


**ARLINGTON CAREER INSTITUTE**  
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**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.

  
JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# FACULTY

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

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

Judy Brownlow  
Legal Assistant  
Arlington Court Reporting College

Don Johnson  
BBA, Texas Christian University  
Texas Certified Shorthand Reporter

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

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

Cheryl Lofton  
Registered Nurse  
Angelo State University

Cornelia Vahdat  
BS, McMurry University

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

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

Sandra Bhatnagar  
Licensed Practical Nurse  
Lake County Vo-Tech

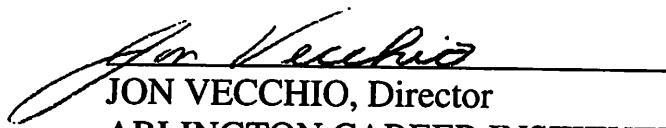
Nadia Moore  
Licensed Vocational Nurse  
Concorde Career College

Helen Faulkner  
Registered Nurse  
Western Michigan University  
University of Saint Francis  
Ivy Tech Community College

Dianna Vecchio  
Arlington Court Reporting College  
Registered Professional Reporter

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

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# HVACR FACULTY

**Kenneth Vanderwiel**

**RSES Type 1 and Type 2 Technician**

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

**Jesse Palacios**

**Member of Refrigeration Service Engineers Society**

**Certified Electric Heat Educator**

**Certified Electrical Educator**

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

**Texas Air Conditioning & Refrigeration Contractor License No. TACLB013145E**


**Willie Joe McCranie**

**ATI, HVACR**

**EPA Universal Certification**

**35 years of HVACR industry experience**

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**JON VECCHIO, Director**  
**ARLINGTON CAREER INSTITUTE**

# ADMINISTRATIVE STAFF

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

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

Terri McDougald  
Admissions Representative

Candice Lefotu  
Director of Student Services

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

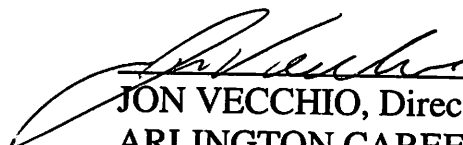
Tom Vecchio  
CFO/Financial Aid Director  
BA, University of Texas at Arlington

Tommy Vecchio  
Financial Aid Officer  
University of Arkansas

Maryetta Oakley  
Administrative Assistant

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

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# HVACR ADMINISTRATIVE STAFF

Fielding Graham  
HVACR Division Director  
BS, Southern Methodist University

Anita Jones  
HVACR Career Services Advisor  
BA, Prairie View A & M University

Kevin Smith  
Admissions Representative

Sam Villa  
HVACR IT Director Support

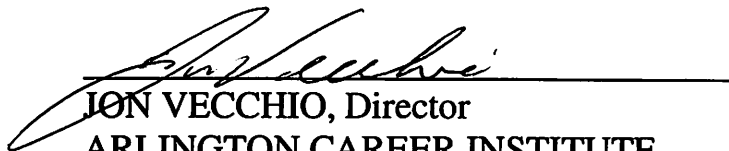
Clay Hobbs  
HVACR Director of Operations  
BBA, University of North Texas

Christopher David Godwin  
HVACR Financial Aid  
Pharmacy Technician, Richland College

Amy Freeman  
HVACR Admissions Coordinator

Leah N. Garcia  
HVACR Admissions Representative

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ION VECCHIO, Director  
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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	\$3,650.00
Lab Fees	\$600.00

**Total Cost of Program**                      \$21,051.00

**(IMPORTANT: \$500.00 equipment deposit required 15 days prior to starting classes. Deposit will be applied to voice writing equipment when classes begin.)**

**\*Voice Writing Equipment Includes:**


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

\* Prices and equipment subject to change

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

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

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## PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

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

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

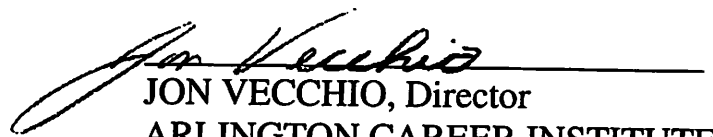
*Optional fees for national paralegal certification can be found at [www.nala.org/](http://www.nala.org/).*

## ADMINISTRATIVE ASSISTANT PROGRAM TUITION AND FEES

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

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

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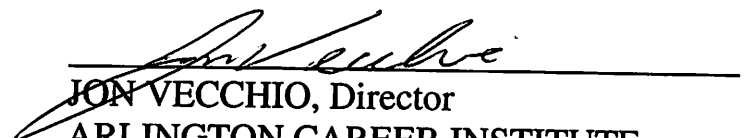
### **MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES**

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

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

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

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## ONLINE COURT REPORTING PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$22,000.00
Books	\$1,475.00
Stenograph Machine (new/includes case and stand)	\$1,800.00
Lab Fees/Realtime Coach access	\$1,080.00
<b>Total Cost of Program</b>	<b>\$26,455.00</b>

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

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

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

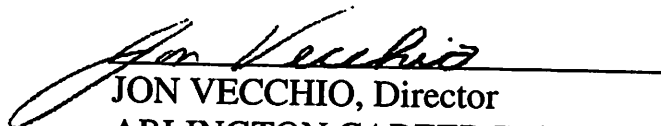
### OPTIONAL SHORTHAND MACHINE PRICES

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

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

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

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## MISCELLANEOUS FEES


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

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

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

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

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## NURSING ASSISTANT PROGRAM TUITION AND FEES

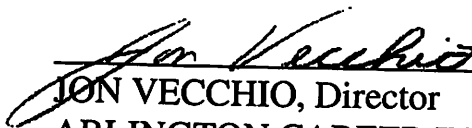
Registration Fee	\$50.00
Tuition or	*\$820.00
Tuition	**\$920.00
Books Included	
Lab Fees Included	

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

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

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

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## HVACR PROGRAM

### Program Outline

Course Number	Course Name	Lecture Hours	Lab Hours	Total Hours
HVACR 100	Basic Electricity and Introduction to Gas Furnace	25	20	45
HVACR 110	Cooling Cycle and Cooling Tune-Ups	15	30	45
HVACR 120	Heating Operation and Heating Tune-ups	15	30	45
HVACR 130	A/C and Heating Maintenance	20	25	45
HVACR 140	Heat Pumps	25	20	45
HVACR 150	HVACR Diagnostics and Introduction to Commercial Refrigeration	15	30	45
HVACR 160	Commercial Refrigeration	15	30	45
	<b>TOTAL</b>	<b>130</b>	<b>185</b>	<b>315</b>

### HVACR Program Tuition and Fees

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

DESCRIPTION	COST
Tuition	\$16,630.00
Books/iPad	295.00
Tools and Supplies	1,350.00
Registration Fee	100.00
Student Housing Application Fee	125.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$18,500.00</b>

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

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## **COURSE DESCRIPTIONS**

### **HVACR 100**

#### **Basic Electricity and Introduction to Gas Furnace 25 Lecture**

**Hours; 20 Lab Hours = 45 Hours**

This course addresses the concept, identification, and testing of electrical components of HVAC systems. Topics include the study of volts, amperes, microamps, microfarads, continuity, temperature, DC voltage, and customer service soft skills. Prerequisite: None

### **HVACR 110**

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

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

This course introduces the refrigeration cycle, preparation and testing for the EPA 608 Universal Certification, 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: HVACR 100

### **HVACR 120**

#### **Heating Operation and Heating Tune-ups 15 Lecture**

**Hours; 30 Lab Hours = 45 Hours**

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

### **HVACR 130**

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

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

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

### **HVACR 140**

#### **Heat Pumps**

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

This course defines the heat pump operation of refrigerant cycle in the heating mode, thermostat wiring and additional components for heat pump, and a continuation of customer service soft skills. Prerequisite: HVACR 130

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**HVACR 150****HVAC Diagnostics and Introduction to Commercial Refrigeration****15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course addresses how to diagnose a problem with a gas furnace, condensing unit, and heat pump. Topics include the introduction to the basics of commercial refrigeration and a continuation of customer service soft skills. Prerequisite: HVACR 140

**HVACR 160****Commercial Refrigeration****15 Lecture Hours; 30 Lab Hours = 45 Hours**

This course presents the refrigeration operations of defrost timer with hot gas and electric defrost, electric schematic of refrigeration cycle, the operation of each in medium and low temperature units, and a continuation of customer service soft skills. Prerequisite: HVACR 150

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