

**ARLINGTON CAREER INSTITUTE**  
**901 Avenue K**  
**Grand Prairie, Texas 75050**  
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**CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE JULY 26, 2018**

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

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

  
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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# FACULTY

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

Judy Brownlow  
Legal Assistant  
Arlington Court Reporting College

Don Johnson  
BBA, Texas Christian University  
Texas Certified Shorthand Reporter

Dianna Vecchio  
Arlington Court Reporting College  
Registered Professional Reporter

Jayne Ames  
Associates Degree of Applied Arts & Sciences  
Texas State Technical College System  
Texas Certified Shorthand Reporter

Judy Martinez  
Nationally Registered Certified Medical Assistant  
Concorde College  
Radiology Training NCT Program  
Performance Masters

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

Gloria Moss  
Online Court Reporting Instructor  
AAS, Court Reporting Institute of Dallas

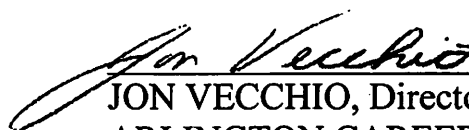
Sandra Bhatnagar  
Licensed Practical Nurse  
Lake County Vo-Tech

Cherresa Ingram  
Licensed Vocational Nurse  
Vernon Regional College

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

Charlesetta Sterling  
Licensed Vocational Nurse  
McLennan Community College

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# ADMINISTRATIVE STAFF

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

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

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

Tommy Vecchio  
Financial Aid Officer  
University of Arkansas

Terri McDougald  
Admissions Representative

Linda Bell  
Admissions Representative

Maryetta Oakley  
Administrative Assistant

Candice Lefotu  
Director of Student Services

Tabitha McCoy  
Director of Admissions  
MS, Southern Arkansas University  
BS, Southern Arkansas University

Elaine Sharp  
Director of Career Services  
AS, Navarro College  
BS, Texas A & M at Commerce

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## COURT REPORTING PROGRAM TUITION AND FEES

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

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

### OPTIONAL SHORTHAND MACHINE PRICES

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

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

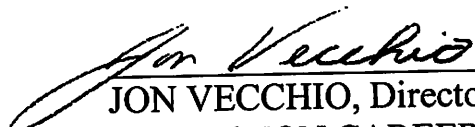
\*Notebook computers are also available. Contact admissions for more information.

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

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

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

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

Registration Fee	\$100.00
Tuition	\$15,000.00
Books	\$1,701.00
*Voice Writing Equipment, Software, and Hardware	\$6,990.00
Lab Fees	\$600.00
 <b>Total Cost of Program</b>	 <b>\$24,391.00</b>

**\*Voice Writing Equipment Includes:**

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

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

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

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## PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

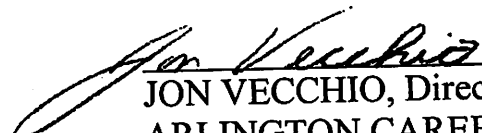
Registration Fee	\$100.00
Tuition	\$12,760.00
Books	\$1,245.00
Lab Fees	\$250.00
<b>Total Cost of Program</b>	<b>\$14,355.00</b>

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

## ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$8,100.00
Books	\$867.00
Lab Fees	\$250.00
<b>Total Cost of Program</b>	<b>\$ 9,317.00</b>

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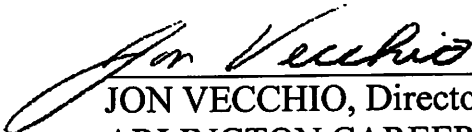
### **MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES**

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

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

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

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## ONLINE COURT REPORTING PROGRAM TUITION AND FEES

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

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

\* Case CATalyst student software, if needed                      \$545.00

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

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

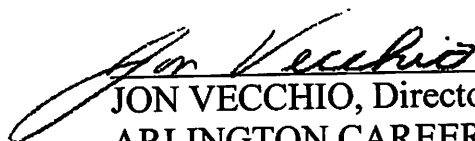
### OPTIONAL SHORTHAND MACHINE PRICES

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

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

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

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## MISCELLANEOUS FEES

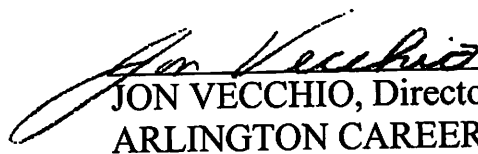
Reentry fee	\$25.00
Change of student status fee (full-time to part-time)/ Program change	\$100.00
ACI transcript fee (fee to obtain ACI transcript)	\$5.00
Texas high school transcript	\$10.00
Out-of-state high school transcript	\$15.00
GED – Texas	*Free
GED – Out of state	\$15.00
Texas college transcript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

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

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

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

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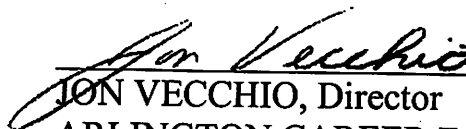
### **NURSING ASSISTANT PROGRAM TUITION AND FEES**

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

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

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

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