

ARLINGTON CAREER INSTITUTE
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CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE MARCH 8, 2019

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

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

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

Charlesetta Sterling
Licensed Vocational Nurse
McClennan Community College

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

Cornelia Vahdat
BS, McMurry University

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JON VECCHIO, Director
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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
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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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HVACR ADMINISTRATIVE STAFF

Fielding Graham
HVACR Division Director
BS, Southern Methodist University

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

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Admissions Representative

Sam Villa
HVACR IT Director Support

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

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HVACR Financial Aid
Pharmacy Technician, Richland College

Amy Freeman
HVACR Admissions Coordinator

Leah N. Garcia
HVACR Admissions Representative

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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
Total Cost of Program	\$24,875.00

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/ and www.trca-online.com/.

Optional fees for national court reporting certification can be found at www.ncra.org/.

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

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

*Voice Writing Equipment Includes:

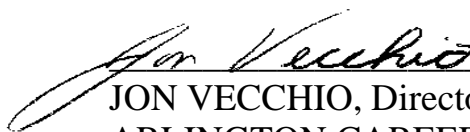
Lenovo TP P50: i7-6700HQ 3.5GHz/16/256 PCIe-NVMe SSD/W7-W10/3y
Dragon Professional 14 Individual
Realtime Voice Writing Manual & Setup Files by Bettye Keyes
Talk Tech Smart Mic SM100
Talk Tech Muffle Mitt
Andrea USB Mic Adapter (MA)
Microphone, Martel HGM-2 with Battery Tester
CAT Voice Software

* 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/ and www.trca-online.com/.*

*Optional fees for national verbatim reporting certification can be found at
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/.

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
Total Cost of Program	\$14,529.00

MEDICAL ASSISTANT PROGRAM TUITION AND FEES

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

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ONLINE COURT REPORTING PROGRAM TUITION AND FEES

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

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

- * Case CATalyst student software, if needed \$545.00
- * Students purchasing a new student writer directly from Stenograph Corporation, www.stenograph.com, 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

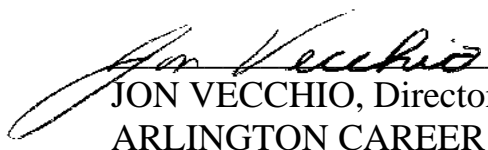
Reentry fee	\$25.00
Change of student status fee (full-time to part-time)/ Program change	\$100.00
ACI transcript fee (fee to obtain ACI transcript)	\$5.00
Texas high school transcript	\$10.00
Out-of-state high school transcript	\$15.00
GED – Texas	*Free
GED – Out of state	\$15.00
Texas college transcript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

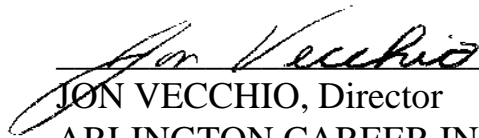
Registration Fee	\$50.00
Tuition or	*\$820.00
Tuition	**\$920.00
Books Included	
Lab Fees Included	

***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
	TOTAL	130	185	315

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
TOTAL COST OF PROGRAM	\$18,500.00

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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