

CR165 ..... 60/6
CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION
This class is designed to prepare students for the written section of the Texas CSR Exam. It is an overview of English, vocabulary, spelling, legal terminology, medical terminology, and selected Texas Statutes and Rules as they apply to Court Reporting.
(Prerequisite: CR110, CR130, MA140, CR200)

CR208 ..... 60/6
CRIMINAL LAW
This subject familiarizes the student with criminal law; the legal system of the United States; the two essential elements of criminal law; crimes against the person; crimes against property and habitation; crimes against the public; parties and inchoate offenses; factual and statutory defenses; constitutional defenses; and constitutional aspects of criminal procedure.
(Prerequisite: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

CR402S.....180/17
BEGINNING VOICE WRITING OPERATION
This course introduces basic principles of voice writing operation and dictation at 80 to 120 wpm. Emphasis is placed on equipment setup, the proper method of speaking into the stenomask, pronunciation of common voice steno for judicial proceedings, building proper breathing and pacing techniques, and an introduction to proper formatting of transcribed material for judicial reporting. Students are introduced to realtime and dictionary-building using professional-grade voice writing software called Dragon NaturallySpeaking.
(Prerequisite: None)

CR403 .....180/17
INTERMEDIATE VOICE WRITING TRANSCRIPTION

120-160 words per minute. This course provides the students with basic knowledge and skills of the various types of transcripts prepared by court reporters. Passing transcription speed tests at 120, 140, and 160 wpm with 95 percent accuracy and passing one Realtime test at 95 percent accuracy for each speed level are required. This course also introduces students to basic computer-aided transcription software. Students will learn how to create, edit, save, print, organize, and manage documents using EclipseVox CAT software. Students gain competency in computer-aided transcription by the introduction of transcript production, realtime, and dictionary-building techniques. *(Prerequisite: CR402S)*

CR404 .....180/17
ADVANCED VOICE WRITING TRANSCRIPTION
180-225 words per minute. Students continue to gain competency through transcript production, realtime, and dictionary-building techniques. Passing speed tests at 180, 200, and 225 wpm on literary, jury charge, and Q&A material at 95 percent accuracy is required. Students continue to create, edit, save, print, organize, and manage documents using EclipseVox CAT software. *(Prerequisite: CR403)*



Photo taken at ACI campus

NURSING ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Nursing Assistant program is to prepare the student for an entry-level position as a nursing assistant. Students will learn to provide basic patient care under the direction of nursing staff in residential care facilities. The student will be trained in CPR/BLS. Upon completion of the Nursing Assistant program, students will be issued a Certificate of Completion.

METHODS OF DELIVERY

Lecture hours are delivered online; skills practice is delivered on campus; and clinical classes are delivered on campus or off campus in residential care facilities.

PROGRAM LENGTH

100 clock hours as follows: Weeks 1 and 2: Monday through Friday, 60 lecture hours; Week 3: Three days on campus from 6:00 a.m. to 2:00 p.m.; Weeks 4, 5, and 6: 10 students per week at a residential care facility from 6:00 a.m. to 2:00 p.m.
Student's 40-hour residential care facility week will be scheduled by instructor.

Hours are subject to change,



Photo taken at ACI campus

CURRICULUM

Course Number	Subject	Lecture Hours	Lab Hours	Externship Contact Hours	Total Clock Hours
NURA 101	Introduction to Long-Term Care	16	2	0	18
NURA 102	Personal Care Skills	10	2	0	12
NURA 103	Basic Nursing Skills	8	2	0	10
NURA 104	Restorative Services	5	2	0	7
NURA 105	Mental Health & Social Service Needs	5	2	0	7
NURA 106	Social Skills	4	2	0	6
NURA 107	Clinical—Nursing Assistant	0	0	40	40
	Program Totals	**48**	**12**	**40**	**100**

DESCRIPTION OF SUBJECTS

NURA 101
Introduction to Long-Term Care
(Must be completed prior to any direct patient contact.)
Lecture Hours 16, Lab Hours 2, Externship 0, Total Clock Hours 16
This course focuses on preparing entry-level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include role of the nursing assistant, emergency measures, infection, resident rights and independence, and communication and interpersonal skills. *(Prerequisite: None)*

NURA 102
Personal Care Skills/Body Systems
Lecture Hours 10, Lab Hours 2, Externship 0, Total Clock Hours 16
This course focuses on the structures and functions of the human body. Students will be required to identify the structure and function of the major body systems and discuss the correlation among body systems to maintain homeostasis. In addition, students will learn and demonstrate proper body mechanics, hygiene, and grooming for patients and nutrition, hydration, and elimination needs of patients.
(Prerequisite: None)

NURA 103
Basic Nursing Skills
Lecture Hours 8, Lab Hours 2, Externship 0, Total Clock Hours 14
This course focuses on basic nursing, including vital signs; recognizing emergency needs; CPR; observing and reporting; charting; admission, transfer, and discharge of patients; and coping skills related to death and dying.
(Prerequisites: None)

NURA 104
Restorative Services
Lecture Hours 5, Lab Hours 2, Externship 0, Total Clock Hours 5
This course is a health-related, work-based learning experience that enables the students to apply specialized occupational theory, skills, and concepts that help patients reach their highest level of functioning possible. Direct supervision is provided by the clinical professional.
(Prerequisite: None)

NURA 105
Mental Health and Social Service Needs
Lecture Hours 5, Lab Hours 2, Externship 0, Total Clock Hours 5
This course focuses on conflict resolution and technologies. Discussion of Maslow's Hierarchy of Needs and how to address inappropriate behaviors in residents.
(Prerequisite: None)

DESCRIPTION OF SUBJECTS *(CONTINUED)*

NURA 106
Social Skills
Lecture Hours 4, Lab Hours 2, Externship 0, Total Clock Hours 4
This course focuses on the skills necessary to respond to coworkers, patients, and supervisors in a professional manner. Students learn active listening and how to resolve conflicts in the workplace. *(Prerequisite: None)*

NURA 107
Clinical Practice
Lecture Hours 0, Lab Hours 0, Externship 40, Total Clock Hours 40
This course is the final stage, and students will apply their skills while working in direct contact with patients in a clinical setting. All skills taught in theory and lab practice will be demonstrated for successful completion of the nursing assistant program. Direct supervision is provided by the clinical professional.
(Prerequisite: None)

VOCATIONAL NURSING PROGRAM



Photo taken at ACI campus

EDUCATIONAL OBJECTIVE
The objective of the Vocational Nursing program is to prepare the student for an entry-level position as a licensed vocational nurse and to impart to the student the knowledge, clinical judgment, and behaviors expected of a vocational nurse graduate which are published in the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs.* Students will learn to provide general nursing care under the direction of a registered nurse, physician, or dentist. Typical workplace settings include physicians' clinics, urgent care, assisted living, rehabilitation facilities, and hospitals.

GRADUATION REQUIREMENTS
Students must complete all required subjects in order in the Vocational Nursing program to graduate. Upon completion of the program, students will be awarded a diploma.

ADMISSION REQUIREMENTS
When applying for admission to the Vocational Nursing program, applicants must have a high school diploma or GED, must have taken the Health Education Systems, Inc. (HESI) exam, must be fingerprinted for a background check, and must provide proof of required vaccinations, medical tests, and a physical exam. Applicants will be notified by email of the status of their applications.

METHODS OF DELIVERY
Classroom courses are on campus. Clinical classes are in the school's campus lab or off-campus approved clinical sites.

PROGRAM LENGTH
Full-time program is approximately 48 weeks. Part-time program is approximately 60 weeks.

CLASS HOURS
Full-time program: Mondays and Wednesdays or Tuesdays and Thursdays: 8:00 a.m. to 4:30 p.m. Fridays: 9:00 a.m. to 1:00 p.m. Part-time program: Monday through Thursday: 6:00 p.m. to 9:50 p.m. Hours are subject to change.

VOCATIONAL NURSING PROGRAM *(CONTINUED)*

CLINICAL HOURS

Full-time program: Mondays and Wednesdays or Tuesdays and Thursdays: Eight (8) hours each day. Part-time program: Saturday: 12 hours per day. Hours are determined by clinical site. Days and hours are subject to change each quarter.

CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
VNSG100	Anatomy & Physiology	48	0	0	4.5
VNSG101	Vocational Adjustment	24	0	0	2.0
VNSG102	Foundation of Nursing & Clinical	72	48	168	14.5
VNSG103	Essentials of Medication Administration	24	0	0	2.0
VNSG200	Pharmacology I	24	0	0	2.0
VNSG201	Geriatric Nursing	24	0	0	2.0
VNSG202	Medical Surgical Nursing I & Clinical	72	24	192	14.0
VNSG300	Pharmacology II	24	0	0	2.0
VNSG301	Mental Health Nursing	24	0	0	2.0
VNSG302	Medical Surgical Nursing II & Clinical	72	24	192	14.0
VNSG400	Maternal Child Nursing & Clinical	72	12	60	9.5
VNSG401	Vocational Nursing Leadership & Clinical	36	0	108	7.0
VNSG402	Vocational Nursing Capstone	36	0	0	3.5
SUBTOTALS		552	108	720	79
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					79
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					1380

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

VNSG 100 ..... 48/4.5
Course Level: Introductory
BASIC ANATOMY & PHYSIOLOGY
This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of the course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function and to determine healthy organic processes.

VNSG 101 ..... 24/2.0
Course Level: Introductory
VOCATIONAL ADJUSTMENTS
This course presents foundational concepts regarding the field of vocational nursing, including information on nursing history, ethics, laws regulating the practice of nursing, confidentiality, and patient rights. Students will also learn about the health care system, the interdisciplinary team, and growth and development through the life span. Finally, students will develop skills regarding cultural sensitivity, complementary and alternative medicine, communication, loss, grief, and spiritual needs of patients.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to identify historic events associated with nursing, important legal aspects and ethical issues in vocational nursing, the variety of health care delivery systems, cultural and spiritual aspects of patient care, nursing care for the dying patient, the stages of growth and development over the life span, holism and integrative health care, and principles of therapeutic communication.

VNSG 102 ..... 72/48/168/14.5
Course Level: Introductory
FOUNDATIONS OF NURSING AND CLINICAL
This course presents a study of the fundamentals in nursing knowledge and skills necessary to maintain physiological and psychosocial integrity. The student will attain a foundation for the more advanced skills and knowledge as they progress through the vocational nursing program. Students will gain an understanding of man as a biopsychosocial being with basic human needs. Students are introduced to the nursing process through critical thinking and decision making and will gain knowledge of safety and asepsis; nutrition; vital signs measurement; basic body mechanics; and admission, transfer, and discharge of patients. Experiences in basic patient care will include, but is not limited to, bed bath, feeding, personal hygiene, elimination, and physical assessment. The student is introduced to health pro-motion and wellness along with documentation, care of the surgical patient, and basic first aid. Clinical practice is provided by various long-term care facilities. Classroom, laboratory, and clinical experience are provided concurrently.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to perform a basic health history and physical assessment of the adult; utilize the APIE format for narrative documentation; demonstrate the nursing process by writing a nursing care plan; discuss critical thinking and clinical judgment in nursing; describe common patient reactions to being admitted to a health care facility; discuss the nursing responsibility for admission, transfer, and discharge; demonstrate proper technique in performing basic nursing skills; explain the chain of infection and identify nursing interventions to interrupt the infectious process; relate specific safety considerations to the developmental age and needs of individuals across the life span; describe the complications of immobility and interventions for prevention; discuss the responsibilities of the nurse in pain control; promote comfort, rest, and sleep; describe personal hygiene practices; identify the pre- and post-procedure nursing care for common diagnostic procedures; identify interventions for a variety of emergency first aid situations; describe the nurse's responsibility for promoting nutritional support of patients; and explain patient care priorities for the surgical patient.

VNSG 103 ..... 24/2.0
Course Level: Introductory

ESSENTIALS OF MEDICATION ADMINISTRATION

This course provides instruction to develop the ability to accurately calculate dosage in order to administer medications safely and effectively. Students will review basic math skills including numbers, fractions, decimals, and whole numbers. The metric and household conversion systems are learned, as well as ratio and proportion, formula, and dimensional analysis methods to calculate dosage problems. Students will gain practice in reading medication labels, understanding and interpreting medication orders, medication administration records, drug distribution systems, and calculating oral, parenteral, reconstituted solutions, and dosages measured in units.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to use basic mathematical skills to solve dosage problems accurately; identify common abbreviations used in medication administration; interpret information found on drug labels; solve dosage calculations using dimensional analysis, formula, and/or ratio and proportion methods; convert between measurement units of metric and household systems; identify steps in safe and accurate medication preparation and administration; identify and interpret the components of a drug prescription, medication order, and Medication Administration Record; and use medical terminology and abbreviations to correctly interpret medication orders.

VNSG 200 ..... 24/2.0
Course Level: Intermediate
PHARMACOLOGY I
This course provides an understanding of the foundations and principles of pharmacology. Students will learn about common drug classifications, actions, and adverse effects and apply the nursing process to medication administration, promoting and monitoring therapeutic effects, observing patients and minimizing the adverse effects of drugs, and evaluating the drug's effectiveness. Instruction on the following drug groups is included in this course: pulmonary, cardiovascular, immunological, and gastrointestinal.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to categorize the classification of drugs; calculate drug dosages; identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects; and describe the nursing responsibilities in medication administration.

VNSG 201 ..... 24/2.0
Course Level: Intermediate
GERIATRIC NURSING
This course presents holistic nursing care of the older adult. Students will explore physiological changes of aging, cognitive disorders, medication administration, safety, nutrition, assessment, psychosocial needs, and common health issues of the geriatric population.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to describe the aspects of aging, discuss disease processes associated with aging, and identify perceptions related to care of the older adult.

VNSG 202 ..... 72/24/192/14.0
Course Level: Intermediate
MEDICAL-SURGICAL NURSING I AND CLINICAL
This course presents content about nursing care related
to adult patients with common disorders of the cardiovascular, immune, hematologic and lymphatic, respiratory, gastrointestinal, hepatic and pancreatic systems, and care of the surgical patient. Students will have clinical practice at various hospitals or skilled nursing units within long-term care facilities. Classroom, laboratory, and clinical experience are provided concurrently.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to discuss selected common medical-surgical conditions affecting the adult and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. The students will also be able to apply the basic vocational nursing skills.

VNSG 300 ..... 24/2.0
Course Level: Intermediate
PHARMACOLOGY II
This course continues the instruction from Pharmacology I related to commonly used drug groups. Students will gain an understanding of drug groups to include integumentary; musculoskeletal; nervous; eye and ear; endocrine; reproductive and urinary; and vitamins, minerals, herbs, and complementary and alternative medicines. Students will learn about drug actions and adverse effects and apply the nursing process to medication administration, promoting and monitoring therapeutic effects, observing patients and minimizing the adverse effects of drugs, and evaluating the drug's effectiveness.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to categorize the classification of drugs; calculate drug dosages; identify the therapeutic use, routes of administration, indications, contraindications, and adverse effects; and describe the nursing responsibilities in medication administration.

VNSG 301 ..... 24/2.0
Course Level: Intermediate
MENTAL HEALTH NURSING
This course provides instruction about basic mental health concepts, including stress and adaptation as well as principles of mental health and illness, abnormal behaviors, stress and anxiety, violence and abuse, therapeutic communication, and nursing care of patients with common psychiatric disorders and addictive personalities. Additionally, students learn about identifying psychological, social, and cultural issues that may affect patients and families.

End-of-Course Outcomes: At the successful completion of this course, students will be able to explain the role of the vocational nurse in caring for patients and families experiencing mental health problems, use therapeutic communication, and utilize critical thinking skills and systematic problem-solving process for providing care to patients and families experiencing mental health problems.

VNSG 302.....72/24/192/14.0
Course Level: Intermediate
MEDICAL-SURGICAL NURSING II AND CLINICAL
This course is a continuation of Medical-Surgical
Nursing I and Clinical with application of the nursing process to the care of the adult patient experiencing common disorders of the urinary, endocrine, genitourinary and reproductive, musculoskeletal, neurologic, sensory, and integumentary systems. Students will have clinical practice at various hospitals, rehabilitation centers, and skilled nursing units within long-term care facilities. Classroom, laboratory, and clinical experience are provided concurrently.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to discuss common medical-surgical conditions affecting the adult client and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. The students will also be able to apply the basic and advanced vocational nursing skills.

VNSG 400 **72/12/60/9.5**
Course Level: Advanced
MATERNAL-CHILD NURSING AND CLINICAL
This course is a study of nursing care related to the normal process and common disorders of the antepartum, intrapartum, and postpartum periods and the newborn. Nursing care related to normal growth and development from infancy through adolescence and common disorders of childhood are also explored. Clinical practice sites may include hospitals, outpatient care settings such as clinics and doctors' offices, and day cares. Classroom, laboratory, and clinical experience are provided concurrently.

End-of-Course Outcomes: Upon successful completion of this course, students will be able to discuss human reproduction and fetal development as related to the normal aspects of childbearing; identify common complications of the mother and newborn during prenatal, antenatal, and postnatal periods; relate characteristics of the normal newborn and associated nursing interventions to meet identified health care needs utilizing the nursing process; identify psychological and physical changes that occur during normal growth and development of the child; describe patient and family teaching to support normal growth and development; identify the medications used for common disorders of childhood by classification, generic and trade names, routes of administration, usual dosage, side effects, nursing implications and toxic effects; apply the nursing process to pediatric patients experiencing common disorders of childhood; and describe the nursing care for diagnostic tests related to pediatric care.

VNSG 401.....36/108/7.0

Course Level: Advanced

VOCATIONAL NURSING LEADERSHIP AND CLINICAL

This course allows students to learn to utilize nursing leadership and management skills as a member of the interdisciplinary health care team. An understanding of the Texas Nurse Practice Act, standards of nursing practice, unprofessional conduct rules, delegation rules, and personal career development is acquired. Students will have clinical practice at various long-term care facilities. Classroom and clinical experience are provided concurrently.

End-of-Course Outcomes: At the successful completion of this course, students will be able describe the role of the licensed vocational nurse in multi-disciplinary settings inclusive of basic principles of leadership and management; discuss the role of professional organizations and regulatory agencies; explain the Texas Board of Nursing Rules and Regulations and the Nurse Practice Act; and identify criteria and appropriate resources for continuing education.

VNSG 402.....36/3.5

Course Level: Advanced

VN CAPSTONE

This course provides the student with a review of key content from the vocational nursing program. Students will identify areas of content mastery and weakness so they can develop a study plan for success on the licensure examination. The process for taking the licensure examination and applying for a Texas nursing license is presented.

End-of-Course Outcomes: Upon completion of this course, students will be able to implement study techniques and test-taking strategies for the NCLEX-PN and review core concepts of vocational
nursing essential to NCLEX-PN success.

VOCATIONAL NURSING GRADING POLICY

The Vocational Nursing program stresses excellence in all areas and strives to maintain the high quality of nursing education. As part of this important process, the following grading system (different from that of the parent institution) is used to support excellence and is applied to all Vocational Nursing courses except those set out below:

A= 100-90
B = 89-80
C = 79-75
F = Below 75

A student **MUST** maintain a final grade of "C" in each course in order to progress. If at the completion of a course the grade is below 75, the student will be withdrawn from the course. The course must be taken again and passed the second time. If the student fails the course a second time, he/she will not be allowed to take the course again. **ANY GRADE BELOW 75 IS FAILING. NO ROUNDING WILL OCCUR.**

In addition, there are three (3) courses that have a dosage calculation competency exam that must be passed with a minimum grade to pass the course. Students are given three (3) opportunities to take this dosage calculation competency exam to reach the minimum required score. If students fail the third attempt, they will not be able to pass the course and will be dismissed from the program. The highest exam grade will be recorded for course grade calculation purposes.

VNSG 102 Essentials of Medication Administration: Minimum passing score is 85%.
VNSG 200 Pharmacology I and VNSG 300 Pharmacology II: Minimum passing score is 90%.



Photo taken at ACI graduation

GENERAL INFORMATION

ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

Arlington Career Institute requires the receipt of a high school diploma or transcript or GED for admission. Once received, the school official will review and determine acceptance of the document. If the school official questions the validity of the document presented, he/ she will take the following steps:

1. Check the website of the school that issued the diploma or other documentation. If the school is accredited, it will state its accreditation on its website.

2. Check the Internet for a list of fake high school or fake GED scams.

The school can assist with obtaining a copy of an applicant's high school transcript or GED record. The processing fee for ACI to request a high school transcript or GED record is located in the school's catalog supplement.

All applicants for enrollment in a hybrid or distance education program must complete the Online Learning Assessment Form and Rubric and score a minimum of 70. If an applicant does not score at least 70, the applicant is given the option to attend a distance education workshop and upon successful completion, will receive a certificate stating that he/she is prepared to enroll in a distance education program. Additionally, all applicants must complete the Learning Styles Inventory and score at least 50 combined auditory and visual points.

ADMISSIONS PROCEDURES

During the application process, an applicant must take a virtual tour of the school and be interviewed by an admissions representative. Upon enrollment, applicants and parents/guardians, if applicable, must complete, sign, and submit the enrollment agreement and the $100.00 registration fee (or make a partial payment).

SCHEDULE VARIATIONS

Class schedules may be adjusted to accommodate the student's needs and may vary from quarter to quarter depending on the number of hours being taken. Classes must, however, be scheduled to accommodate the needs of the greatest number of students.

NOTE TO VA STUDENTS

Students using VA benefits shall submit military transcripts for review. Class schedules for VA students who have been granted credit for previous education will be determined at the time the credit is granted and will be maintained in the individual veteran's file. Certification of each individual's training will be in accordance with the provisions of the Code of Federal Regulations 21.4270.

ADMINISTRATIVE HOURS

The school is open from 8:00 a.m. to 5:00
p.m. Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Fridays.

MAXIMUM NUMBER OF STUDENTS IN A CLASS OR LAB

The maximum number of students in a lecture/laboratory class will not exceed 60.

FACILITIES AND EQUIPMENT

Arlington Career Institute is located in the heart of the Dallas/Fort Worth metroplex. It occupies a 20,000-square-foot facility located near Six Flags Over Texas, AT&T Stadium, and Globe Life Field in Arlington. Spacious, fully air-conditioned and heated classrooms, lounges, labs, offices, and break rooms create a comfortable setting conducive to a good learning environment.

The school has a large computer lab where students can receive hands-on training in word processing and spread-sheet applications.

The law office of Vecchio & Vecchio is located on the premises and is used for case preparation in the legal field.

In addition, the school has an on-site medical lab for use by medical students in their training. The equipment includes centrifuges, stethoscopes, sphygmomanometers (blood pressure cuffs), microscopes, flashlights, penlights, Internet websites as adjunct information, otoscopes, elastic wraps, ophthalmoscopes, surgical instruments (forceps, clamps, hemostats), EKG machine, textbooks and study guides, Mayo stands, sharps containers, autoclave biohazard boxes, urinalysis cups, UA dipsticks, suture removal kits, sterile/ non-sterile gloves, thermometers, clinical testing kits for urine and blood serum, ear lavage, basins, hematocrit tube, venipuncture needles, barrels and tubes, microhematocrit centrifuge, and defibrillator.

TRANSFERRING BETWEEN PROGRAMS

Any student wishing to transfer to another program must meet the requirements for that program. After careful assessment by an administrative official, a decision will be made as to whether the student can transfer into the desired program.

If the student transfers to a new program within the first month of training, the new program account will be credited with all tuition and fees, excluding book charges, previously paid. If the transfer occurs after the first month of training, credit will be extended for courses successfully completed that are related or similar to the new program courses.

DIPLOMAS / TRANSCRIPTS

There is no charge for the original copy of the student's diploma; however, additional copies of the diploma will cost $20.00 each. Official transcripts of students' records are issued upon completion of their program. Additional copies are issued when accompanied by a written request and the payment of a $7.00 transcript fee.

UNSATISFACTORY CONDUCT POLICY

Examples of unsatisfactory conduct include but are not limited to:

- Harming or threatening to harm school officials and/or staff with bodily harm or violence;
- Possession of alcoholic beverages, illegal substances, or weapons on school property;
- Consumption of alcoholic beverages or illegal substances on school property;
- Appearance on school property under the influence of alcoholic beverages or illegal drugs;
- Gambling on school property;
- Abusive conduct toward students, school officials, or school employees;
- Theft of any property belonging to the school, staff, employees, or students;
- Willful destruction of property belonging to the school, staff, employees, or students;
- Conduct that is detrimental to the best interests of the students and the school;
- Failure to meet all the financial obligations to the school;
- Cheating.
- Depending on the severity of the initial violation as determined by a school official, the student may be terminated immediately.

REENTRY POLICY

Students who are terminated due to unsatisfactory conduct may apply for readmission no earlier than 30 days or one grading period after termination. Readmission will be approved at the discretion of the director. Students who are allowed to reenter will pay the tuition rate in effect at the time of reentry. Reentering students are subject to a $100.00 reentry fee.

DRESS POLICY FOR MEDICAL STUDENTS

Medical students are expected to wear clean and neat scrubs issued by ACI and closed-toe shoes.

ONLINE PROGRAMS

ACI uses Schoology as the host for its distance education courses. This Management System allows ACI staff to track attendance hours, assignments, exams, virtual classrooms, discussion forums, and other student communications and interactions. Students are monitored on attendance through this system, including the number of times students access the course, complete assignments, and the length of time it takes to complete assignments and exams within each term. Students are provided with a unique username and password to access a course(s) within the academic term. ACI has full access to the grade book and course statistical reports that measure student progress, participation, and attendance. Students can retake quizzes, review material, and use online resources available on the site until they have a competency for the course subject material prior to the end of the term.

INTERNET AND COMPUTER REQUIREMENTS FOR THE STENO MACHINE PROGRAM

A DSL or a cable broadband Internet connection is required ***at student's home***.
(Students may not rely on an Internet connection somewhere other than in the home where they reside.)

These devices are NOT compatible with the software:

- MAC
- Microsoft Surface Pro X running Windows 10 or Windows 11
- Computers using a Snapdragon processor
- iPads
- Tablets
- Chromebook
- If your computer includes a security mode, the S Mode must be turned off or disabled before the software will download.

THESE COMPUTER SPECIFICATIONS ARE REQUIRED:

Operating System: Windows 11
Computer Processor: Intel Core 5 or 7, Intel Ultra 5, 7, or 9, or AMD Ryzen 5, 7, or 9 processor.

NOTE: There is a processor type called an ARM Processor. This processor is commonly found on Microsoft Surface Pro (Snapdragon processor) and newer MacBook (M processor) computers. This processor is not compatible with Case CATalyst due to driver incompatibility. Please be aware of what processor is on the computer before purchasing.
RAM: 8 GB of RAM or more.
Hard Drive: 256 GB hard drive or larger.
Ports: At least two USB ports.

Other information: Laptop and desktop computers are beginning to use higher definition displays which can cause applications like Case CATalyst to appear blurry. If CATalyst appears blurry, contact Stenograph: support@stenograph.com.

While these are the minimum requirements for Case CATalyst, Stenograph cannot guarantee compatibility with all makes and models of computers. We recommend asking the store or manufacturer about their return policy in case an issue arises.

These requirements may be updated to meet current technological demands. Check the ACI website for a list of the latest computer requirements.

Evaluation for Online Courses
To ensure that students are fully aware of their process, evaluations will take place regularly. Courses will include written and/ or skills tests. Each instructor will schedule exams as appropriate.

GRADING POLICY

GRADING SCALE

90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
0-59	F	0.00

I.....INCOMPLETE
P.....PASSING
W.....WITHDRAWN
T.....TRANSFER CREDIT FROM OTHER SCHOOL
TW CREDIT FOR PREVIOUS TRAINING OR WORK EXPERIENCE
IP.....IN PROGRESS

REMEDIAL CLASSES
Arlington Career Institute does not offer non-credit remedial courses.

INTERIM ACADEMIC REVIEW
ACI defines a progress evaluation period as being six weeks long. Academic progress can be monitored by the students at any time during the academic quarter through their course sites. Final grades are available to students through their student portal.

ACADEMIC QUARTER DEFINITION (GRADING PERIOD)
Arlington Career Institute defines an academic quarter as 12 weeks.

CREDIT FOR PREVIOUS TRAINING, EDUCATION, AND WORK EXPERIENCE
Students will be given credit for educational courses completed at other schools only when verified by an official transcript, provided they earned a minimum of a C average on each course being transferred. Credit may be given for previous education, training, and work experience only when appropriate documentation is provided to the school. Credits earned ten (10) or more years prior to enrollment will be evaluated on a course-by-course basis. Skill classes in major areas of study may require testing before credits are allowed to transfer.

Only a certain percentage of the total required quarter credit hours may be transferred to Arlington Career Institute. Students requesting transfer of credits must submit copies of official transcripts to Arlington Career Institute for evaluation by the director, registrar, director of admissions, or other school official. The maximum credits that may be transferred into a program are 30 percent with the exception of the Court Reporting programs that may accept up to 50 percent of the credits for those programs.

All transfer credits must be determined before the end of the first two weeks of attendance at the school.

Only credits from an institution whose accrediting body is recognized by the U.S. Department of Education will be accepted, provided that they meet the criteria above.

GRADING POLICY *(CONTINUED)*

IMPORTANT NOTICE!
While the school can assist a student in obtaining an official copy of a transcript for credit purposes, it is the student's responsibility to provide the transcript to the school prior to the end of the first two weeks of attendance at the school.

TRANSFERABILITY OF ACI COURSES AND CLOCK HOURS TO OTHER SCHOOLS
Credits earned at ACI are usually transferable to other proprietary schools. However, credits earned at ACI are not usually transferable to two-year and four-year colleges.

CLOCK HOUR/CREDIT HOUR DEFINITION
A clock hour is a class period of 50 minutes of instruction in a 60-minute period. Students earn one credit hour for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 hours of externship.

GRADUATION REQUIREMENTS FOR ALL PROGRAMS
In order to graduate, a student must have at least a 2.0 grade point average and have successfully completed all required subjects in his or her selected program of study.

Financial obligations, as well as attendance requirements, must be met. Students who have student loans must complete student loan exit counseling with the school's financial aid office before they will be allowed to graduate.

Upon graduation, students will receive a diploma in his or her selected program of study from the school. Nursing assistant students will receive a certificate of completion from the school.

Court Reporting Steno Machine and Voice Writing To Graduate: Students must pass all subjects in their program. Students must pass three five-minute tests with 95 percent accuracy at each of the following speeds: 225 words per minute testimony (two-voice), 200 words per minute jury charge, and 180 words per minute literary.

Students must complete a minimum of 50 verified hours of externship, of which a minimum of 40 hours shall be in actual writing time, and produce a 40-page transcript. Students must complete their externship requirement in order to graduate.

Medical Assistant To Graduate:
Students must pass all subjects in their program and must complete a 160-hour externship. Students are given one quarter or approximately three months to complete their externship. Students who do not complete their externship will not be allowed to graduate or receive their diplomas.

Paralegal/Legal Assistant, Medical Office Specialist, Administrative Assistant To Graduate:
Students must pass all subjects in their program.

GRADING POLICY
(CONTINUED)

MEASUREMENT OF SATISFACTORY PROGRESS
Students must maintain a minimum grade point average of 2.0 for the entire program, using the traditional 4.0 scale. Rate of progress must not fall below 67 percent completion rate.

EVALUATION POINTS
A student's academic record will be evaluated at the end of each quarter for purposes of determining satisfactory academic progress.

GRADING PERIOD
Students will receive grades at the end of every quarter, which is 12 weeks in length, and their satisfactory academic progress will be evaluated on that grade. Grades are reviewed at midpoint (six weeks), and students who are at risk of falling below the academic standards will be notified by email.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress is designed to monitor student progress throughout a program based upon Cumulative Grade Point Average or CGPA, Rate of Progress or ROP, and Maximum Time Frame or MTF.

CGPA REQUIREMENT

CGPA is reviewed at the end of each grading period after grades have been posted to determine if the student's CGPA is in compliance. Students must meet a minimum CGPA of 2.0 each 12-week term.

ROP REQUIREMENT

In addition to the CGPA requirement, a student must successfully complete at least 67% of credits attempted in a term. ROP is reviewed at the end of each 12-week term after grades are posted.

MAXIMUM TIME FRAME

For a credit hour program, the credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. This requirement is to assure that the students are progressing at a rate at which they will complete their programs within the requisite time frame.

Program	CGPA	Rate of Progress	Program Credits	Max Time Frame
Administrative Assistant	2.0	67 percent	44	66 Credits
Court Reporting Steno Machine	2.0	67 percent	278	417 Credits
Court Reporting Voice Writing	2.0	67 percent	104	156 Credits
Medical Assistant	2.0	67 percent	72.5	108.75 Credits
Medical Office Specialist	2.0	67 percent	67.5	101.25 Credits
Paralegal/Legal Assistant	2.0	67 percent	78.5	117.75 Credits
Vocational Nursing	2.0	67 percent	79	118.5 Credits
Nursing Assistant	2.0	67 percent	100 Clock Hours (5 weeks)	7.5 weeks

SATISFACTORY ACADEMIC PROGRESS POLICY

(CONTINUED)

SATISFACTORY ACADEMIC PROGRESS/REINSTATEMENT

Upon review, if the CGPA falls below 2.0 and the ROP falls below 67 percent the student is placed on SAP Warning. If, by the end of the SAP Warning period, a student has achieved a CGPA of at least a 2.0, the warning or probationary status will be removed. If, at the end of the SAP Warning period, a student has not achieved a CGPA of at least a 2.0, the student is placed on SAP Probation. If the student does not achieve SAP for the components taken during the probationary period, the student may be suspended or dismissed from the program and ACI.

1. **SAP Warning** - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.

2. **SAP Probation** - A student will be placed on SAP Probation for not meeting the standards outlined above after a term of SAP Warning. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation. If the student does not meet SAP, the student is dismissed.

3. **SAP Dismissal** – A student will be dismissed if after one term of probation, the CGPA is not met. The Satisfactory Academic Progress policy may be appealed by an individual student under certain mitigating circumstances as determined by ACI.

4. **SAP Appeal –** A student who fails to achieve SAP and is terminated has the right to appeal based upon special, unusual, or extenuating circumstances causing the hardship such as death in the immediate family, student injury or health concern, or other special circumstances presented in the appeal.

Appeals must be in writing and include:

a. an explanation of the mitigating circumstances that prevented the student from achieving SAP;

b. what has changed in the student's current situation that will allow the student to achieve satisfactory progress at the end of the next evaluation period; and

c. supporting documentation beyond the written explanation.

The appeals committee consisting of the Director/CEO, Assistant Director, Financial Aid Director, and an appointed faculty member will hear the appeal and make a determination.

If the appeal is approved, the student will return under academic monitoring and must follow an academic plan with weekly advising for the first term and achieve a CGPA of 2.0. Thereafter, the student will be monitored at midterm.

THE EFFECT OF SAP ON FEDERAL STUDENT AID (FSA) ELIGIBILITY

Students must achieve SAP whether or not they participate in the FSA program. For those students who do participate in FSA, they are still eligible to participate in SAP Warning status and will also be placed on SAP Warning. The student may continue to participate in FSA during the term of SAP Probation status and will concurrently be placed on SAP Probation; however, FSA eligibility ends at the end of the SAP Probationary period if the student is unable to achieve Satisfactory Academic Progress.

STUDENT REQUIREMENTS DURING SAP WARNING OR PROBATION STATUS

1. Agree to a written academic plan that specifies how the student will regain satisfactory academic progress. The plan may include but is not limited to mandatory tutoring, scheduled advising sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew;

2. Sign the academic plan. (A copy of the plan will be kept in the student's file.); and

3. Meet weekly with the academic advisor to review how well the student is advancing the academic plan and how well he or she is progressing toward meeting the minimum standards of academic progress and meeting the requirements of the academic plan.

If a student on probation does not meet the requirements of the academic plan at the end of the evaluation period established in the written plan, which could be longer than one evaluation period, the student is dismissed from the school and cannot appeal the dismissal. Additionally, if the student at any point in the evaluation period does not perform as required based on the academic plan, the student may be dismissed from the school sooner than the end of the evaluation period.

ATTENDANCE POLICY

Experience has shown that students with excessive absences often do not graduate.

1. Attendance shall be based on the student's timely completion of assigned coursework as described in the course syllabus or online course site.

2. School holidays such as summer vacation, Christmas holidays, etc., shall not be considered days of absence.

3. Students who are absent ten (10) or more consecutive days or more than 15 percent of the total scheduled class hours for their program will be terminated unless the absence is for good cause as determined by the director. The director reserves the right to terminate prior to ten (10) consecutive days if in his/her opinion the reason and/or reasons for absence are not in accordance with the school objectives and/or policies.

4. Makeup work shall not be authorized for the purpose of removing an absence. Students will be required to make up exams or other missed work as the result of any absence. Arrangements to take a missed exam or any other work missed must be made with the instructor within three days of returning from an absence.

Students terminated may be eligible for reentry after the grading period following his/her termination and must complete a reentry application which must be approved by the reentry committee. There is a $100.00 fee for reentry. Students who are allowed to reenter after termination or withdrawal will pay the tuition rate in effect at the time of reentry.

LEAVE OF ABSENCE (LOA)

A written request for an LOA dated and signed by both the student and an authorized school official will be placed in the student's file. The student must initiate this request with student services. Students granted an LOA may have their financial obligations impacted and should consult with the Director of Financial Aid prior to seeking an LOA and understand the implications resulting from failure to return from an LOA. The length of an LOA is at the discretion of the authorized school official based upon the documentation and the best interest of the student. A student may be approved for more than one LOA, provided the cumulative calendar days (excluding scheduled student breaks) do not exceed 180**.** Any LOA which exceeds 180 calendar days (excluding scheduled student breaks) must be approved by the Director.

The following are acceptable reasons for an LOA request:

- Medical
- Military
- Personal (childcare, financial)
- Family medical
- Extenuating circumstances (i.e., natural disaster)

ATTENDANCE POLICY *(CONTINUED)*

The student must submit the LOA application form and the documentation for the LOA request. The LOA will not be approved unless there is reasonable expectation that the student will resume his/her training program. If the student fails to return from leave, he/she shall be terminated, and a refund shall be calculated according to the school's refund policy.

IMPORTANT: Graduation from a student's program requires the student to take his/her training seriously. In order to achieve the student's goal, to the extent possible, his/her training should take priority above all other endeavors. The rewards of graduation will be worth the effort.

REFUND AND CANCELLATION POLICY

ORDER OF RETURN OF TITLE IV PROGRAM FUNDS

Title IV funds credited to outstanding loan balances for the payment period for which a return of funds is required must be returned in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant

Students will be notified of any refunds paid (or to be paid) on their behalf through the exit interview material. Refunds to any of the Title IV or state programs will be paid within 45 days from the date of determination.

RETURN OF TITLE IV FUNDS

All institutions participating in the Title IV Programs are required to use a statutory schedule to determine the amount of Title IV Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998 in general require that if a recipient of Title IV Program assistance withdraws from a school during a payment period in which the recipient began attendance, the school must calculate the amount of Title IV Program assistance the student did not earn and those funds must be returned. Up through the 60 percent point in each payment period, a pro rata schedule is used to determine how much Title IV Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period, a student has earned 100 percent of the Title IV Program funds.

The percentage of the payment period completed is determined by:

For schools that measure programs in credit hours, the percentage of the payment period completed is the total number of calendar days* in the payment period in which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.

**Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period. The day the student withdrew is counted as a completed day.*

REFUND AND CANCELLATION POLICY

(CONTINUED)

INSTITUTIONAL POLICY

(As regulated by the Texas Workforce Commission, Career Schools and Colleges)

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspension, and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

(a) The last day of attendance, if the student is terminated by the school;

(b) The date of receipt of written notice from the student; or

(c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance and if, after expiration of the 72-hour cancellation privilege, the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. More simply, the refund is based on the precise number of course time hours the student has paid for but not yet used at the point of termination, up to the 75 percent completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

REFUND AND CANCELLATION POLICY

(CONTINUED)

5. Refunds for items of extra expense to the student, such as books, tools, scrubs, or other supplies, are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "Incomplete" and permitted to reenroll in the course or program during the l2-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

(a) An enrollee is not accepted by the school;

(b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

(c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school who withdraws from the school as a result of the student's being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of "Incomplete" with the designation "Withdrawn-Military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) Satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

10. Students attending under an ISA who withdraw or are terminated are responsible for the ISA payments based on a prorated amount of the Payment Cap, subject to the TWC refund policy.

RETURN

1. All supplies are nonrefundable, and their costs are nonrefundable unless the following conditions are satisfied:

   - Student must withdraw or be terminated from the school during the first 60 percent of the program.
   - The school must receive the returnable supplies within 20 days following student's withdrawal or termination date.
   - The returnable supplies must be in good condition (reasonable wear and tear, no markings in books) when received by the school.

2. If this contract is sold, assigned, or transferred by Arlington Career Institute with or without recourse, the above refund policy will still apply.

REFUND AND CANCELLATION POLICY

(CONTINUED)

NOTICE OF CANCELLATION/TERMINATION BY STUDENT

3. **A STUDENT MAY CANCEL THIS ENROLLMENT AGREEMENT OR CONTRACT BY WRITTEN OR ORAL NOTICE, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN 72 HOURS UNTIL MIDNIGHT OF THE THIRD DAY (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS) AFTER THE ENROLLMENT AGREEMENT OR CONTRACT IS SIGNED. STUDENTS WISHING TO CANCEL THIS ENROLLMENT AGREEMENT AFTER THE 72 HOURS OR AFTER STARTING CLASSES SHOULD DO SO IN WRITING TO:**

THE DIRECTOR
ARLINGTON CAREER INSTITUTE
2201 E. LAMAR BOULEVARD, SUITE 150
ARLINGTON, TEXAS 76006

VETERANS' REFUND POLICY

If a VA student enrolls in a program but fails to enter the program, withdraws, or is discontinued therefrom at any time prior to completion, beyond the 72-hour cancellation window, the student shall not be assessed any costs for the program in excess of $10.00 plus charges for scheduled hours of attendance in the program. Charges for these hours shall be measured as a prorated fraction of those costs for the entire program.

Written notification of withdrawal from a student shall not be required for refund payment.

Some program tuition and fees are approved by the state approving agency for veteran education benefits.

STUDENT SERVICES

JOB PLACEMENT

Upon graduation, Arlington Career Institute assists graduates in finding suitable jobs. **JOB PLACEMENT IS NOT GUARANTEED.** Employment opportunities are received from prospective employers and maintained by the school's placement director. Upon graduation, students should contact the placement director. He/she will assist students in preparing resumes and putting students in contact with job leads received by the school. Resume preparation and job search techniques are taught in the career development course.

VOICE WRITING EQUIPMENT POLICY

All students enrolled in the Court Reporting Voice Writing Program are issued the necessary equipment depending upon availability. Students who withdraw are charged the full amount for the equipment issued to them. Voice writing equipment cannot be returned to the school upon withdrawal.

STENO MACHINE EQUIPMENT POLICY

Effective August 19, 2024, students in the Court Reporting Steno Machine Program are required to provide their own steno machine and Case CATalyst software for theory and speed courses. Students are required to consult with the head of the court reporting department before renting or purchasing a steno machine. Students who are gifted a steno machine by someone must consult with the head of the court reporting department to approve the machine and determine if it is compatible with the program.

INDIVIDUAL SUBJECTS

Individual subjects are offered for some approved programs. (See an admissions representative for details.) Financial aid is not available for individual subjects. Upon successful completion of an individual subject, students will receive a Certificate of Completion identifying the nature of the subject and stating the number of clock/credit hours completed in the individual subject.

STUDENT ADVISEMENT

Academic and/or personal advisement is available to all students. The program director will assist in these academic or personal matters. Please schedule an appointment with the receptionist if you need to see the program director for academic or personal advisement. Instructors are also available for student advisement.

NSF CHECK POLICY

A $25 charge will be assessed against a student who presents a check in payment of tuition or supplies that is returned because of insufficient funds. The student will be required to present cash or a money order to cover the amount of the check plus the $25 charge. If the bank has made an error, a signed letter from the bank on letterhead will provide an exception to this policy.

STUDENT SERVICES

(CONTINUED)

STUDENT VISITORS

Visitors of students must check in with the school receptionist. Students will not be pulled from class for visitors unless it is an emergency.

SOCIAL ACTIVITIES / FIELD TRIPS

School activities are held to recognize holidays, achievements, and special events. Field trips may be scheduled during a student's period of enrollment.

UNPAID BALANCES OWED TO THE SCHOOL

Any unpaid balance owed to the school will be turned over for collection to a collection agency. The student will be responsible for paying all costs of collections, attorney's fees, and other charges necessary for the collection of any unpaid balance.

STUDENT GRIEVANCES - TEXAS

STUDENT GRIEVANCES - TEXAS WORKFORCE COMMISSION

Students may submit complaints or grievances either in writing or verbally to a member of the school faculty or a school administrator.

Students should obtain an appointment with an instructor or administrator before submitting an oral complaint/grievance.

Every attempt will be made by the faculty and school administration to address student grievances or complaints as they occur. Students may refer any unresolved complaint or grievance to:

Career Schools and Colleges Section
Texas Workforce Commission
101 East 15th Street
Austin, Texas 78778-0001
(512) 936-3100

STUDENT COMPLAINT PROCEDURE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting ACCSC. All complaints reviewed by ACCSC must be in written form and should grant permission for ACCSC to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by ACCSC. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212
www.accsc.org
Email: complaints@accsc.org

STUDENT COMPLAINT/GRIEVANCE PROCEDURE CASE - NATIONAL COURT REPORTERS ASSOCIATION

Schools approved by NCRA must have a procedure for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting NCRA in writing after all remedies have been exhausted. Inquiries can be emailed to schools@ncra.org or mailed to:

National Court Reporters
Association ATTN: CASE
12030 Sunrise Valley Drive, Suite 400
Reston, Virginia 20191
(703) 556-6272
www.ncra.org

COMPARABLE PROGRAM INFORMATION

As of January 1, 1996, comparable program information relating to tuition and program length is available from the Accrediting Commission of Career Schools and Colleges (ACCSC).

ARBITRATION AGREEMENT

Any dispute arising from enrollment at Arlington Career Institute, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (AAA) at Dallas, Texas, under its Commercial Rules. All determinations as to the scope, enforceability, and effect of this arbitration agreement shall be determined by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

PROCEDURE FOR REPORTING AS IDENTIFIED IN THE CRIME REPORT (CLERY ACT)

Arlington Career Institute (ACI) also complies with Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Title IX coordinator for ACI is the director. Complaints filed under Title IX shall be kept confidential to the maximum extent possible, and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

Step One: The student/employee must submit a complaint in writing to the Title IX coordinator within 30 calendar days of the date that the misconduct which is the subject of the complaint last occurred. The Title IX coordinator will investigate the claims, conduct an investigation, and reply to the student/employee in writing. The Title IX coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint. If the complaint will take longer to resolve, the Title IX coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

Step Two: If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing within 30 days of the date that the misconduct which is the subject of the complaint last occurred to the instructional coordinator. The instructional coordinator will generally respond with a resolution to the student/employee's complaint within ten (10) days, specifying what action, if any, ACI will undertake, If the complaint will take longer to resolve, the instructional coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

No Retaliation

ACI will not retaliate against any individual who makes a report of perceived harassment or discrimination nor will it permit such behavior by any person at ACI. Retaliation is a serious violation of ACI's policy, and those who feel they have been subjected to any acts of retaliation should immediately report such conduct to the director or follow the student grievances procedures in the ACI catalog.

Students Seeking Reasonable Accommodations

ACI is committed to providing educational opportunities and full participation for students and prospective students with disabilities. Pursuant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, ACI provides equal opportunity for qualified persons with disabilities. As appropriate, ACI will make reasonable accommodations to offer persons with disabilities the opportunity to participate fully in its programs, activities, and services.

It is the responsibility of the student to inform ACI of any disability, whether physical or mental, that might in any way affect the student's academic progress or for which the student seeks accommodation and to furnish medical documentation to substantiate such disability. Students seeking reasonable accommodations should submit an accommodation request and medical documentation in person to the director.