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**CATALOG SUPPLEMENT PUBLISHED AND EFFECTIVE FEBRUARY 7, 2020**

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

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

A handwritten signature in black ink that reads "Jon Vecchio". The signature is written in a cursive style with a horizontal line underneath it.

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**JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE**

# FACULTY

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

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

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

Dianna Vecchio  
Registered Professional Reporter  
Arlington Court Reporting College

Nora Ruiz  
Nationally Registered Certified Medical Assistant  
Education America  
Surgical Technology  
Hi-Tech Institute

Nadia Moore  
Licensed Vocational Nurse  
Concorde Career College

Laura McCaskill  
Attorney at Law  
BA, Austin College  
JD, St. Mary's University School of Law

Judy Brownlow  
Legal Assistant  
Arlington Court Reporting College

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

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

Sandra Bhatnagar  
Licensed Practical Nurse  
Lake County Vo-Tech

Don Johnson  
BBA, Texas Christian University  
Texas Certified Shorthand Reporter (Retired)

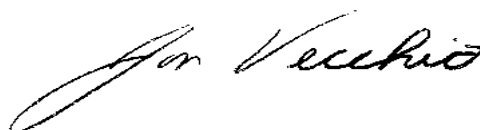
Helen Faulkner  
Registered Nurse  
BA, Western Michigan University  
MA, Saint Francis College, Graduate Division  
ASN, Ivy Tech Community College

Charlesetta Sterling  
Licensed Vocational Nurse  
McLennan Community College

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

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

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# HVACR FACULTY

Kenneth Vanderwiell

RSES Type 1 and Type 2 Technician

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

Chadwick Grant

ATI, HVAC

Licensed Texas HVAC Contractor

North American Technician Excellence Certified Technician in Heat Pump Installation, Heat Pump Service, Gas Heating Installation, Gas Heating Service, Air Conditioning Installation, and Air Conditioning Service

Junior Dikousman

ITT Tech, HVAC

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

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JON VECCHIO, Director  
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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

Jamie Jordan  
Executive Vice President  
BS, Anthem College

Terri Malone  
Admissions Representative  
Texas CSR (Retired)

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

Tommy Vecchio  
Financial Aid Officer  
University of Arkansas

Tiffany Offenberger  
Admissions Representative

Maryetta Oakley  
Office Manager

Candice Anzaldua  
Director of Student Services

Lisa Clough  
Career Services

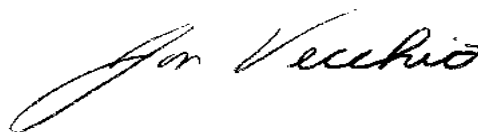
Elaine Satchell  
Director of Career Services  
BS, Texas A & M at Commerce

Daniela Luevanos-Rubio  
BA, Dallas Baptist University  
Financial Aid Officer

Jeff Gandy  
High School Admissions Representative  
BS, University of New Mexico

Anita Jones  
Admissions Representative  
BA, Prairie View A & M University

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JON VECCHIO, Director  
ARLINGTON CAREER INSTITUTE

# HVACR ADMINISTRATIVE STAFF

Fielding Graham  
HVACR Division Director  
BS, Southern Methodist University

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

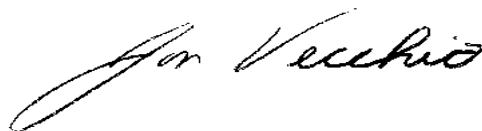
Sam Villa  
HVACR IT Director Support

Amy Freeman  
HVACR Admissions Coordinator

Christopher David Godwin  
HVACR Financial Aid  
Pharmacy Technician, Richland College

Leah 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
<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	\$10,000.00
Books	\$1,701.00
*Voice Writing Equipment, Software, and Hardware	\$3,400.00
Lab Fees	\$720.00
<b>Total Cost of Program</b>	<b>\$15,921.00</b>

\*Voice Writing Equipment Includes:

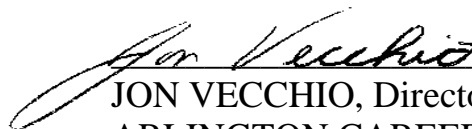
Lenovo TP P50: i7-6700HQ 3.5GHz/16/256 PCIe-NVMe SSD/W7-W10/3y  
Dragon Professional 14 Individual  
Realtime Voice Writing Manual & Setup Files by Bettye Keyes  
Talk Tech Smart Mic SM100  
Talk Tech Muffle Mitt  
Andrea USB Mic Adapter (MA)  
Microphone, Martel HGM-2 with Battery Tester  
CAT Voice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

\* Prices and equipment subject to change

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

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

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## PARALEGAL/LEGAL ASSISTANT PROGRAM TUITION AND FEES

Registration Fee	\$100.00
Tuition	\$12,760.00
Books	\$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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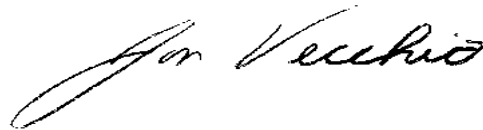
## MEDICAL OFFICE SPECIALIST PROGRAM TUITION AND FEES

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

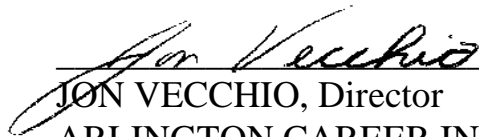
Registration Fee	\$50.00
Tuition or	*\$820.00
Tuition	**\$920.00
Books Included	
Lab Fees Included	

**\*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
<b>HVACR 160</b>	<b>Commercial Refrigeration</b>	<b>15</b>	<b>30</b>	<b>45</b>
	<b>TOTAL</b>	<b>130</b>	<b>185</b>	<b>315</b>

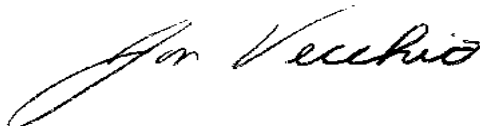
### HVACR Program Tuition and Fees

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

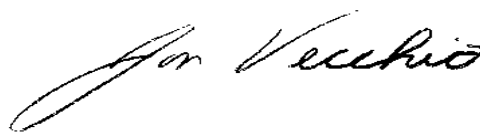
### **HVACR 140**

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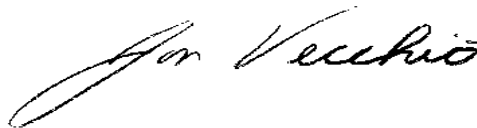
**HVACR 150****HVAC Diagnostics and Introduction to Commercial Refrigeration****15 Lecture Hours; 30 Lab Hours = 45 Hours**

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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