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**CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE JUNE 16, 2020**

**This catalog supplement is part of the Arlington Career Institute school catalog.**

The information contained in this catalog and supplement is true and correct to the best of my knowledge.

A handwritten signature in black ink, reading "Jon Vecchio", is positioned above a horizontal line.

**JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE**

# FACULTY

Glendine Lipford  
Texas Certified Shorthand Reporter  
AA, Court Reporting Institute of Dallas  
BS, Howard Payne University

Danielle Trahan, CRI, CPE  
AAB, Court Reporting  
Academy of Court Reporting

Christie Leiter  
California and Texas Certified Shorthand Reporter  
Lee College of Court Reporting

Dianna Vecchio  
Registered Professional Reporter  
Arlington Court Reporting College

Nora Ruiz  
Nationally Registered Certified Medical Assistant  
Education America  
Surgical Technology  
Hi-Tech Institute

Laura McCaskill  
Attorney at Law  
BA, Austin College  
JD, St. Mary's University School of Law

Mary Karlic  
Registered Nurse  
ADN, McLennan Community College  
BS, Texas A & M University

Yvon Leblanc  
Attorney at Law  
JD, Southwestern University  
MBA, Woodbury University

Gloria Moss  
AAS, Court Reporting Institute of Dallas  
Texas Certified Shorthand Reporter (Retired)

Sandra Bhatnagar  
Licensed Practical Nurse  
Lake County Vo-Tech

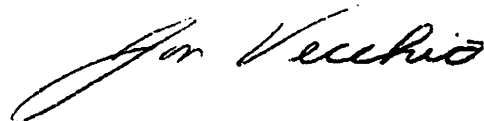
Judy Brownlow  
Legal Assistant  
Arlington Court Reporting College

Helen Faulkner  
Registered Nurse  
BA, Western Michigan University  
MA, Saint Francis College, Graduate Division  
ASN, Ivy Tech Community College

Krystal Stinson  
AAS and BS, Robert Morris College  
Masters, Human Resource Management  
Keller Graduate School

Charlesetta Sterling  
Licensed Vocational Nurse  
McLennan Community College

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# HVAC FACULTY

Kenneth Vanderwiel

RSES Type 1 and Type 2 Technician

North American Technician Excellence Certificates of Competency in Air Conditioning Service, Air Conditioning Installation, Heat Pump Service, Heat Pump Installation, Gas Furnace Installation, and Gas Furnace Service

Chadwick Grant

ATI, HVAC

Licensed Texas HVAC Contractor

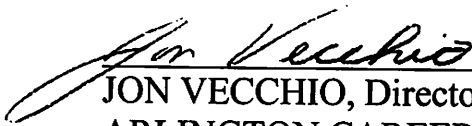
North American Technician Excellence Certified Technician in Heat Pump Installation, Heat Pump Service, Gas Heating Installation, Gas Heating Service, Air Conditioning Installation, and Air Conditioning Service

Junior Dikousman

ITT Tech, HVAC

North American Technician Excellence Certificates of Competency in Air Conditioning Service, Air Conditioning Installation, Heat Pump Service, Heat Pump Installation, Gas Furnace Installation, and Gas Furnace Service

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# ADMINISTRATIVE STAFF

Jon Vecchio  
CEO/Director  
BBA, University of Texas at Arlington

Tom Vecchio  
CFO/Financial Aid Director  
BA, University of Texas at Arlington

Jamie Jordan  
Executive Vice President  
BS, Anthem College

Terri McDougald  
Admissions Representative  
Texas CSR (Retired)

Jon Vecchio, Jr.  
Assistant Director of Student Services  
BA, Austin College

Tommy Vecchio  
Financial Aid Officer  
University of Arkansas

Tiffany Offenberger  
Admissions Representative

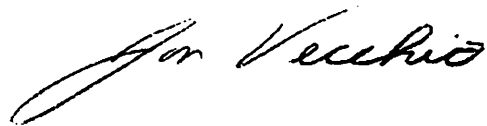
Maryetta Oakley  
Office Manager

Candice Anzaldúa  
Director of Student Services

Elaine Satchell  
Director of Career Services  
BS, Texas A & M at Commerce

Daniela Luevanos-Rubio  
Financial Aid Officer  
BA, Dallas Baptist University

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JON VECCHIO, Director  
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# HVAC ADMINISTRATIVE STAFF

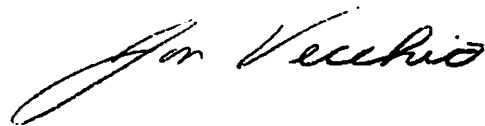
Fielding Graham  
HVAC Division Director  
BS, Southern Methodist University

Christopher David Godwin  
HVAC Financial Aid  
Pharmacy Technician, Richland College

Clay Hobbs  
HVAC Director of Operations  
BBA, University of North Texas

Sam Villa  
HVAC IT Director Support

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## COURT REPORTING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$21,000.00
Books	\$1,525.00
Stenograph Writer (new/includes case and stand)	\$1,800.00
Lab Fees	\$450.00
<b>Total Cost of Program</b>	<b>\$24,875.00</b>

NOTE: See Catalog, page 8, for important information regarding the court reporting program tuition and completion times.

## OPTIONAL SHORTHAND MACHINE PRICES

<u>MACHINE DESCRIPTION:</u>	<u>COST:</u>	<u>TAX:</u>	<u>TOTAL:</u>
*Used Student Writers	\$1,000.00	\$90.75	\$1,090.75

\*Used shorthand machines may or may not be available according to the school's inventory. Please check with your Admissions Representative.


\*Notebook computers are also available. Contact admissions for more information.

NOTE: Shorthand machine and textbook prices are subject to change by suppliers.

*Optional fees for Texas court reporting certification can be found at [www.txcourts.gov/jbcc/court-reporters-certification/exam/](http://www.txcourts.gov/jbcc/court-reporters-certification/exam/) and [www.trca-online.com/](http://www.trca-online.com/).*

*Optional fees for national court reporting certification can be found at [www.ncra.org/](http://www.ncra.org/).*

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**COURT REPORTING PROGRAM  
STENOMASK REPORTER TUITION AND FEES**

Registration Fee	\$100.00
Tuition	\$10,000.00
Books	\$1,701.00
*Voice Writing Equipment, Software, and Hardware	\$3,400.00
Lab Fees	\$720.00
<b>Total Cost of Program</b>	<b>\$15,921.00</b>

**\*Voice Writing Equipment Includes:**

Lenovo TP P50: i7-6700HQ 3.5GHz/16/256 PCIe-NVMe SSD/W7-W10/3y  
Dragon Professional 14 Individual  
Realtime Voice Writing Manual & Setup Files by Bettye Keyes  
Talk Tech Smart Mic SM100  
Talk Tech Muffle Mitt  
Andrea USB Mic Adapter (MA)  
Microphone, Martel HGM-2 with Battery Tester  
CAT Voice Software

\* Prices and equipment subject to change

*Optional fees for Texas court reporting certification can be found at  
[www.txcourts.gov/jbcc/court-reporters-certification/exam/](http://www.txcourts.gov/jbcc/court-reporters-certification/exam/) and [www.trca-online.com/](http://www.trca-online.com/).*

*Optional fees for national verbatim reporting certification can be found at  
[www.nvra.org/](http://www.nvra.org/).*

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## PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$12,760.00
Books	\$1,245.00
Lab Fees	\$250.00

**Total Cost of Program** \$14,355.00


*Optional fees for national paralegal certification can be found at [www.nala.org/](http://www.nala.org/).*

## ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$8,100.00
Books	\$867.00
Lab Fees	\$250.00

**Total Cost of Program** \$ 9,317.00

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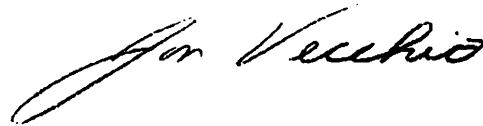
### **MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES**

Registration Fee	\$100.00
Tuition	\$12,500.00
Books	\$1,679.00
Lab Fees	\$250.00
<b>Total Cost of Program</b>	<b>\$14,529.00</b>

### **MEDICAL ASSISTANT PROGRAM TUITION AND FEES**

Registration Fee	\$100.00
Tuition	\$12,500.00
Books	\$1,329.00
Lab Fees	\$350.00
<b>Total Cost of Program</b>	<b>\$14,279.00</b>

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## ONLINE COURT REPORTING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$22,000.00
Books	\$1,475.00
Stenograph Machine (new/includes case and stand)	\$1,800.00
Lab Fees/Realtime Coach access	\$1,080.00

**Total Cost of Program** \$26,455.00

**(IMPORTANT: \$100.00 nonrefundable Stenograph machine deposit required.)**

- \* Case CATalyst student software, if needed \$545.00
- \* Students purchasing a new student writer directly from Stenograph Corporation, [www.stenograph.com](http://www.stenograph.com), or through ACI will receive Case CATalyst student software at no additional charge. Students purchasing or leasing a machine from a third party may be required to purchase Case CATalyst student software at a cost a \$545.00. Price of student software subject to change.

NOTE: See Catalog, Page 8, for important information regarding the court reporting program tuition and completion times.

## OPTIONAL SHORTHAND MACHINE PRICES

<u>MACHINE DESCRIPTION:</u>	<u>COST:</u>	<u>TAX:</u>	<u>TOTAL:</u>
*Used Student Writers	\$950.00	\$78.37	\$1,028.37

\*Used shorthand machines may or may not be available according to the school's supply. Please check with your Admissions Representative.

NOTE: Shorthand machine and textbook prices are subject to change by suppliers.

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## MISCELLANEOUS FEES


Reentry fee	\$25.00
Change of student status fee (full-time to part-time)/ Program change	\$100.00
ACI transcript fee (fee to obtain ACI transcript)	\$5.00
Texas high school transcript	\$10.00
Out-of-state high school transcript	\$15.00
GED – Texas	*Free
GED – Out of state	\$15.00
Texas college transcript	\$15.00
Out-of-state college transcript	\$20.00

\*If available on Texas GED Web site; if not, \$10.00

NOTE: Textbook prices are subject to change by suppliers. All textbooks and equipment subject to applicable state sales tax.

*ACI reserves the right to change tuition. Students are charged for their tuition by the program, and there will be no change in the tuition amount provided the student remains in school. Should a student withdraw from school and return at a later date, the student would be charged the current tuition rate, which may be different from the original tuition amount, for the remainder of the program. All equipment and textbooks are subject to applicable sales tax.*

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## **NURSING ASSISTANT PROGRAM TUITION AND FEES**

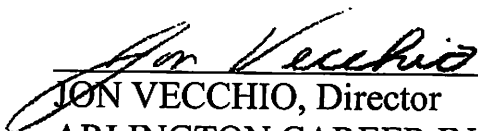
Registration Fee	\$50.00
Tuition or	*\$820.00
Tuition	**\$920.00
Books Included	
Lab Fees Included	

**\*Does not include voucher for Texas Nurse Aide Exam**

**\*\*Voucher for Texas Nurse Aide Exam included**

**Total Cost of Program   \*\$870.00 or \*\*\$970.00**

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## HVAC PROGRAM

### Program Outline

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours
HVAC 101	Safety & Introduction to Installation	25	20	45
HVAC 110	Cooling Cycle and Cooling Tune-ups	15	30	45
HVAC 120	Heating Operation and Heating Tune-ups	15	30	45
HVAC 130	A/C and Heating Maintenance	20	25	45
HVAC 141	Heat Pumps & Gas Furnace	25	20	45
HVAC 151	HVAC Diagnostics	15	30	45
<b>TOTAL</b>		<b>115</b>	<b>155</b>	<b>270</b>

### HVAC Program Tuition and Fees

Tuition and fees are set for and apply to both in state and out-of-state residences.

DESCRIPTION	COST
Tuition	\$13,995.00
*Books/iPad	\$295.00
*Tools and Supplies	\$1,350.00
Registration Fee	\$100.00
Assistance Program Application Fee	\$125.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$15,865.00</b>

\* All students must purchase these items from ACI to ensure safety, uniformity and authenticity. No exceptions under any circumstance will be made.

**Note to Students:** Please see the HVAC Program Catalog Addendum for potential out-of-pocket costs related to attending the program.

*For full refunds, ACI can withhold cost for the iPad and tools from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. After the 72-hour cancellation privilege has expired, no refund is permitted nor will be given to the student for the cost of the iPad and tools and supplies. After the expiration of the 72-hour cancellation privilege, the iPad and tools and supplies become the property of the student.*

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## **Course Descriptions**

### **HVAC 101**

#### **Safety & Introduction to Installation**

**25 Lecture Hours; 20 Lab Hours = 45 Hours**

This course addresses the concept, identification, and installation of HVAC systems.. Topics include job safety and the study of various parts and equipment per installation. Prerequisite: None

### **HVAC 110**

#### **Cooling Cycle and Cooling Tune-ups**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course introduces the Refrigeration cycle, operating and wiring of the condensing unit, the function and testing of each component in a condensing unit, and a continuation of customer service soft skills. Prerequisite: HVAC 101

### **HVAC 120**

#### **Heating Operation and Heating Tune-ups**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course addresses the operation of the gas furnace. This includes the gas furnace sequences of operation, static pressure, installation of the thermostat to the control board, the function and testing of each component in the gas furnace, and a continuation of customer service soft skills. Prerequisite: HVAC 110

### **HVAC 130**

#### **A/C and Heating Maintenance**

**20 Lecture Hours; 25 Lab Hours = 45 Hours**

This course focuses on how to properly do a maintenance call on a gas furnace and a condensing unit and how to fill out the proper paperwork typically associated with a maintenance call. Included in the course is a continuation of customer service soft skills. Prerequisite: HVAC 120

### **HVAC 141**

#### **Heat Pumps & Gas Furnace**

**25 Lecture Hours; 20 Lab Hours = 45 Hours**

This course defines the Heat Pump operation of refrigerant cycle in the heating mode, thermostat wiring and additional components for Heat Pump and a continuation of the gas furnace, continuation of customer service soft skills, preparation and testing for the EPA 608 Universal Certification. Prerequisite: HVAC 130

### **HVAC 151**

#### **HVAC Diagnostics**

**15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course addresses how to diagnose a problem with a gas furnace, condensing unit, and heat pump. Topics also include a continuation of customer service soft skills. Prerequisite: HVAC 141

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