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**CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE MARCH 11, 2022**

**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 that reads "Jon Vecchio". The signature is fluid and cursive, written over 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  
(Now Arlington Career Institute)

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

Vicki Little  
Computer Applications Instructor  
Administrative Assistant  
Frito Lay, Inc. (Retired)

Debra Jackson  
Registered Nurse  
ASN, Milwaukee Area Technical College  
BSN, Marian University

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

Cherresa Ingram  
Licensed Vocational Nurse  
Vernon Regional College

Sandra Bhatnagar  
Licensed Practical Nurse  
Lake County Vo-Tech

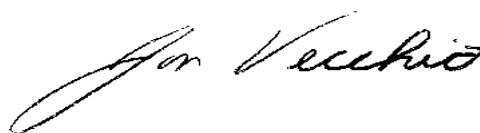
Judy Brownlow  
Assistant Director/Paralegal  
Arlington Court Reporting College  
(Now Arlington Career Institute)

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

Candance Bailey  
Registered Nurse  
ASN, Lamar State College  
BSN, University of Texas at Arlington  
MSN, Administration, University of Alabama

Andrea Houser  
BA, University of North Texas  
MA, Texas Woman's University  
Court Reporting/AD, Broward Community College

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# ADMINISTRATIVE STAFF

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

Jamie Jordan  
Executive Vice President  
BS, Anthem College

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

Maryetta Oakley  
Registrar

Ashley Daniels  
Administrative Assistant

Erin Lopez  
Director of Career Services  
BGS, University of Nebraska – Omaha  
MA, College of Saint Mary  
Specialist in Education, University of South Dakota  
U.S. Military Veteran

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

Terri McDougald  
Assistant Director of Admissions  
Texas CSR (Retired)

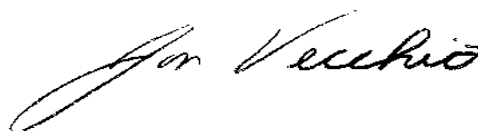
Tommy Vecchio  
Assistant Financial Aid Director  
University of Arkansas

Laura Castillo  
Financial Aid Officer

Raquel Johnson  
Admissions Representative

Fred Alvarado  
Admissions Representative  
U.S. Military Veteran

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## ONLINE COURT REPORTING PROGRAM TUITION AND FEES

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

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

\* Case CATalyst student software, if needed \$600.00

\* 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 \$600. 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

Used shorthand machines may or may not be available based on 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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**ONLINE COURT REPORTING PROGRAM  
STENOMASK REPORTER TUITION AND FEES**

Registration Fee	\$100.00
Tuition	\$15,000.00
Books	\$1,701.00
*Voice Writing Equipment, Software, and Hardware	\$4,100.00
Lab Fees	\$820.00
<b>Total Cost of Program</b>	<b>\$21,721.00</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 and E-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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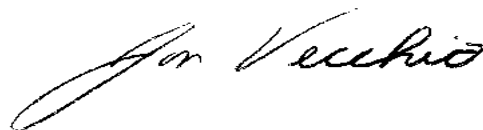
## MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES

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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## 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)	\$7.00
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 (Books and Lab Fees Included)	\$945.00*
<b>Total Cost of Program</b>	<b>\$995.00*</b>
<b>(*Includes voucher for Texas Nurse Aide Exam)</b>	

## HVAC PROGRAM TUITION AND FEES


DESCRIPTION	COST
Registration Fee	\$ 100.00
*Tools and Supplies	\$1,350.00
Tuition	\$6,400.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$7,850.00</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 page 44 of the school catalog for potential out-of-pocket costs related to attending the HVAC program.

*For full refunds, ACI can withhold cost of the 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 tools and supplies. After the expiration of the 72-hour cancellation privilege, the tools and supplies become the property of the student.*

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## VOCATIONAL NURSING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$18,600.00
Books	\$1,810.00
Lab Fees	\$500.00
<b>Total Cost of Program</b>	<b>\$21,010.00</b>

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# VOCATIONAL NURSING PROGRAM



## EDUCATIONAL OBJECTIVE

The objective of the Vocational Nursing program is to prepare the student for an entry-level position as a licensed vocational nurse. 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 the Vocational Nursing program in order 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 and must have taken the Test of Essential Academic Skills (TEAS). Applicants will be notified by email of the status of their applications.

## METHODS OF DELIVERY:

Classroom courses are delivered on campus. Clinical classes are delivered in the school's campus lab or off-campus approved clinical sites. The maximum number of students per class is 30.

**PROGRAM LENGTH:** Approximately 48 weeks or 12 months.

## CLASS HOURS:

Mondays 8:30 a.m. to 2:00 p.m.  
 Tuesdays 8:30 a.m. to 4:00 p.m.  
 Fridays Individual study, makeup exams, and tutoring by appointment

## CLINICAL HOURS:


Wednesdays and Thursdays – Eight (8) hours each day  
 Hours are determined by clinical site.

*Hours are subject to change.*

## CURRICULUM

Course Number	Subject	Theory Contact Hours	Lab Hours	Externship Contact Hours	Quarter Credit Hours
VNSG101	Vocational Adjustment	24	0	0	2.0
VNSG100	Anatomy & Physiology	48	0	0	4.5
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
<b>SUBTOTALS</b>		<b>552</b>	<b>108</b>	<b>720</b>	<b>79</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					<b>79</b>
<b>TOTAL CLOCK HOURS REQUIRED FOR COMPLETION</b>					<b>1380</b>

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## **COURSE DESCRIPTIONS:**

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 lifespan. 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 lifespan, 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, 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 promotion and wellness along with documentation, care of the surgical patient, and basic first aid. Clinical practice is provided at various long-term care facilities. Classroom, laboratory, and clinical experience are provided concurrently.

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**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, promoting 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 nurses 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.

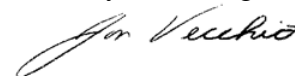
VNSG 200.....24/2.0 Course Level: Intermediate

### **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 are included in this course: pulmonary; cardiovascular; immunological and gastrointestinal.

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**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.

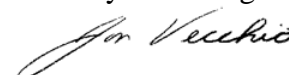
**End-of-course Outcomes:** Upon successful completion of this course, students will be able to discuss selected common medical-surgical conditions affecting the adult; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. The students will also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

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**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, 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; 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 doctor's offices, and daycares. Classroom, laboratory, and clinical experience are provided concurrently.

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**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; and relate characteristics of the normal newborn and associated nursing interventions to meet identified healthcare 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.

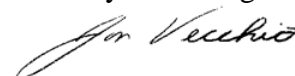
VNSG 402.....36/3.5 Course Level: Advanced

### **VN CAPSTONE**

This course provides the student with a review of key content from the practical 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.

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