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**ACCSC**

Accrediting Commission of Career Schools and Colleges

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

*Court Reporting Program*

*Approved by:*

*The National Court Reporters Association; Council on Approved Student Education,  
and  
Texas Judicial Branch Certification Commission*



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## ADMINISTRATIVE INFORMATION

### CATALOG REVISIONS AND CHANGES

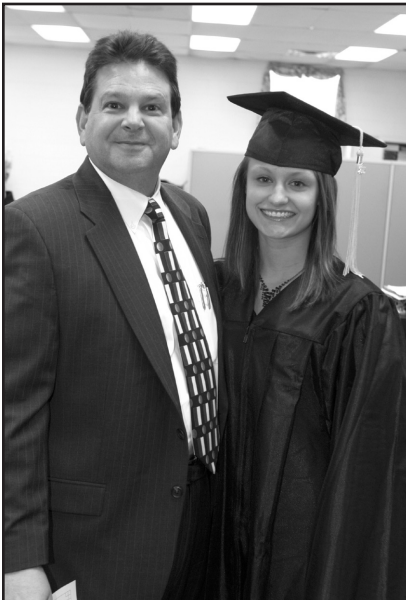
Rules and regulations in this catalog are subject to change as necessary to comply with guidelines set by the Career Schools and Colleges Section of the Texas Workforce Commission, the school's accrediting commission, and the United States Department of Education.

### 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



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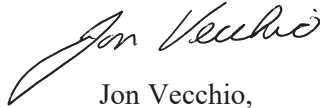
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## ADMINISTRATIVE INFORMATION

### *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 towards a successful and rewarding career. Whatever your reason for pursuing higher education, we thank you for choosing Arlington Career Institute. Enjoy your time here. I look forward to seeing you on campus!



Jon Vecchio,  
Campus Director



*Jon Vecchio, (Center) Campus Director & CEO  
with May 2016 Court Reporting Graduates  
Brittany Valladarez (Left) & Taylor Burney (Right)*



## ADMINISTRATIVE INFORMATION

### 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, has practiced law in Texas since 1960 and has served in the Texas Legislature.

In 1988, the school moved to a 20,000-square-foot facility at 1201 N. Watson 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 program was approved by the National Court Reporters Association (NCRA). The school added a Medical Secretary Program to its course offerings in 1992 and a Computerized Office Administration (now Administrative Assistant) program in 1996.

On January 1, 1995, ACRC moved to a new 60,000-square-foot facility located at 901 Avenue K, Grand Prairie, Texas.

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

The school added a Medical Assistant program to its course offerings in 2004.

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.

### OWNERSHIP

Arlington Career Institute is owned by Arlington School of Court Reporting, Inc., a Texas corporation registered with the Texas Secretary of State. See supplement for a list of company officers.

In February 2018, 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, ACI Court Reporting Department Chairperson; and Tom Vecchio, ACI Director of Financial Aid/ CFO*

# ADMINISTRATIVE INFORMATION

## 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 and 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 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 Campus*

## ADMINISTRATIVE INFORMATION

### ACCREDITATION

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

# ACCSC

Accrediting Commission of Career Schools and Colleges

### CAREER SCHOOLS AND COLLEGES SECTION, TEXAS WORKFORCE COMMISSION

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

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

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

### VETERANS' APPROVAL

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



### NATIONAL COURT REPORTERS ASSOCIATION APPROVAL (NCRA)

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



*Photo taken at ACI Campus*

# COURT REPORTING PROGRAM

## EDUCATIONAL OBJECTIVE

The objective of the Court Reporting program is to prepare the student for an entry-level position as a court reporter, closed captionist, or CART reporter by developing his or her machine shorthand speed to 225 wpm. The program also includes training in English skills, Court Reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, vocabulary, and the ability to type 60 net words per minute. The student also will be trained in courtroom and deposition procedures, computer-aided transcription, word processing, closed captioning, and realtime reporting. Typical workplace 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

Students may choose to enroll in either the resident (on-ground) program or in the online program. Completion time expectations are the same whatever delivery method(s) is/are chosen.

## PROGRAM LENGTH

**FULL-TIME** students should complete the program in approximately 36 months.

## IMPORTANT:

ACI does not guarantee or promise that a student will complete the Court Reporting 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. Court Reporting is a unique program and not all students proceed or progress at the same pace. It is not the same as taking an academic course which can be specifically laid out in a quarter or semester and then completed by students at the same time. 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.

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
CR100	Machine Shorthand Theory I A	80	160	0	16
CR101	Machine Shorthand Theory I B	80	160	0	16
CR102	Machine Shorthand Theory II	80	160	0	16
CR110	English / Vocabulary	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Introduction To Law and Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR141	Keyboarding	5	55	0	3
CR142	Court Reporting Externship	0	0	50	1.5
CR143	Computer-Aided Transcription	20	30	0	3.5
CR144	Proofreading for Professionals	55	0	0	5.5
CR150	Anatomy / Physiology	60	0	0	6
CR160	Court Reporting Procedures	60	0	0	6
CR165	CSR Written Exam Preparation	60	0	0	6
CR200	Machine Shorthand II	110	20	0	12
CR208	Criminal Law	55	0	0	5.5
CR300	Machine Shorthand III A	230	25	0	24
CR300B	Business Law	55	0	0	5.5
CR301	Machine Shorthand III B	230	25	0	24
CR400	Machine Shorthand IV	465	20	0	47.5
CR401	Machine Shorthand V/ Texas CSR Performance 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 an official, freelance, or agency court reporter must pass a Certified Shorthand Reporter Licensing Exam administered by the Judicial Branch Certification Commission. Preparation for this exam is taught in CR165 and CR401. The fees and testing dates and locations for this exam can be found at: <http://www.txcourts.gov/jbcb/court-reporters-certification/exam.aspx>.

## DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

CR100 .....240/16

### **MACHINE SHORTHAND THEORY I A**

This subject introduces basic principles of computer compatible machine shorthand theory by offering mastery of the keyboard, rules for phonetic writing, abbreviations, phrases, and numbers as well as the teaching of transcription skills.

*(Prerequisite: None)*

CR101 .....240/16

### **MACHINE SHORTHAND THEORY I B**

This subject provides continued development of computer compatible machine shorthand theory, leading to more difficult abbreviations and vocabulary. Emphasis is on accuracy and knowledge of stenotype keyboard as well as abbreviations. Dictation drills are used.

*(Prerequisite: CR100)*

CR102 .....240/16

### **MACHINE SHORTHAND THEORY II**

This subject provides continued development of computer compatible machine shorthand theory, leading to more abbreviations and vocabulary. Emphasis on accuracy and knowledge of stenotype keyboard skills are taught. Dictation drills are used to build machine shorthand speed up to 100 wpm.

*(Prerequisite: CR101)*

CR110 .....60/6

### **ENGLISH / VOCABULARY**

This subject provides a comprehensive study of the basic parts of speech, their formation and usage, plurals, possessives and sentence structure, along with vocabulary development.

*(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: CR110)*

CR130 .....60/6

### **INTRODUCTION TO LAW AND LEGAL TERMINOLOGY**

This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate processes as

they relate to the judicial system and introduces the student to the legislative process and various administrative agencies. This course also provides the student with an understanding of basic legal terminology. *(Prerequisite: None)*

MA140 .....60/6

### **MEDICAL TERMINOLOGY**

This course covers the 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)*

CR141 .....60/3

### **KEYBOARDING**

This subject is designed to develop the student's typewriting speed to a minimum of 50 net words per minute.

*(Prerequisite: None)*

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**

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 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: MA 140)*

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours	
CR160 .....	60/6
<b>COURT REPORTING PROCEDURES</b>	
This subject explains the role of the reporter in freelance, official, and other reporter positions. The student is given an overview in video applications for the court reporter. The course is designed to instruct the students in various procedures to assist them in making the transition from classroom to court reporter.	
<i>(Prerequisite: None)</i>	
CR165 .....	60/6
<b>CERTIFIED SHORTHAND REPORTER WRITTEN EXAM PREPARATION</b>	
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.	
<i>(Prerequisites: CR200, CR110, CR130, CR140)</i>	
CR200 .....	130/12
<b>MACHINE SHORTHAND II</b>	
120 words per minute. This subject provides introduction of two- and four-voice testimony, jury charge, and literary material, along with continued development of brief forms and phrases.	
<i>(Prerequisite: CR102)</i>	
CR300 .....	255/24
<b>MACHINE SHORTHAND III A</b>	
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.	
<i>(Prerequisite: CR200)</i>	
CR301 .....	255/24
<b>MACHINE SHORTHAND III B</b>	
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.	
<i>(Prerequisite: CR300)</i>	
CR400 .....	485/47.5
<b>MACHINE SHORTHAND IV</b>	
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.	
<i>(Prerequisite: CR301)</i>	
CR401 .....	485/47.5
<b>MACHINE SHORTHAND V / TEXAS CERTIFIED SHORTHAND REPORTER PERFORMANCE EXAM PREPARATION</b>	
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 performance section of the Texas CSR Exam is taught.	
<i>(Prerequisite: CR400)</i>	
CR402 .....	55/5.5
<b>REALTIME TECHNOLOGIES</b>	
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.	
<i>(Prerequisite: CR143)</i>	
CR144 .....	55/5.5
<b>PROOFREADING FOR PROFESSIONALS</b>	
This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.	
<i>(Prerequisite: None)</i>	

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

Clock Hours/Credit Hours

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.

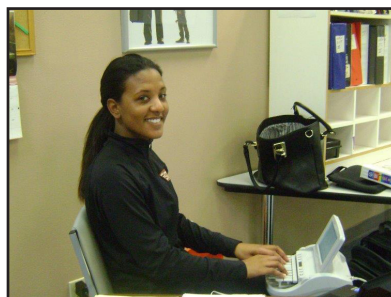
*(Prerequisite: Completion of 180 wpm requirement on testimony material)*

CR300B.....55/5.5

### **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.

*(Prerequisites: None)*



*Photo taken at ACI Campus*

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)*



# 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

Students may choose to enroll in either the resident (on-ground) program or in the online program. Completion time expectations are the same whatever delivery method(s) is/are chosen.

## PROGRAM LENGTH

**FULL - TIME** students should complete the program in approximately 10 months.

**PART - TIME** students should complete the program in approximately 20 months.



*Photo taken at ACI Campus*

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
PL100	Proofreading for Professionals	60	0	0	6
PL102	Computer Spreadsheet	60	0	0	6
PL104	Introduction to Computers and Word Processing I	12	48	0	3
MA140	Medical Terminology or				
PL107	Family Law	60	0	0	6
CR130	Introduction to Law and Legal Terminology	60	0	0	6
PL200	Legal Document Preparation	20	40	0	4
PL203	Basic Keyboarding	5	55	0	3
PL204A	Legal Research	30	30	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	2	0	1.5
PL300A1	Litigation	100	20	0	11
PL300B	Business Law	55	5	0	5.5
PL400A	Externship ( <i>must be completed to graduate</i> )	0	0	105	3.5
SUBTOTALS		590	205	105	71
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					71
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					900



## DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours  
PL100.....60/6

### **PROOFREADING FOR PROFESSIONALS**

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

*(Prerequisite: None)*

PL102.....60/6

### **COMPUTER SPREADSHEET**

This course 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 the 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)* Not required by students selecting Family Law (PL107).

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 and be able to prepare documents pertaining to

marriage, divorce, adoption, prenuptial agreements, paternity, separation, child custody, child support, domestic violence, and other family law issues. *(Prerequisite: None)* Not required by students selecting Medical Terminology (MA140).

CR130.....60/6

### **INTRODUCTION TO LAW AND LEGAL TERMINOLOGY**

This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate processes as they relate to the judicial system and introduces the student to the legislative process and various administrative agencies. This subject also provides the student with an understanding of basic legal terminology. *(Prerequisite: None)*

PL200.....60/4

### **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 typing classes until they are at least 40 wpm proficient.)

*(Prerequisite: None)*

PL203.....60/3

### **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.....60/4.5

### **LEGAL RESEARCH**

This subject is designed to train the student in legal research techniques utilizing the school's library, Westlaw, and other legal research techniques.

*(Prerequisite: None)*

## DESCRIPTION OF SUBJECTS (CONTINUED)

Clock Hours/Credit Hours  
 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)*

PL300.....20/1.5

### **CAREER DEVELOPMENT**

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

*(Prerequisite: None)*

PL300A1 .....120/11  
**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 ProDoc 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 ProDoc 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)*

PL400A .....105/3.5

### **EXTERNSHIP**

Upon completion of all required subjects, the student must complete a 105-hour externship. This externship is directed and supervised by an attorney, paralegal, legal clerk, legal secretary, human resource officer, or other supervisor in coordination with the school's placement office. The student's supervisor must provide the school with written documentation verifying the student has successfully completed the externship. Students are given approximately two months to complete their externship. Students who do not complete their externship will not be allowed to graduate.

*(Prerequisites: PL104, CR130, PL204A)*



*Photo taken at ACI Campus*

# 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, patient service representative, insurance verification clerk, medical receptionist, front office clerk, phlebotomist, lab tech, caregiver, in-home care, or admittance clerk in the medical office, insurance office, hospital/clinic, or other related workplace settings. The program includes training in keyboarding; proofreading; medical terminology; anatomy and physiology; word processing; insurance claims and collections; medical office computer practice; medical transcription; pathology and disease processes; medical lab procedures, medical law and ethics; and

preparing for a successful job interview.

## METHODS OF DELIVERY

Fifty percent of the Medical Assistant program courses may be taken online (via distance education). For a list of online/distance education courses, please see the registrar or your admissions representative.

## PROGRAM LENGTH

**FULL-TIME** day students should complete the program in approximately 10 to 11 months, or 48 weeks.

**PART-TIME** evening/hybrid students should complete the program in approximately 22 months.

## SEQUENCE OF COURSES

The subject titles will be offered in the order which follows hereafter. This course sequence may be subject to variation to address scheduling needs.

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
MA101	Beginning Keyboarding	6	54	0	3
MA102	Proofreading for Professionals	55	0	0	5.5
MA140	Medical Terminology	60	0	0	6
MA150	Anatomy / Physiology	60	5	0	6
MA210	Introduction to Computers and Word Processing I	42	18	0	4.5
MA303	Insurance Claims & Collections	46	14	0	5
MA330	Anatomy / Physiology II	55	40	0	7
MA400	Career Development	18	2	0	1.5
MA401	Electronic Health Records	12	48	0	3
MA403	Externship	0	0	160	5
MA404	Clinical Skills I	12	48	0	3
MA405	Clinical Skills II	12	48	0	3
MA420	Medical Lab Procedures I	12	48	0	3
MA421	Medical Lab Procedures II	12	48	0	3
MA450	Medical Law & Ethics	60	0	0	6
<b>SUBTOTALS</b>		<b>462</b>	<b>373</b>	<b>160</b>	<b>64.5</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					<b>64.5</b>
<b>TOTAL CLOCK HOURS REQUIRED FOR COMPLETION</b>					<b>995</b>



*Photo taken at ACI Campus*

## DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours  
MA101 ..... 60/3

### **BEGINNING KEYBOARDING**

The student will learn keyboarding basics and attain a keyboarding speed ranging from 40 wpm to 60 wpm.

*(Prerequisite: None)*

MA140 ..... 60/6

### **MEDICAL TERMINOLOGY**

This course covers the 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)*

MA150 ..... 65/6

### **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)*

MA210 ..... 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)*

MA303 ..... 60/5

### **INSURANCE CLAIMS & COLLECTIONS.**

The student will learn the process of completing and filing insurance claims and collecting payment for services.

*(Prerequisite: None)*

MA330 ..... 95/7

### **ANATOMY & PHYSIOLOGY II**

This course is a continuation and expansion of course MA150 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: MA 150)*

MA400 ..... 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)*

MA401 ..... 60/3

### **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-9-CM diagnoses, CPT-4, and HCPCS codes sets. Students will also be introduced to Medcin Student Edition 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)*

MA403 ..... 160/5

### **EXTERNSHIP**

This course provides an opportunity for the student to incorporate the knowledge and skills acquired during course work 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 successfully enter the field of medical assisting.

*(Prerequisite: Completion of all required subjects.)*

MA404 ..... 60/3

### **CLINICAL SKILLS I**

The student will learn the theory and practical components relating to Universal Precautions, OSHA regulations, aseptic technique, instrumentation, patient interviewing, vital signs and statistics, and visual acuity, and how to document the results. The subject of patient relations will be covered.

*(Prerequisite: None)*

MA405 ..... 60/3

### **CLINICAL SKILLS II**

The student will learn to build on the knowledge and expertise acquired in Clinical Skills I

## DESCRIPTION OF SUBJECTS (CONTINUED)

with emphasis on the theory and practical aspects relating to the preparation of patients, including assisting with and documenting routine clinical examinations and procedures. The student will perform electrocardiograms and will learn the prevention, recognition, and management of emergencies in the health care setting. The student will be instructed on phlebotomy collection and the use of all methods of collection (Vacutainer method and butterfly or syringe draw technique), capillary puncture on adults, infant collection, and in-house lab tests typical to a physician's office (including UA, pregnancy, cholesterol, and glucose). The student will administer injections, differentiate needle sizes required for site selection, correctly calculate medication dosage, chart medication, and learn different routes of administration of medication. The student will be instructed in first aid and bandaging and will successfully complete CPR/AED for Basic Life Support for Healthcare Provider.

*(Prerequisite: None)*

Clock Hours/Credit Hours

MA420 ..... 60/3

### **MEDICAL LAB PROCEDURES I**

The student will learn the collection, performance, and quality control of tests common to a physician's office. Testing includes immunohematology, coagulation, and pulmonary function. The subject of medication administration will be covered.

*(Prerequisite: MA 150)*

MA421 .....60/3

### **MEDICAL LAB PROCEDURES II**

The student will practice lab safety (OSHA) universal precaution and use of PPE in patient care. The student will perform administrative and clinical duties of a medical assistant including, but not limited to, triage, charting, abbreviations, vitals, infant measurement and restraints, patient positioning, instrument identification, and tray setup used in exam procedures. The student will perform electrocardiograms and learn problem-solving skills in connection with EKG leads and poor readings. The student will be instructed on phlebotomy collection and the use of all methods of collection (Vacutainer method and butterfly or syringe draw technique), capillary puncture on adults, infant collection, and in-house lab tests typical to a physician's office (including UA, pregnancy, cholesterol, and glucose). The student will administer injections, differentiate needle sizes required for site selection,

correctly calculate medication dosage, chart medication, and learn different routes of administration of medication. The student will be instructed in first aid and bandaging and will successfully complete CPR/AED for Basic Life Support for Healthcare Provider. The student will be required to complete all tasks in a timely manner.

*(Prerequisite: MA420)*

MA450 ..... 60/6

### **MEDICAL LAW & ETHICS**

The student will learn to acquaint himself 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)*

MA102 .....55/5.5

### **PROOFREADING FOR PROFESSIONALS**

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

*(Prerequisite: None)*

# MEDICAL OFFICE SPECIALIST

## 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, patient 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; computer check register applications; proofreading; medical office practice; insurance claims and collections; medical transcription; pathology and the disease process; ICD-9 and CPT coding; exam preparation; medical law and ethics; and preparing for a successful

job interview. 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.

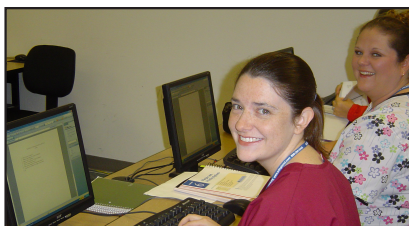
## METHODS OF DELIVERY

Fifty percent of the Medical Office Specialist program courses may be taken online (via distance education). For a list of online/distance education courses, please see the registrar or your admissions representative.

## PROGRAM LENGTH

**FULL-TIME** day students should complete the program in approximately nine to ten months.

**PART-TIME** evening/hybrid students should complete the program in approximately 18 months.



*Photo taken at ACI Campus*

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
MS101	Beginning Keyboarding	8	54	0	3
MS104	Computer Spreadsheet / Lab	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	Computerized Check Register Applications	30	30	0	4.5
MS302	Proofreading for Professionals	55	5	0	5.5
MS303	Insurance Claims & Collections	46	14	0	5
MS330	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  
**COMPUTER SPREADSHEET & LAB**

This course 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 FOR PROFESSIONALS**

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

*(Prerequisite: None)*

MS140 .....66/6  
**MEDICAL TERMINOLOGY**

This course covers the 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)*

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  
**COMPUTERIZED CHECK REGISTER APPLICATIONS**

The student will learn basic check register skills on the computer including creating an account, vendor categories, writing checks, account reconciliation, account transfers, and generating financial reports using QuickBooks or similar software.

*(Prerequisite: None)*

MS303 .....60/5  
**INSURANCE CLAIMS AND COLLECTIONS**

This course provides the student with an understanding of the process of completing and filing insurance claims and collecting payment for services.

*(Prerequisite: None)*

MS330 .....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

## DESCRIPTION OF SUBJECTS *(CONTINUED)*

will be able to provide professional assistance and education for patients.

*(Prerequisite: MS 150)*

Clock Hours/Credit Hours

MS400 .....22/1.5

### **CAREER DEVELOPMENT**

This subject is designed to assist the student in obtaining a job after graduation. The student learns 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-9-CM diagnoses, CPT-4, and HCPCS codes sets. Students will also be introduced to Medcin Student Edition 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)*

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: None)*

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 reim-

bursement 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 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 an entry-level office position 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; check register applications; proofreading; and preparing for a successful job interview.

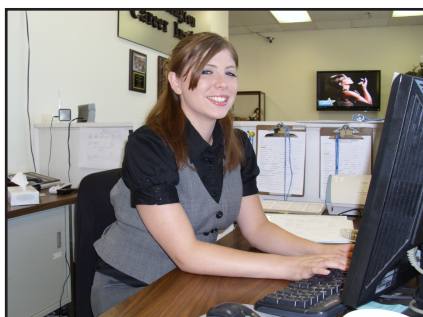
Typical work settings include both the public and private sector and include but are not limited to telecommunications companies, financial institutions, computer companies, schools, hospitals, doctors' offices/clinics, transportation companies, property management companies, records retrieval/storage companies and oil/gas companies.

## PROGRAM LENGTH

**FULL-TIME** day students should complete the program in approximately seven months.

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Quarter Credit Hours
COA100	Keyboarding I	10	50	3.5
COA101	Introduction to Computers and Word Processing I	30	40	5
COA102	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	57	8	5.5
COA203	Computerized Database Applications	20	50	4.5
COA300	Computerized Check Register Applications	20	40	4
COA301	Career Development	18	2	1.5
COA302	Proofreading for Professionals	55	0	5.5
SUBTOTALS		300	300	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
<b>KEYBOARDING I</b>	
30 net wpm. This subject introduces the student to keyboarding basics. (Prerequisite: None)	
COA101.....	70/5
<b>INTRODUCTION TO COMPUTERS AND WORD PROCESSING I</b>	
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
<b>WORD PROCESSING II</b>	
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)	
COA302.....	55/5.5
<b>PROOFREADING FOR PROFESSIONALS</b>	
This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document. (Prerequisite: None)	
COA200.....	70/4.5
<b>COMPUTERIZED SPREADSHEET APPLICATIONS</b>	
This course 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: COA 101)	
COA 201.....	60/3.5
<b>KEYBOARDING II</b>	
50 net wpm. This subject provides continued study of keyboarding, speed building, and accuracy. (Prerequisite: COA 100)	
COA202.....	65/5.5
<b>COMPUTERIZED PRESENTATION SOFTWARE APPLICATIONS</b>	
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)	
COA203.....	70/4.5
<b>COMPUTERIZED DATABASE APPLICATIONS</b>	
Students will learn database terminology and fundamental database components. Students will also learn how to create a database, choose a file, use a database wizard, enter data search for data, create and change tables, add and delete records, and size database columns in Access. (Prerequisite: None)	
COA300.....	60/4
<b>COMPUTERIZED CHECK REGISTER APPLICATIONS</b>	
The student will learn basic check register skills on the computer such as setting up an account, categories, writing checks, account reconciliation, account transfers, and how to generate reports in QuickBooks. (Prerequisite: None)	
COA301.....	20/1.5
<b>CAREER DEVELOPMENT</b>	
This subject is designed to assist the student in obtaining a job after graduation. The student learns how to create a resume, prepare for a successful job interview, and dress appropriately for the business office. (Prerequisite: None)	

# COURT REPORTING PROGRAM – STENOMASK REPORTER

## EDUCATIONAL OBJECTIVE

The objective of the Court Reporting Stenomask Program is to prepare the student for an entry-level position as a court reporter, closed captionist or CART Reporter by developing his or her Stenomask speed to 225 words per minute. The program also includes training in English skills, Court Reporting English skills, legal and medical terminology, transcription, testimony, jury charge, literary, vocabulary, and the ability to type 60 net words per minute. The student also will be trained in courtroom and deposition procedures and word processing. Typical workplace 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

Students may choose to enroll in either the resident (on-ground) program or in the online program. Completion time expectations are the same whatever delivery method(s) is/are chosen.

## PROGRAM LENGTH

**FULL-TIME** students normally should complete the program in approximately fifteen (15) months. Full-time students are not allowed to switch to part-time status unless they have graduated from the program and choose to remain in school to qualify for the Texas CSR Licensing Exam.

Average completion time is 15 months.

## CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
CR144	Proofreading for Professionals	55	0	0	5.5
CR106	Introduction to Computers and Word Processing I	30	30	0	4.5
CR110	English/Vocabulary	60	0	0	6
CR120	Court Reporting English	90	0	0	9
CR130	Introduction to Law/Legal Terminology	60	0	0	6
MA140	Medical Terminology	60	0	0	6
CR141	Keyboarding	5	55	0	3
CR142	Court Reporting Externship	0	0	50	1.5
CR150	Anatomy/Physiology	60	0	0	6
CR160	Court Reporting Procedures	60	0	0	6
CR165	CSR Written Exam Preparation	60	0	0	6
CR208	Criminal Law	55	0	0	5.5
CR300B	Business Law	55	0	0	5.5
CR402S	Beginning Stenomask Operation	105	20	0	11.5
CR403	Intermediate Stenomask Transcription	75	30	0	9
CR404	Advanced Stenomask Transcription	115	30	0	13
<b>SUBTOTALS</b>		<b>945</b>	<b>165</b>	<b>50</b>	<b>104</b>
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>					<b>104</b>
<b>TOTAL CLOCK HOURS REQUIRED FOR COMPLETION</b>					<b>1160</b>

## **IMPORTANT:**

ACI does not guarantee or promise that a student shall complete the Court Reporting - Stenomask program in the above stated time periods. 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 stenomask speed will increase according to his or her ability. Court Reporting is a unique program and not all students proceed or progress at the same pace. It is not the same as taking an academic course which can be specifically laid out in a quarter or semester and then completed by all students at the same time.

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 EXAM**

Students who wish to work in Texas as an official, freelance, or agency court reporter must pass a Certified Shorthand Reporter Licensing Exam administered by the Judicial Branch Certification Commission. Preparation for this exam is taught in CR165 and CR404. The fees and testing dates and locations for this exam can be found at <http://www.txcourts.gov/jbcc/court-reporters-certification/exam.aspx>.

# DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours

CR106 .....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)*

CR110 .....60/6

## ENGLISH/VOCABULARY

This subject provides a comprehensive study of the basic parts of speech, their formation, and usage, plurals, possessives and sentence structure, along with vocabulary development.

*(Prerequisite: None)*

CR120 .....90/9

## COURT REPORTING ENGLISH

This subject provides emphasis on specialized English training as it is applied to the Court Reporting profession. The editing of transcripts, punctuation, and proofreading skills are taught.

*(Prerequisite: CR110)*

CR130 .....60/6

## INTRODUCTION TO LAW AND LEGAL TERMINOLOGY

This subject provides the student with an understanding of civil law, criminal law, state and federal court systems, and the discovery process. It also provides an understanding of trial and appellate processes as they relate to the judicial system, and introduces the student to the legislative process and various administrative agencies. This course also provides the student with an understanding of basic legal terminology.

*(Prerequisite: None)*

MA140 .....60/6

## MEDICAL TERMINOLOGY

This course covers the 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)*

CR141 .....60/3

## KEYBOARDING

This subject is designed to develop the student's keyboarding speed to a minimum level of 50 net words per minute.

*(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 50 hours of participation under the direction of a practicing Court Reporter. A minimum of 40 hours shall be spent in actual verbatim reporting time and shall be verified by the reporter(s) under whom the externship is being completed. Written transcriptions consisting of forty (40) 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)*

CR150 .....60/6

## 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. 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: MA 140)*



*Photo taken at ACI Campus*

## DESCRIPTION OF SUBJECTS (CONTINUED)

Clock Hours/Credit Hours  
CR160 .....60/6

### **COURT REPORTING PROCEDURES**

This course explains the role of the reporter in freelance, official, and other reporter positions. The student is given an overview in video applications for the court reporter. The course is designed to instruct the student in various procedures in order to assist them in making the transition from classroom to court reporter.

*(Prerequisite: None)*

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: CR200, CR110, CR130, CR140)*

CR300B.....55/5.5

### **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.

*(Prerequisites: None)*

CR402S.....125/11.5

### **BEGINNING STENOMASK OPERATION**

120-160 words per minute using the stenomask method of transcription. Course introduces basic principles of stenomask operation. Emphasis is placed on the proper method of speaking into the stenomask, distinguishing between the voices, proper use of dictation/transcription equipment, and proper format of transcribed material. A transcription speed of 120-160 wpm with 95% accuracy must be attained. Students are given information about realtime, closed captioning, and dictionary building using voice writing software packages used in the court reporting industries.

*(Prerequisite: None)*

CR403 .....105/9

### **INTERMEDIATE STENOMASK TRANSCRIPTION**

180-200 words per minute using the stenomask method of transcription. Also, this course provides the student with basic knowledge and skills of the various types of transcripts prepared by court reporters. A transcription speed of 180-200 wpm with 95% accuracy must be attained. This course also introduces the student to basic computer operations. The student will learn how to create, edit, save, print, and manage documents using Case CATalyst VP software. This course also provides students with competency in computer-aided transcription through use of oral stenography by introducing them to the technology of realtime court reporting and dictionary building techniques.

*(Prerequisite: CR402S)*

CR404 .....145/13

### **ADVANCED STENOMASK TRANSCRIPTION**

225 words per minute. This course provides emphasis on speed development at increasing speeds up to 240 wpm using the stenomask method of transcription and reporting. Testimony, literary, and jury charge will be dictated at speeds up to 225 wpm with 95% accuracy. Preparation for the performance section of the Texas CSR, NVRA, or other applicable certification exams is taught.

*(Prerequisite: CR403)*

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.

*(Prerequisite: None)*

CR144 .....55/5.5

### **PROOFREADING FOR PROFESSIONALS**

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

*(Prerequisite: None)*

# 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. Upon completion of the nursing assistant program, students will be issued a Certificate of Completion.

## METHODS OF DELIVERY

Classroom courses are delivered on campus and clinical classes are delivered off campus in residential care facilities.

## PROGRAM LENGTH

**FULL-TIME** is five (5) weeks.

**CLASS HOURS** are 9:00 a.m. to 2:00 p.m., Monday through Friday.

**CLINICAL HOURS** are 6:00 a.m. to 2:00 p.m., Monday through Friday.

*Hours are subject to change.*



## CURRICULUM

Course Number	Subject	Lecture Hrs	Lab Hours	Externship Contact Hrs	Total Clock Hours
NURA 101	Introduction to Long-Term Care	16	0	0	16
NURA 102	Personal Care Skills	10	6	0	16
NURA 103	Basic Nursing Skills	8	6	0	14
NURA 104	Restorative Services	5	0	0	5
NURA 105	Mental Health & Social Service Needs	5	0	0	5
NURA 106	Social Skills	4	0	0	4
NURA 107	Clinical—Nursing Assistant	0	0	40	40
	<b>Program Totals</b>	<b>48</b>	<b>12</b>	<b>40</b>	<b>100</b>

## DESCRIPTION OF SUBJECTS

### **NURA 101**

#### **Introduction to Long-Term Care**

**(Must be completed prior to any direct patient contact.)**

Lecture Hours 16, Lab Hours 0, 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 N.A., 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 6, 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 6, 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 0, 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 0, 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)*

### **NURA 106**

#### **Social Skills**

Lecture Hours 4, Lab Hours 0, 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 Nurse Aide program. Direct supervision provided by the clinical professional.

*(Prerequisite: None)*



# HVAC PROGRAM

## EDUCATIONAL OBJECTIVE

The objective of the HVAC program is to prepare the students for entry-level positions as technicians in the HVAC industry; to provide an application-based education that translates into successful maintenance careers; to build community relationships integrating industry standards into the training; to transition the students into productive members of the HVAC industry; and to promote certifications and professionalism to create an emphasis on continuing education. Upon completion of the HVAC program, students will be issued a Certificate of Completion.

## METHODS OF DELIVERY

On-campus instruction.

## PROGRAM LENGTH

Six weeks (1.5 months)

**CLASS HOURS** are 7:00 a.m. to 4:00 p.m., Monday through Friday.

*Hours are subject to change.*



## CURRICULUM

Course Number	Subject	Lecture Hrs	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
Program Totals		115	155	270



## DESCRIPTION OF SUBJECTS

### **HVAC 101**

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

Lecture Hours 25, Lab Hours 20,

Total Clock Hours 45

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**

Lecture Hours 15, Lab Hours 30,

Total Clock Hours 45

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**

Lecture Hours 15, Lab Hours 30,

Total Clock Hours 45

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.

*(Prerequisites: HVAC 110)*

### **HVAC 130**

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

Lecture Hours 20, Lab Hours 25,

Total Clock Hours 45

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**

Lecture Hours 25, Lab Hours 20,

Total Clock Hours 45

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**

Lecture Hours 15, Lab Hours 30,

Total Clock Hours 45

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)*

## GENERAL INFORMATION

### ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

When applying for admission, a high-school diploma or GED is required for admission to all programs. Students are encouraged to bring documentation of their high school diploma/GED with them when applying for admission. The school can assist with obtaining a copy of your high school transcript or GED record. Please see your admissions representative for a request form. The processing fee for ACI to request a high school transcript or GED record is located in the school's catalog supplement.

### ADMISSIONS PROCEDURES

During the application process, an applicant must visit and tour the school and be interviewed by an admissions representative. If the applicant can meet the minimum enrollment criteria for the desired course, the applicant is eligible to enroll. Upon enrollment, applicants and parents/guardians, if applicable, must sign and complete the enrollment agreement and submit it along with the \$100.00 registration fee (or make a partial payment).

Applicants must also submit, prior to the start of class, a copy of their high school diploma, high school transcript, or GED. Students without copies of the above-stated documents shall sign the request for transcript forms, and the school will make an effort to obtain their transcripts.

Prospective students interested in the 100 percent distance education court reporting program must complete a first-term application for enrollment located on the school's Web site prior to submitting any enrollment forms. Prospective students must also complete an online readiness assessment prior

to enrollment, along with viewing the school's virtual tour video also located on the school's Web site.

### 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.

### CLASS SCHEDULES

**DAY SCHOOL:** Campus classes meet Monday through Thursday from 8:50 a.m. to 2:30 p.m. Hours are subject to change.

**NIGHT SCHOOL:** Classes meet Monday, Tuesday, and Thursday between the hours of 6:00 p.m. and 10:00 p.m. There are 10-minute breaks between each class. Night classes are hybrid programs. Please contact the registrar's office for specific nights for attendance on campus. Schedules will vary by academic term and selected program

### NOTE TO V.A. STUDENTS:

Class schedules for V.A. 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.

## **GENERAL INFORMATION** *(CONTINUED)*

### **ADMINISTRATIVE/ BOOKSTORE HOURS**

The school is open Monday through Friday at 8:00 a.m. The school administrative offices are open from 8:00 a.m. to 5:00 p.m. Mondays, Wednesdays, and Fridays, and until 7:00 p.m. on Tuesdays and Thursdays. The school bookstore is open on an as-needed basis.

### **MAXIMUM NUMBER OF STUDENTS IN A TYPICAL CLASS OR LAB**

The maximum number of students in a lecture class will not exceed 50. Maximum laboratory classes will not exceed 50.

### **FACILITIES AND EQUIPMENT**

Arlington Career Institute is located in the heart of the Dallas/Fort Worth metroplex. It occupies a 60,000-square-foot building located near Six Flags Over Texas and Rangers Ballpark in Arlington. Spacious, fully air-conditioned and heated classrooms, lounges, labs, offices, and a breakroom, create a comfortable setting conducive to a good learning environment.

The school has reference works recommended by the National Court Reporters Association and a tape library consisting of speed-building tapes ranging in speeds from 40 to 280 words per minute to facilitate training in the field of court reporting.

The school has a law and reference library to assist the students in all areas of legal research with access to the World Wide Web.

The school has a large computer lab in order for students to receive hands-on training in word processing, spreadsheets, and computer-aided transcription.

A law office (Vecchio & Vecchio) and a court reporting office (Arlington Court Reporting, Inc.) are located on the premises and are used for externships, depositions, and case preparation in the fields of law and court reporting.

In addition, the school has an on-site medical lab for use by medical students in their training. The equipment includes sphygmomanometers (blood pressure cuffs), centrifuges, stethoscopes, microscopes, flashlights/penlights, Internet Web sites (Medscape) 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 gloves, 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.

## **GENERAL INFORMATION *(CONTINUED)***

### **DIPLOMA / TRANSCRIPTS**

There is no charge for the original copy of your diploma; however, additional copies of the diploma will cost \$10.00, excluding the cost of framing or mailing. 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 \$5.00 transcript fee.

- 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.

Depending on the severity of the initial violation as determined by a school official, the student may be terminated immediately.

### **CONDUCT AND DRESS POLICY**

Students are expected to conduct themselves in accordance with the normally-accepted standards of academic life. ACI does not have a dress code; however, a student's dress must be clean and neat. Students who follow all school rules and regulations will be deemed to be meeting the satisfactory conduct requirements.

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 \$25.00 reentry fee.

Violations of satisfactory conduct includes but are not limited to:

- Harming or threatening to harm school officials and 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;

## GENERAL INFORMATION *(CONTINUED)*

### ONLINE COURT REPORTING PROGRAM AND HYBRID PARALEGAL, MEDICAL ASSISTANT, AND MEDICAL OFFICE SPECIALIST PROGRAMS

ACI uses Schoology as the host for its distance education courses and fully online court reporting program. This Learning Management System allows ACI 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 user name 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. This will mirror the practice of the campus classes offered at ACI. 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 just as resident students are allowed to do.

#### **The minimum computer requirements for ACI online courses include:**

- Windows 10
- Windows 8.1
- Windows 7
  - \* Vista is not compatible.
- Unique e-mail address (not shared by anyone else)
- Printer
- Dedicated home Internet connection

#### **Computer Processor (CPU)**

- Windows 10/Windows 8.1/Windows 7
- A processor speed of 2GHz or higher. An Intel i3, i5, i7, or AMD equivalent is strongly recommended.
- A current version of Windows-compatible word processing software such as Microsoft Word

#### **RAM (Memory)**

- Windows 10 / Windows 8 / Windows 7
- 2 GB of RAM or more

#### **Hard Drive**

- 40 GB hard drive with at least 20 GB of free space. An 80 GB hard drive or larger is recommended.

#### **Video Card**

- A DirectX 9 compatible video card with a minimum of 256 MB Video RAM

#### **Display**

- SVGA monitor capable with a 1024x768 or higher resolution

#### **Audio Card**

- A Windows-compatible sound card for audio recording at 8KHz, 16-bit

#### **Microphone**

- A Windows-compatible external, self-powered or battery powered microphone

#### **Ports**

- At least two USB ports

#### **Optional Equipment**

- A Windows-compatible mouse or other pointing device
- NOTE: A PC with Function Keys is recommended.

STUDENTS USING A MAC are responsible for ensuring the computer is partitioned properly to run Windows. ACI does not provide assistance with the partition. Make sure the computer has a return or exchange policy in case incompatibilities arise. It's strongly recommended when using a Mac to use Bootcamp to both partition and then install Windows onto that partition. Stenograph does not support the use of Case CATalyst court reporting software through Parallels.

These requirements may be updated to meet current technology demands. Check with the instructor or the registrar's office for the list of latest system requirements.

### **Evaluation for Traditional Courses and Online Courses**

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

# EVALUATION & GRADUATION INFORMATION

## 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  
*USED FOR SKILL BUILDING, SUBJECTS,  
MACHINE SHORTHAND SUBJECTS  
AND ACADEMIC SUBJECTS THAT MAY  
REQUIRE MORE THAN ONE ACADEMIC  
QUARTER TO COMPLETE. PROGRESS IS  
SATISFACTORY BUT SKILL LEVEL HAS  
NOT BEEN ACHIEVED OR SUBJECT HAS  
NOT BEEN COMPLETED.*

## REMEDIAL CLASSES

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

## INTERIM ACADEMIC REVIEW

Arlington Career Institute defines a progress evaluation period as being six weeks long. Students are notified of their progress every six weeks and at the end of each grading period.

## 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 when verified by an official transcript, provided they have 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 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 of credit may be transferred to Arlington Career Institute. Students requesting transfer of credit 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% with the exception of the Court Reporting programs that may accept up to 50% 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 they meet the criteria above. Maximum credits allowed for transfer to ACI are 50 percent for the Court Reporting/Stenomask programs and 30 percent for all other programs.

## 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 Arlington Career Institute are usually transferable to other proprietary schools. However, credits earned at ACI are not usually transferable to two-year and four-year colleges.

# EVALUATION & GRADUATION INFORMATION

(CONTINUED)

## **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. Also, 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:**

#### **Machine Shorthand Only To Graduate:**

Students must pass all subjects in their program. The student shall pass three 5-minute tests with 95% accuracy at each of the following speeds on the stenograph machine: 225 words per minute testimony (two-voice), 200 words per minute jury charge, and 180 words per minute literary.

On the computer, the student shall pass three five-minute timed writings from unfamiliar material at a minimum speed of 60 net words per minute with a maximum of five errors. Correction of errors is permitted during the five-minute testing period.

The student shall complete at least 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.

### **Paralegal/Legal Assistant:**

#### **Medical Assistant To Graduate:**

Students must pass all subjects in their program. Paralegal/Legal Assistant and Medical Assistant students must complete an externship. Students are given approximately two months to complete their externship. Students who do not complete their externship will not be allowed to graduate or receive their diplomas.

### **Medical Office Specialist:**

#### **Administrative Assistant To Graduate:**

Students must pass all subjects in their program. Medical Office Specialist students must attain a minimum keyboarding speed of between 30 and 50 net wpm in order to graduate. Students are encouraged to reach speeds of beyond 50 wpm during the length of their program.



# SATISFACTORY ACADEMIC PROGRESS POLICY

## MEASUREMENT SATISFACTORY PROGRESS

Students must maintain a minimum grade point average of 2.0 at the end of the first 25% of the program; a 2.0 grade point average at mid-point of the program, and at least a 2.0 grade point average upon graduation, using the traditional 4.0 scale.

## EVALUATION POINTS

For purposes of determining satisfactory academic progress, a student's academic record will be reviewed according to the charts that follow or approximately every 16 credits.

## GRADING PERIOD

Students will receive grades at the end of every term, which is 12 weeks in length. Grades are reviewed at the mid-point (six weeks), and students who are at risk of falling below the academic standards will be notified.

### Program Names:

Paralegal/Legal Assistant,  
Medical Office Specialist, and Medical Assistant.

### Program Lengths:

45 credit hours, 36 weeks, 10 months, 3 terms.

The total credits that may be attempted (maximum program length) in these programs is 67.5 (150% of 45).

Total Credits Attempted:	Financial Aid Warning if CGPA is below:	Financial Aid Warning if Rate of Progress is below:
1-16	2.0	66%
17-33	2.0	66%
34-51	2.0	66%
52-67.5	2.0	66%

### Program Name:

Court Reporting

### Program Length:

158 credit hours, 120 weeks, 36 months, 10 terms

The total credits that may be attempted (maximum program length) in this program is 237 (150% of 158).

Total Credits Attempted:	Financial Aid Warning if CGPA is below:	Financial Aid Warning if Rate of Progress is below:
1-16	2.0	66%
17-33	2.0	66%
34-51	2.0	66%
52-67	2.0	66%
68-84	2.0	66%
85-101	2.0	66%
102-118	2.0	66%
119-135	2.0	66%
136-152	2.0	66%
153-169	2.0	66%
170-186	2.0	66%
187-203	2.0	66%
204-220	2.0	66%
221-237	2.0	66%

### Program Name:

Administrative Assistance

### Program Length:

44 credit hours, 24 weeks, 7 months, 2 terms

The total credits that may be attempted (maximum program length) in this program is 45 (150% of 30).

Total Credits Attempted:	Financial Aid Warning if CGPA is below:	Financial Aid Warning if Rate of Progress is below:
1-16	2.0	66%
17-33	2.0	66%
34-45	2.0	66%

### Program Name:

Court Reporting - Stenomask Reporter

### Program Length:

104 credit hours, 60 weeks, 15 months, 5 terms

The total credits that may be attempted (maximum program length) in this program is 156 (150% of 104).

Total Credits Attempted:	Financial Aid Warning if CGPA is below:	Financial Aid Warning if Rate of Progress is below:
1-16	2.0	66%
17-33	2.0	66%
34-50	2.0	66%
51-67	2.0	66%
68-84	2.0	66%
85-101	2.0	66%
102-118	2.0	66%
119-135	2.0	66%
136-156	2.0	66%

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

*(CONTINUED)*

## **FINANCIAL AID WARNING**

To ensure a student's success in a program the grade point average and completion rate are reviewed by the Dean at the end of each evaluation point. If a student is in danger of falling below the required standards of academic progress, the student is advised. If a student fails to achieve the required GPA and/or fails to complete 66% of the credits attempted in an evaluation period, the student will be placed in Financial Aid Warning Status for the next evaluation period. A student on Financial Aid Warning Status will have until the next evaluation point to meet the minimum standards of academic progress. Students on Financial Aid Warning Status remain eligible for financial aid funding.

## **DISMISSAL FOR UNSATISFACTORY ACADEMIC PROGRESS**

If a student on Financial Aid Warning Status fails to achieve the minimum standards of academic progress at the end of the next evaluation period, the student is dismissed and his or her financial aid is suspended. Upon dismissal, the school will provide the student with an Appeals Process Form; and it is up to the student to file the appeal. The School Appeals Panel will determine if he or she is eligible for reinstatement in the school and for access to financial aid funding.

## **APPEAL**

A student dismissed for failing to meet the minimum standards of academic progress has the right to appeal the dismissal. The appeal must be done

in writing and submitted in the form of a letter to the Dean. The appeal must include the following:

1. Explain the reasons why the student was unable to meet the minimum standards of academic progress including any mitigating circumstances;
2. Provide documentation in support of any mitigating circumstances;
3. Describe what has changed that will allow the student to be able to meet the minimum standards of academic progress; and
4. Detail what the student will do moving forward to ensure that he or she will be successful in his or her program of study and will be able to achieve the requirements for graduation.

The appeal will be reviewed by a School Appeals Panel. The student may be requested to meet with the Panel to discuss the appeal and provide additional information. Once the appeal letter and the documentation are reviewed, the student will be notified if his or her appeal has been granted or denied. The student will be notified of the decision within two weeks of receipt of the appeal.

If the appeal has been granted the student may be reinstated to his or her program of study. The student is placed on academic probation for one evaluation period and during that time, full access to financial aid is reestablished. If the appeal is denied, the student will not be allowed to reenter school for one evaluation period.

# **SATISFACTORY ACADEMIC PROGRESS POLICY**

*(CONTINUED)*

## **FINANCIAL AID PROBATION**

When a student is placed on Financial Aid Probation Status, he or she will be required to do the following:

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 on the academic plan and how well he or she is progress meeting the minimum standards of academic progress.

If a student on Financial Aid Probation Status does not achieve the minimum standards of academic progress 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. Access to financial aid is suspended. 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.

## **MITIGATING CIRCUMSTANCES**

Mitigating circumstances are those conditions which the student has little control

over and most often have an adverse effect on academic progress. Mitigating circumstances must be documented and are limited to the list below:

1. Death of an immediate family member;
2. Illness of an immediate family member where the student is the primary caretaker or is the primary source of financial support;
3. Student illness requiring hospitalization;
4. Abusive relationship;
5. Prolonged divorce proceeding;
6. Previously undocumented disability;
7. Work-related transfer during the evaluation period;
8. Change in work schedule during the evaluation period;
9. Unexpected loss of employment;
10. Natural disaster;
11. Financial hardship, such as foreclosure or eviction, and
12. Loss of transportation. when there is no alternative transportation.

## **REESTABLISHING ELIGIBILITY FOR FEDERAL FUNDS**

If a student is allowed to return to school after being dismissed for unsatisfactory progress, he or she may reenter and must meet the above requirements before receiving Title IV aid. The student must make financial arrangements with the school to pay for courses while reestablishing eligibility for federal funds. Once the student has met the requirement for satisfactory academic progress, Title IV aid will be reinstated. If the student does not meet the satisfactory progress requirements during Attendance is an important part of professional conduct. Students are expected to attend classes at the designated times.

## SATISFACTORY ACADEMIC PROGRESS POLICY

(CONTINUED)

for mitigating circumstances. However, if a student cannot finish the program within the maximum time frame of 150%, then he or she will not be allowed to graduate. The student may complete his or her program; however, the student would be listed as a completer, not a graduate, should the student meet all of the requirements for graduation beyond the 150% or by exceeding the 67% of credits completed standard. This student would be held to the same GPA (2.0) graduation requirement.

### INCOMPLETES, WITHDRAWALS, AND FAILING GRADES

All students receiving an "I" (Incomplete) grade for a course must complete the incompleted coursework within a specified amount of time. The amount of time allowed to finish incomplete coursework will be determined by the instructor. Students who finish the coursework within the specified time frame will receive a final grade using the school's grading scale. Failure to complete the course work within the specified time frame will result in a final grade of "F" (Failing) for the course.

If a student fails to complete a course with a satisfactory grade ("D") or above, the student will be required to repeat the course. In such case, the student's final grade for the course will be the weighted average of the two grades the student received each time the course was taken.

If a student withdraws from a course while the course is in progress, the student will receive a grade of "W", (Withdrawn) provided the student was

maintaining satisfactory progress during the time the student was enrolled in the course. If not, the student will receive a final grade of "F" (Failing) when the student withdraws from the course. The student must repeat the course in its entirety in order to remove the "W" for the course.

#### **EXAMPLE:**

The first time the course was taken the student's final grade was 59="F". The second time the course was taken the student's final grade was 81 ="B".

The student's final grade for the course would be  $59 + 81 = 140$ , divided by  $2 = 70$  or "C". The student's final grade for the course would be a "C".

### NOTE TO V.A. STUDENTS CONCERNING SATISFACTORY PROGRESS

Students using V.A. benefits to finance their Court Reporting education should be made aware that the V.A. will not extend benefits beyond the time period normally required to complete their program. See the school Financial Aid Officer for further clarification.

# ATTENDANCE POLICY

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

1. An absence shall be charged for a full day when the student attends none of the scheduled classes on that day. A partial day of absence shall be charged for any period of absence during the day.

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% 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. Make-up 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. All make-up work arrangements are subject to approval by the school's Director.

5. Students terminated may be eligible for reentry at the beginning of the next grading period. There is a \$25.00 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. Reentering students must meet with a school official prior to starting classes.

## LEAVE OF ABSENCE

A written request for a leave of absence properly dated and signed by both the student and an authorized school official will be placed in the student's file. 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. Students who return from a leave of absence **will not** be given a "tuition credit" for the time they were on leave. **ONLY ONE LEAVE OF ABSENCE WILL BE GRANTED IN A TWELVE-MONTH PERIOD.**

Leaves of absence, including military leaves, shall be reasonable in duration and shall not exceed sixty (60) calendar days in a twelve-month period and shall be for specific and acceptable purposes.

## TARDINESS

ACI requires that students report to the school sufficiently in advance of class starting times to ensure their presence in the classroom. Students will be marked "tardy" by their instructors if they are more than 10 minutes late to class or leave class more than 10 minutes early. Five (5) tardies will equal one (1) absence.

**IMPORTANT:** Graduation from your program requires that you take your training seriously. To the extent possible, your training should take priority above all other endeavors. That is the only way you will achieve your goal. The rewards of graduation will be worth the effort.

# REFUND AND CANCELLATION POLICY

## ORDER OF RETURN OF SFA PROGRAM FUNDS

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

- Unsubsidized Stafford Loan Program
- Subsidized Stafford Loan Program
- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins Loan Program
- Federal PLUS 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.
- Other assistance under this Title for which a return of funds is required.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 45 days from the date of determination.

## APPROVED RETURN OF TITLE IV FUNDS LANGUAGE

All institutions participating in the SFA Programs are required to use a statutory schedule to determine the amount of SFA 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 SFA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student

did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is determined by:

### For schools that measure programs in credit hours.

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment 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 or period of enrollment (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 or period of enrollment. The day the student withdrew is counted as a completed day.*

## 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,

## REFUND AND CANCELLATION POLICY *(CONTINUED)*

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, suspensions, 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 or college 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% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

5. Refunds for items of extra expense to the student, such as books, tools, 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 12-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



## REFUND AND CANCELLATION POLICY (CONTINUED)

- (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 or college who withdraws from the school or college as a result of the student 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% 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**

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

- 3. YOU 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-HOUR PERIOD OR AFTER STARTING CLASSES SHOULD DO SO IN WRITING TO:**

**THE DIRECTOR  
ARLINGTON CAREER INSTITUTE  
901 AVENUE K  
GRAND PRAIRIE, TX 75050**

### **VETERANS' REFUND POLICY**

If a V.A. 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.

# STUDENT SERVICES

## JOB PLACEMENT

Arlington Career Institute assists graduates in finding jobs that are suitable for them. **JOB PLACEMENT IS NOT GUARANTEED.** Requests for ACI graduates are received from prospective employers and maintained by the school's Placement Director. When you have graduated from your selected program of study make an appointment with the Placement Director. He/she will assist you in preparing your resume and put you in contact with any job leads received by the school. Resume preparation and job search techniques are taught in the career development subject of each program.

## SHORTHAND MACHINE POLICY *(Court Reporting Students Only)*

All beginning Court Reporting students who wish to buy new shorthand machines are issued a temporary shorthand machine during the first 60 days of their training. Students must sign a temporary machine voucher. The temporary machine is the property of the school, and it must be returned to the school if the student withdraws. In the event a student withdraws and does not return the temporary machine, a charge of \$750.00 plus tax will be assessed for the machine. New machines will be issued to students in approximately 60 days after their start date, provided the student's financial aid has been received by the school. Students who pay cash for their new machine will receive their machine the first day of class, provided the school has new machines in stock. New machines carry a warranty by the manufacturer. Certain used machines purchased from the school are guaranteed to work properly during the first three months of their use. Students are responsible for adequate care, ink, oil, and ribbons. After the first three months, students are responsible for full service of their machines. Students who withdraw during the first 6 months and return their machines will be charged a \$60.00 per month rental fee instead

of the entire purchase price, provided the machine is in good working order. Machines are purchased through the school. Shorthand machine prices are itemized on a separate sheet inserted in the supplement of this catalog.

## STENOMASK EQUIPMENT POLICY

All students enrolled in the Court Reporter – Stenomask Reporter program are issued the necessary reporting equipment on the first day of class. Students who withdraw prior to completion of the program may return their equipment for credit provided said equipment is in good working order. Students who return said equipment will be charged an equipment rental fee of \$60 per month.

For sanitary reasons the minimask and soft seal are not returnable.

## SHORTHAND MACHINE RENTAL POLICY *(Court Reporting Students Only)*

Students can rent a used shorthand machine at \$60 per month, provided that used machines are in stock.

## INDIVIDUAL SUBJECTS

Individual subjects are also offered for all approved programs (see 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 SERVICES (CONTINUED)**

### **STUDENT ADVISEMENT**

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

### **NSF CHECK POLICY**

A \$25.00 charge will be assessed against a student who presents a check in payment of tuition, bookstore supplies, or for cash and allows the check to be returned because of insufficient funds. The student will be required to present cash or a money order to cover the charge remaining unpaid. If the bank has made an error, a signed letter from the bank on letterhead will provide an exception to this policy.

### **STUDENT MESSAGES / VISITORS**

Telephone messages for students will not be taken by the receptionist. Students will not be taken from class to answer telephone messages. Student telephones are available for students to make local calls. Visitors of students must check in with the school receptionist. Students will not be pulled from class for visitors.

### **SOCIAL ACTIVITIES / FIELD TRIPS**

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

### **UNPAID BALANCES OWED TO THE SCHOOL**

Any unpaid balance will be turned over for collection to a collection agency. The student will be responsible for paying all costs of collections and/or attorney 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/GRIEVANCE PROCEDURE - ACCREDITING AGENCY**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission Career Schools and Colleges  
2101 Wilson Blvd. • Suite 302 • Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of the school.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE CASE - NATIONAL COURT REPORTERS ASSOCIATION**

Schools approved by NCRA must have a procedure for handling student complaints. If the student doesn't feel that the school has adequately addressed a complaint or concern, the student may consider contacting NCRA in writing after all remedies have been exhausted. Inquiries can be e-mailed to [schools@ncra.org](mailto:schools@ncra.org) or mailed to:

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

## **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 opportunity 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. Students seeking reasonable accommodations should submit an accommodation request in person to the Director.







