



# Course

# Catalog

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# WELCOME!

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CCI Training Center has the mission of providing the most effective accelerated, hands on, career training and enhancement training to the public in a convenient class schedule.

CCI Training Center provides performance based accelerated career programs aimed at achieving optimum job related skills. Our continuing education department offers seminars and workshops to the professional community. Some of CCI's seminars qualify for CEU credits. Our approach in teaching both the technical and non-technical student utilizes techniques developed during our 29 years of experience in the career training industry. With thousands of graduates from Texas and surrounding states, CCI Training Center is proud to be part of the growth and automation of the technical, medical and professional industries in the Southwest region.

The programs are delivered in a hybrid/blended format to include both campus-based and distance learning. Our dedicated team of instructors together brings more than 100 years of experience to CCI in the fields of professional training. In an effort to accommodate varying study schedules, CCI Training Center offers day and evening classes.

Originally founded in 1984, CCI has been approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas since 1991. The school is also an approved Microsoft Academy providing the students in all the Information Technology programs with related benefits. CCI Training Center is accredited by ACCET, the Accrediting Council For Continuing Education And Training®. ACCET is listed by the US Department of Education as a nationally recognized accrediting agency.

Government grants and loans as well as a private loan are available to all qualified students.

Tutoring is available to students experiencing difficulty in understanding workshop contents. This service is available on a no-charge basis upon the approval of the School Director.

CCI provides Professional Career Counseling and Employment Assistance services to all qualified graduates at no charge. This service will assist the student in preparing for the job market. Services include career counseling, employer networking, job interviewing tips, resume suggestions and interview opportunities. Students who successfully complete a program and meet all financial obligations are eligible for Job Placement Assistance. Our employer database consists of hundreds of companies and career oriented professionals who interface within our employment network.

CCI Training Center is an equal opportunity establishment providing services and employment opportunities on the basis of merit, and with no distinction on the basis of race, color, religion, sex, age, national origin, or disability. Reasonable auxiliary aid and services will be made available upon request to individuals with disabilities.

At CCI Training Center, you will embark upon an exciting journey into the world of technology and employer driven career education. We are committed in preparing our students to make that journey a success.

Martin Zandi, Ph.D.  
President

All information contained in this catalog is true and correct to the best of my knowledge

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CCI Training Center is approved and regulated by the Texas Workforce Commission,  
Career Schools and Colleges, Austin, Texas

CCI Training Center is accredited by ACCET, the Accrediting Council For Continuing Education And Training®





## **Our Mission**

CCI Training Center has the mission of providing the most effective accelerated, hands on training and enhancement training to the public in a convenient schedule.

## **Our Goal**

To be a superior company through constant innovation, attention to details and a focus on quality in all that we do.

## **Our Students**

We are dedicated to each student who walks through our doors with warmth, and friendliness. We work to create an outstanding learning experience.

## **Our Team**

We believe that the greatest strength of CCI Training Center lies within our people. We are committed to providing an environment that recognizes initiative and performance.

## **Our Community**

We build relationships through participation and services. We work together to help meet the employment needs of our community.

# Allied Health Programs/Seminars

## ELECTRONIC MEDICAL RECORDS

The Electronic Medical Records Program is designed to prepare students for an entry level position, in the healthcare marketplace, such as Medical Records, Medical Secretary or Insurance Billing. These positions may be in clinics, doctor's offices, hospitals or companies providing healthcare services to medical establishments. This program provides related hands on training on subjects including electronic health records, records management, medical software, healthcare insurance, and billing. The students will be able to organize and input health information data and learn to communicate with physicians and other healthcare professionals using electronic medical records.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites

Upon completion of the program, the student will receive a Certificate of Completion in Electronic Medical Records.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	Credit Hours
MED09	Electronic Medical Records	24	24	-	48	2.0
MED26	Insurance Billing & Reimbursement	60	42	-	102	5.0
MED33	Introduction Hospital Billing	30	30	-	60	3.0
	<b>Total Hours</b>	<b>114</b>	<b>96</b>	<b>-</b>	<b>210</b>	<b>10.0</b>

Class Hours 210 – Semester Credits Hours 10.0  
 Program Length: Days – 9 Weeks; Evenings – 13 Weeks

Tuition	\$6,300
Books	\$450
Supplies	\$50
Registration	\$50
<b>Total Cost</b>	<b>\$6,850</b>

Subjects Required for Program Completion:  
 MED09/MED26/MED33

The program tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## HEALTH INFORMATION SPECIALIST

The Health Information Specialist Program is designed to prepare students for an entry level position, in the healthcare marketplace, such as Medical Records Technician, Health Information Technician, Medical Secretary or Insurance Billing. These positions may be in clinics, doctor's offices, hospitals or companies providing healthcare services to medical establishments. This program provides related hands on training on subjects including electronic health records, records management, medical software, healthcare insurance, billing, medical law, ethics, HIPAA and medical terminology. The students will be able to organize and input health information data and learn to communicate with physicians and other healthcare professionals using electronic medical records.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Health Information Specialist.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	40	32	-	72	3.5
MED02	Office Communications	12	12	-	24	0.5
MED03	Allied Health Math	12	12	-	24	0.5
MED04	Anatomy and Physiology	40	32	-	72	3.5
MED05	Medical Terminology	40	32	-	72	3.5
MED07	Medical Coding	60	60	-	120	6.0
MED09	Electronic Medical Records	46	38	-	84	4.0
MED10	Medical Law, Ethics & Professionalism	12	12	-	24	0.5
MED13	Externship	-	-	120	120	2.5
MED22	CPR	2	6	-	8	0.0
MED26	Insurance Billing & Reimbursement	60	42	-	102	5.0
CDV01	Career Development	12	12	-	24	0.5
	<b>Total Hours</b>	<b>336</b>	<b>290</b>	<b>120</b>	<b>746</b>	<b>30.0</b>

Class Hours 626 – Externship Hours 120 -- FSA Semester Credit Hours 24.0

Program Length: Days – 31 Weeks; Evenings – 47 Weeks

Tuition	\$13,350
Books	\$1,150
Supplies	\$150
Registration	\$100
Certification	\$105
<b>Total Cost</b>	<b>\$14,855</b>

Subjects Required for Program Completion:

MED01/MED02/MED03/MED04/MED05/ MED07/MED09/MED10/MED13/MED22  
/MED26/CDV01

*\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines.*

The program tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## MEDICAL RECORDS TECHNICIAN

The Medical Records Technician program is designed to prepare students for an entry level position in the healthcare marketplace, such as Medical Secretary, Medical Front Office, and Medical Records Technician. These positions may be in hospitals, clinics, doctor's offices, and/or companies providing services to medical establishments. The program provides related hands on training on subjects including use of the computer, electronic health records software, medical terminology, medical law & ethics, HIPAA, medical insurance and billing. The students will be able to organize and input health information, data, and learn to communicate with physicians and other healthcare professionals using electronic health records. Instructional aides including skeletons, body models and illustrated charts are used.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Medical Records Technician.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	40	32	-	72	3.5
MED03	Allied Health Math	12	12	-	24	0.5
MED04	Anatomy and Physiology	40	32	-	72	3.5
MED05	Medical Terminology	40	32	-	72	3.5
MED10	Medical Law, Ethics & Professionalism	12	12	-	24	0.5
MED13	Externship	-	-	100	100	2.0
MED22	CPR	2	6	-	8	0.0
MED25	Electronic Medical Records	46	38	-	84	4.0
MED26	Insurance Billing & Reimbursement	60	42	-	102	5.0
CDV01	Career Development	12	12	-	24	0.5
	<b>Total Hours</b>	<b>264</b>	<b>218</b>	<b>100</b>	<b>582</b>	<b>23</b>

Class Hours 482 – Externship Hours 100

Program Length: Days – 24.25 Weeks; Evenings – 36.5 Weeks

Tuition	\$9,065
Books	\$650
Supplies	\$75
Registration	\$100
Certification	\$105
<b>Total Cost</b>	<b>\$9,995</b>

Subjects Required for Program Completion:

MED01/MED03/MED04/MED05/MED10/MED13/MED18/MED22  
MED25/MED26//CDV01

The program tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## MEDICAL ASSISTING WITH NUTRITION AND WEIGHT MANAGEMENT

The program is designed to provide students with the skills necessary to be responsible for a range of front and back office functions in a doctor's office, clinic, weight management clinic, health and wellness center, or other medical facility. Students will learn administrative skills such as scheduling and receiving patients, telephone triage, basic insurance and billing, and patient charting. Students will receive medical/clinical training in such areas as weight management, nutrition and wellness, recording vital signs, administering injections, phlebotomy, patient preparation, basic lab procedures, and CPR. Graduates completing this program may seek a rewarding entry level career working as a Medical Assistant, Clinical Laboratory Aide, Blood Bank Donor Unit Assistant, Front Office Assistant or Medical Office Assistant.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Medical Assisting with Nutrition and Weight Management.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	40	32	-	72	3.5
MED02	Office Communication	12	12	-	24	0.5
MED03	Allied Health Math	12	12	-	24	0.5
MED04	Anatomy and Physiology	40	32	-	72	3.5
MED05	Medical Terminology	40	32	-	72	3.5
MED10	Medical Law, Ethics & Professionalism	12	12	-	24	0.5
MED13	Externship	0	0	120	120	2.5
MED19	Phlebotomy	30	30	-	60	3.0
MED22	CPR	2	6	-	8	0.0
MED27	Basic Pharmacology	12	12	-	24	0.5
MED28	Clinical Procedures and Lab	40	32	-	72	3.5
MED29	Medical Office Procedures	30	24	-	54	2.5
MED30	Nutrition	30	24	-	54	2.5
MED31	Weight Management and Wellness	30	24	-	54	2.5
MED32	EKG – Introduction	12	12	-	24	0.5
CDV01	Career Development	12	12	-	24	0.5
	<b>Total Hours</b>	<b>354</b>	<b>308</b>	<b>120</b>	<b>782</b>	<b>30.0</b>

Class Hours 662 – Externship Hours 120 – FSA Semester Credit Hours 25.7

Program Length: Days – 32.75 Weeks; Evenings – 49.1 Weeks

Tuition	\$14,180
Books	910
Supplies	450
Registration	100
Certification	135
<b>Total Cost</b>	<b>\$15,775</b>

Subjects Required for Program Completion:

MED01/MED02/MED03/MED04/MED05/MED10/MED13/MED19/MED27/MED28/MED29/MED30  
/MED31/MED32/CDV01

**\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines.**

The program tuition is less than the total of the tuition for the workshops taken individually.



# Allied Health Programs/Seminars Continued

## MEDICAL INSURANCE SPECIALIST

The Medical Insurance Specialist Program is designed to prepare the student for an entry level position in the medical health care field as a Medical Insurance Specialist, Health Information Technician, Medical Claims Specialist, Medical Secretary, Medical Billing /Collections, Cancer Registrar, Medical Insurance Claims Auditor, Medical Insurance Claims Processor, or in Medical Insurance Billing. This program provides hands on training in the various administrative, record keeping, and collection activities of healthcare facility or medical insurance company including use of the computer and medical software, hospital & clinic records management, processing, maintaining, compiling and reporting patient information, medical terminology, anatomy and physiology, medical law & ethics, HIPAA, insurance law, billing and claims procedures, appeal & collection procedures. These positions may be in physicians' offices, hospitals, cancer centers, out-patient surgery centers, medical laboratories, skilled nursing facilities, durable medical equipment companies, clinics, insurance companies, and medical billing companies.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Medical Insurance Specialist.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	40	32	-	72	3.5
MED03	Allied Health Math	12	12	-	24	0.5
MED04	Anatomy & Physiology	40	32	-	72	3.5
MED05	Medical Terminology	40	32	-	72	3.5
MED07	Medical Coding	60	60	-	120	6.0
MED09	Electronic Medical Records	46	38	-	84	4.0
MED10	Medical Law, Ethics & Professionalism	12	12	-	24	0.5
MED13	Externship	0	0	120	120	2.5
MED22	CPR	2	6	-	8	0.0
MED26	Insurance Billing & Reimbursement	60	42	-	102	5.0
MED33	Introduction to Hospital Billing	30	30	-	60	3.0
CDV01	Career Development	12	12	-	24	0.5
	<b>Total Hours</b>	<b>354</b>	<b>308</b>	<b>120</b>	<b>782</b>	<b>32.5</b>

Class Hours 662 – Externship Hours 120- FSA Semester Credit Hours 25

Program Length: Days – 33 Weeks; Evenings – 49 Weeks

Tuition	\$13,290
Books	\$1,250
Supplies	\$150
Registration	\$100
Certification	\$105
<b>Total Cost</b>	<b>\$14,895</b>

Subjects Required for Program Completion:

MED01//MED03//MED04/MED05/MED09/MED10/MED13/MED22/MED26/MED33/CDV01

\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines.

The program tuition is less than the total of the tuition for the workshops taken individually.

## Allied Health Programs/Seminars Continued

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### NUTRITION & WEIGHT MANAGEMENT SEMINAR

The Nutrition & Weight Management Seminar is designed to provide students with additional limited scope skills in medical/clinical training in areas related to weight management, nutrition, recording vital signs and EKG training.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module online will be required to complete the online portion on campus utilizing available lab equipment until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the seminar, the student will receive a Certificate of Completion in Nutrition & Weight Management from CCI Training Center.

#### SEMINAR OUTLINE

Course Number	Course Title	Clock Hours			
		Lecture	Lab	Extern	Total
<b>MED30</b>	<b>Fundamentals of Nutrition</b>	<b>30</b>	<b>24</b>	<b>-</b>	<b>54</b>
<b>MED31</b>	<b>Weight Management and Wellness</b>	<b>30</b>	<b>24</b>	<b>-</b>	<b>54</b>
<b>MED32</b>	<b>EKG – Introduction</b>	<b>12</b>	<b>12</b>	<b>-</b>	<b>24</b>
				<b>-</b>	
<b>60</b>	<b>Total Hours</b>	<b>72</b>	<b>60</b>	<b>-</b>	<b>132</b>

Class Hours 132 –Seminar Length: Days – 5.5 Weeks; Evenings – 8.25 Weeks

Tuition	\$3,300
Books	150
Supplies	25
Registration	25
<b>Total Cost</b>	<b>\$3,500</b>

Subjects Required for Seminar Completion:  
MED30/MED31/MED32

The seminar tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## PHARMACY TECH AND LAB PROCEDURES

This program is an innovative, multi-discipline approach designed to prepare the student for an entry level position in the medical marketplace as a Lab Tech, Pharmacy Tech and/or Phlebotomist. These positions may be in retail pharmacies, medical offices, hospitals, clinics, laboratories or companies providing services to medical establishments. This program provides not only hands on training in IV Sterilization and handling of sterile products, but also medical and pharmacy activities including the use of the computer and medical software, medical terminology, human anatomy and physiology, medical law and ethics, blood draws, pharmacology, CPR, Sterile Products and Compounding certifications. A test prep class prepares the student for the Pharmacy Certification Board Exam. The graduate will be able to retrieve written prescriptions or requests for refills, verify that the information on the prescription is complete and accurate, retrieve, count, pour, weigh, measure, sometimes mix the medication, prepare labels, select a proper container, price and fill the prescription.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module online will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Pharmacy Tech and Lab Procedures.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	40	32	-	72	3.5
MED02	Office Communication	12	12	-	24	0.5
MED03	Allied Health Math	12	12	-	24	0.5
MED04	Anatomy and Physiology	40	32	-	72	3.5
MED10	Medical Law, Ethics & Professionalism	12	12	-	24	0.5
MED13	Externship	0	0	120	120	2.5
MED15	Pharmacy Calculations	48	30	-	78	4.0
MED16	Fundamentals of Pharmacy Practice	48	30	-	78	4.0
MED17	Pharmacology	48	30	-	78	4.0
MED18	Computers In The Pharmacy	6	12	-	18	0.0
MED19	Phlebotomy	30	30	-	60	3.0
MED21	Certification Test Prep	8	16	-	24	1.0
MED22	CPR	2	6	-	8	0.0
MED37	Sterile Product Certification	20	20	-	40	1.5
MED38	Compounding Certification	20	20	-	40	1.5
CDV01	Career Development	12	12	-	24	0.5
	<b>Total Hours</b>	<b>358</b>	<b>306</b>	<b>120</b>	<b>784</b>	<b>30.5</b>

Class Hours 664 – Externship Hours 120 - FSA Semester Credit Hours 25

Program Length: Days – 33 Weeks; Evenings – 49 Weeks

Tuition	\$12,500
Books	\$1,050
Supplies	550
Registration	100
Fees	750
<b>Total Cost</b>	<b>\$14,950</b>

Subjects Required for Program Completion:

MED01/MED02/MED03/MED10/MED13/MED15/MED16/MED17/MED18/MED19/MED21/MED22/MED27/MED28/CDV01

\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines

The program tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician program is designed to provide students the skills and training to perform phlebotomy duties in such facilities as Blood Banks, Diagnostic Centers, Hospitals, and other medical facilities. Students will receive hands on training in the procedure and protocol of blood draws, lab and safety procedures.

**Method of Delivery:** This course is offered on campus only as it entails hands on experience in a classroom/lab environment.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program, the student will receive a Certificate of Completion in Phlebotomy Technician from CCI Training Center.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	Credit Hours
MED19	Phlebotomy	30	30	-	60	3.0
				-		
	<b>Total Hours</b>	<b>30</b>	<b>30</b>	<b>-</b>	<b>60</b>	<b>3.0</b>

Class hours 60 – Semester Credit Hours 3.0

Program Length: Days – 2.5 Weeks; Evenings – 4 Weeks

Tuition	\$1,500
Books	95
Supplies	100
Registration	25
<b>Total Cost</b>	<b>\$1,720</b>

Subjects Required for Program Completion:

MED19

The program tuition is less than the total of the tuition for the workshops taken individually.

# Allied Health Programs/Seminars Continued

## STERILE COMPOUNDING & ASEPTIC SEMINAR

The Sterile Compounding & Aseptic Seminar is designed for Pharmacy Technicians who want to gain additional certifications in IV Sterile Products and Sterile Compounding. The student will learn the need for sterile products, the importance that the parenteral administration route must be sterile, the importance of aseptic technique, and know how to calculate, and how to manipulate supplies such as needles, filters and syringes. The student will learn topics related to extemporaneous and non-sterile pharmaceutical compounding. The student will learn the equipment, supplies, quality assurance and record keeping associated with compounding in a pharmacy.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module online will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon successful completion of the seminar and the National Pharmacy Technician Association requirements, the student will receive a Certificate in IV Sterile Product and Compounding through CCI Training Center.

### SEMINAR OUTLINE

Course Number	Course Title	Clock Hours			
		Lecture	Lab	Extern	Total
<b>MED27</b>	<b>Sterile Product Certification</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>40</b>
<b>MED28</b>	<b>Compounding Certification</b>	<b>20</b>	<b>20</b>	<b>-</b>	<b>40</b>
	<b>Total Hours</b>	<b>40</b>	<b>40</b>	<b>-</b>	<b>80</b>

Class Hours 80 -Seminar Length: Days – 4.5 Weeks; Evenings – 5.5 Weeks

Tuition	\$2,000
Books	125
Supplies	200
Registration	25
Fees	150
<b>Total Cost</b>	<b>\$2,500</b>

Subjects Required for Completion:  
MED27/MED28

The seminar tuition is less than the total of the tuition for the workshops taken individually.

# Business Program

## BUSINESS ACCOUNTING

Business Accounting is a program designed to prepare students with the technical skills and knowledge of applied computerized business accounting as well as the enhancement of skills for students with a previous background in accounting. Graduates will expect to find positions in accounting offices, bookkeeping, inventory control, accounting clerk, office clerk, financial reporting, payroll clerk, accounts payable, accounts receivable, and positions requiring knowledge of business practices and accounting basics. These positions may be in state agencies, municipalities, private businesses, and businesses of any type or size. Skills include computer and office software, business communications, journals and ledgers, inventory, payroll and use of QuickBooks and Peachtree software.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module online will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Business Accounting.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
ACCO1	Computer Fundamentals	24	48	72	3.0
ACC02	Business Communications I	12	12	24	0.5
ACC12	Business Communications II	12	12	24	0.5
ACC03	Business as a Proprietorship	28	60	88	3.5
ACC04	Corporate Accounting	30	66	96	4.0
ACC05	Corporation and Partnership	34	78	112	4.5
ACC09	Peachtree	10	30	40	1.5
ACC10	Payroll Administration	18	54	72	2.5
ACC11	Practicum	4	28	32	0.5
ACC13	QuickBooks	10	30	40	1.5
PDV01	Professional Development	8	16	24	1.0
	<b>Total Hours</b>	<b>190</b>	<b>434</b>	<b>624</b>	<b>23</b>

Class Hours 624 – FSA Semester Credit Hours 20.7  
 Program Length: Days – 26 Weeks; Evenings – 39 Weeks

Tuition	\$11,450
Books	962
Supplies	390
Registration	100
<b>Total Cost</b>	<b>\$12,902</b>

Subjects Required for Program Completion:

ACCO1/ACC02/ACC03/ACC04/ACC05/ ACC09/ACC10/ACC11/ACC12/ACC13/PDV01

*\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines.*

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs

## CISCO CCNA TRAINING

The program is designed to prepare students with practical knowledge of the Cisco product. Students will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network, including configuring a LAN switch, configuring an IP router, connecting to a WAN, and identifying basic security threats. Students will learn to install, configure, operate, and troubleshoot a small enterprise network, focusing on redundant topologies, configuring EIGRP and multi-area OSPF, understanding Wide Area Network technologies, device management and Cisco licensing.

**Method of Delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program the student will receive a Certificate of Completion in Cisco CCNA Training from CCI Training Center.

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
CMT03	Network+	40	32	72	3.5
CCN01	Introduction to Routers and Switches	40	20	60	3.0
CCN02	Advanced Concepts in Routing & Switching	40	32	72	3.5
	<b>Total Hours</b>	<b>120</b>	<b>84</b>	<b>204</b>	<b>10.0</b>

Class Hours 204 – Semester Credit Hours 10.0

Program Length: Days – 8.5 Weeks; Evenings – 12.75 Weeks

Tuition	\$6,530
Books	500
Supplies	50
Registration	50
<b>Total Cost</b>	<b>\$7,130</b>

Subjects Required for Program Completion:

CMT03/CCN01/CCN02

The program tuition is less than the total of the tuition for the workshops taken individually

# Technology Programs Continued

## COMPUTER AND NETWORK ADMINISTRATION

This program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, Network Support and Technical Support in such work settings as computer firms, government agencies, and/or private businesses. The students will learn to troubleshoot problems and provide technical support for hardware, software, and networks. The students will be prepared to provide individuals or corporate staff with support in person, via telephone, or from a remote location. They will be able to provide support to the Windows Operating System working environments. The program provides hands-on training in various skills including PC troubleshooting, network installations, and configuring Cisco switches and routers in multiprotocol internetworks.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Computer and Network Administration.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET15	Microsoft Office	40	32	72	3.5
NET17	IT Professional Communication	12	12	24	0.5
CMT04	A Plus	70	50	120	6.0
CMT03	Network Plus	40	32	72	3.5
NET13	Client Operating Systems	40	32	72	3.5
NET14	Active Directory & Client Operating Systems	40	32	72	3.5
CCN01	Introduction to Routers and Switches	40	20	60	3.0
CCN02	Advanced Concepts in Routing and Switching	40	32	72	3.5
SEC03	Security+	40	20	60	3.0
CDV01	Career Development	12	12	24	0.5
	<b>Total Hours</b>	<b>374</b>	<b>274</b>	<b>648</b>	<b>30.5</b>

Class Hours 648 – FSA Semester Credit Hours 21.6

Program Length: Days – 27 Weeks; Evenings – 40.5 Weeks

Tuition	\$11,970
Books	780
Supplies	90
Registration	100
Hardware / Exams	1,400
<b>Total Cost</b>	<b>\$14,340</b>

Subjects Required for Program Completion:

CMT03/CMT04/ CCN01/CCN02/NET13/NET14/NET15/NET17/SEC03/CDV01

*\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines.*

The program tuition is less than the total of the tuition for the workshops taken individually.



# Technology Programs Continued

## COMPUTER AND NETWORK ADMINISTRATION - PRIVATE CLOUD

This program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, Network Support and Technical Support in such work settings as computer firms, government agencies, and/or private businesses. Students will learn to install, support, and administer client operating systems, support advance routing and switching functions. Students will learn to install and administer server operating systems, DNS, support TCP/IP. Students will understand how to utilize best practices to protect and secure critical data, support desktops, and understand com0uter network functionality. The program provides hands-on training in various skills including PC troubleshooting, network installations, private cloud, virtualization, and configuring Cisco switches and routers in multiprotocol internetworks.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program the student will receive a Certificate of Completion in Computer and Network Administration-Private Cloud.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET17	IT Profession Communication	12	12	24	0.5
CMT03	Network Plus	40	32	72	3.5
NET13	Client Operating Systems	40	32	72	3.5
NET14	Active Directory & Client Operating Systems	40	32	72	3.5
CCN01	Introduction to Routers and Switches	40	20	60	3.0
CCN02	Advanced Concepts in Routing and Switching	40	32	72	3.5
SEC03	Security+	40	20	60	3.0
NET20	Configuring Advance Server Services	40	32	72	3.5
NET21	Configuring Private Cloud Solutions	50	34	84	4.0
NET22	Monitoring Private Cloud Solutions	50	34	84	4.0
CDV01	Career Development	12	12	24	1.0
	<b>Total Hours</b>	<b>404</b>	<b>292</b>	<b>696</b>	<b>32.5</b>

Class Hours 696 – FSA Semester Credit Hours 23.2

Program Length: Days – 29 Weeks; Evenings – 43.5 Weeks

Tuition	\$13,420
Books	875
Supplies	195
Registration	100
Hardware / Exams	1,400
<b>Total Cost</b>	<b>\$15,990</b>

Subjects Required for Program Completion:

CMT03/CCN01/CCN02/NET13/NET14/NET17/NET20/NET21/NET22/SEC03/CDV01

\*\* Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines.

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs Continued

## COMPUTER SUPPORT TECH

This program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, and Desktop Support Tech in such work settings as computer firms, government agencies, and/or private businesses. The students will learn to troubleshoot problems and provide technical support for hardware, software, and MS Operating Systems. The students will be prepared to provide individuals or corporate staff with support in person, via telephone, or from a remote location. The program provides hands-on training in various skills including PC troubleshooting, network installations, and configuring Cisco switches and routers in multiprotocol internetworks.

**Method of delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

Upon completion of the program, the student will receive a Certificate of Completion in Computer Support Tech.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
<b>CMT04</b>	<b>A Plus</b>	<b>70</b>	<b>50</b>	<b>120</b>	<b>6.0</b>
<b>CMT03</b>	<b>Network Plus</b>	<b>40</b>	<b>32</b>	<b>72</b>	<b>3.5</b>
<b>NET13</b>	<b>Client Operating Systems</b>	<b>40</b>	<b>32</b>	<b>72</b>	<b>3.5</b>
<b>NET15</b>	<b>Microsoft Office</b>	<b>40</b>	<b>32</b>	<b>72</b>	<b>3.5</b>
<b>NET17</b>	<b>IT Profession Communication</b>	<b>12</b>	<b>12</b>	<b>24</b>	<b>0.5</b>
<b>CCN01</b>	<b>Introduction to Routers and Switches</b>	<b>40</b>	<b>20</b>	<b>60</b>	<b>3.0</b>
<b>CDV01</b>	<b>Career Development</b>	<b>12</b>	<b>12</b>	<b>24</b>	<b>0.5</b>
	<b>Total Hours</b>	<b>254</b>	<b>190</b>	<b>444</b>	<b>20.5</b>

Class Hours 444 – Semester Credit Hours 20.5

Program Length: Days – 18.5 Weeks; Evenings – 27.75 Weeks

Tuition	\$8,275
Books	575
Supplies	100
Registration	100
Hardware / Exams	925
<b>Total Cost</b>	<b>\$9,975</b>

Subjects Required for Program Completion:  
CMT03/CMT04/CCN01/NET13/NET15/NET17/CDV01

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs Continued

## MS NETWORK ADMINISTRATION

This program is designed to prepare students for the MCSA: Windows Server 2012. The students will learn and perform the installation and configuration of the operating system as well as how to set up users, system profiles, and policies relating to the operating system. Students will perform fault isolation and correction of the operating system. Students will also learn the use of Virtual Machine Manager. Students will apply server tasks including implementing routing; implementing, managing and maintaining Protocols (DHCP), (DNS), and (WINS); IP traffic and certificates; implementing a network access infrastructure; and managing and monitoring network access.

**Method of Delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program the student will receive a Certificate of Completion in MS Network Administration from CCI Training Center.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET13	Client Operating System	40	32	72	3.5
NET14	Active Directory with Client OS	40	32	72	3.5
	<b>Total Hours</b>	<b>80</b>	<b>64</b>	<b>144</b>	<b>7.0</b>

Class Hours 144 – Semester Credit Hours 7.0  
 Program Length: Days – 6 Weeks; Evenings – 9 Weeks

Tuition	\$4,320
Books	500
Supplies	25
Registration	50
<b>Total Cost</b>	<b>\$4,895</b>

Subjects Required for Program Completion:  
 NET13/NET14

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs Continued

## PC TECHNICIAN I

This program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, and Technical Support in such work settings as computer firms, government agencies, and/or private businesses. The students will learn to troubleshoot problems and provide technical support for hardware, software, and networks. The students will be prepared to provide individuals or corporate staff with support in person, via telephone, or from a remote location.

**Method of Delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program the student will receive a Certificate of Completion in PC Technician I from CCI Training Center.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester
		Lecture	Lab	Total	Credits
CMT04	A+	70	50	120	6.0
CMT03	Network+	40	32	72	3.5
NET13	Client Operating System	40	32	72	3.5
	<b>Total Hours</b>	<b>150</b>	<b>114</b>	<b>264</b>	<b>13.0</b>

Class Hours 264 – Semester Credit Hours 13.0  
 Program Length: Days – 11 Weeks; Evenings – 16.5 Weeks

Tuition	\$7,920
Books	500
Supplies	50
Registration	50
<b>Total Cost</b>	<b>\$8,520</b>

Subjects Required for Program Completion:  
 CMT/CMT04/NET13

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs Continued

## PC TECHNICIAN II

This program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, Network Support and Technical Support in such work settings as computer firms, government agencies, and/or private businesses. The students will learn to troubleshoot problems and provide technical support for hardware, software, and networks. The students will be prepared to provide individuals or corporate staff with support in person, via telephone, or from a remote location. They will be able to provide support to the Windows Operating System working environments. The program provides hands-on training in various skills including PC troubleshooting, network installations.

**Method of Delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program the student will receive a Certificate of Completion in PC Technician II.

### PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
CMT04	A+	70	50	120	6.0
CMT03	Network+	40	32	72	3.5
NET13	Client Operating System	40	32	72	3.5
SEC03	Security+	40	20	60	3.0
	<b>Total Hours</b>	<b>190</b>	<b>134</b>	<b>324</b>	<b>16.0</b>

Class Hours 324 – Semester Credit Hours 16.0  
 Program Length: Days – 13.5 Weeks; Evenings – 20.5 Weeks

Tuition	\$8,500
Books	650
Supplies	50
Registration	50
<b>Total Cost</b>	<b>\$9,250</b>

Subjects Required for Program Completion:  
 CMT/CMT04/NET13/SEC03

The program tuition is less than the total of the tuition for the workshops taken individually.

# Technology Programs Continued

## PRIVATE CLOUD

In this program students will learn skills and knowledge to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. Students will cover the administrative responsibilities, such as implementing server images, user and group management with Active Directory Domain Services (AD DS) and Group Policy, remote access, network policies, data security, and monitoring and updating management. Students will learn the various components of System Center and how to deploy, monitor and manage a service and prepackaged applications in to the private cloud as well as automating incident creation, remediation and change requests. Students will learn private cloud infrastructure, the business and technical drivers behind the implementation, and how System Center 2012 can be used to monitor and operate the private cloud infrastructure. They will also learn about problem management and how to use it within a service management framework using Service Manager.

**Method of Delivery:** The method of instruction and delivery includes attending campus based classes two times per week and completing some of the assignments, tasks, and simulations in a distance learning format. Students have the option to attend all four days on campus. Students who fail to maintain the pace and complete the distance learning segment of each module on line will be required to attend school four days each week allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

**Note:** Consult the school's catalog course descriptions for applicable prerequisites.

Upon completion of the program the student will receive a Certificate of Completion in Private Cloud Technology from CCI Training Center.

## PROGRAM OUTLINE

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET20	Configuring Advance Server Services	40	32	72	3.5
NET21	Configuring Private Cloud Solutions	50	34	84	4.0
NET 22	Monitoring Private Cloud Technologies	50	34	84	4.0
	<b>Total Hours</b>	<b>140</b>	<b>100</b>	<b>240</b>	<b>11.5</b>

Class Hours 240 – Semester Credit Hours 11.5  
 Program Length: Days – 10 Weeks; Evenings – 15 Weeks

Tuition	\$7,680
Books	600
Supplies	50
Registration	50
<b>Total Cost</b>	<b>\$8,380</b>

Subjects Required for Program Completion:  
 NET20/NET21/NET22

# Workshop Descriptions

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## ALLIED HEALTH COURSES

### Computer Fundamentals

**MED01 72 Clock Hours**  
**Lecture: 40 Hours**

**3.5 Semester Credit Hrs.**  
**Lab: 32 Hours**

This course is an introduction to the use of the computer in business. Students will write letters, create forms, and format documents in Microsoft Word. This course will also include creating and formatting spreadsheets in Microsoft Excel. Included in the course will be printing documents, performing basic research on the Internet and effectively using the tools available in Microsoft Internet Explorer.

**Prerequisite:** None

Tuition: \$1,800

Book: \$150

### Office Communications

**MED02 24 Clock Hours**  
**Lecture: 12 Hours**

**0.5 Semester Credit Hrs.**  
**Lab: 12 Hours**

This course is designed for students to develop and practice communication skills in the workplace. Listening and reading comprehension will also be addressed. This course will also emphasize the meaning and importance of writing coherently, concisely and with purpose using correct grammar and acceptable writing techniques.

**Prerequisite:** None

Tuition: \$600

Book: \$75

### Allied Health Math

**MED03 24 Clock Hours**  
**Lecture: 12 Clock Hours**

**0.5 Semester Credit Hrs.**  
**Lab: 12 Clock Hours**

This course includes the fundamentals of math skills essential to the health care professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions and the metric system.

**Prerequisite:** None

Tuition: \$600

Book: \$75

### Anatomy and Physiology

**MED04 72 Clock Hours**  
**Lecture: 40 Hours**

**3.5 Semester Credit Hrs.**  
**Lab: 32 Hours**

This course introduces students to basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**Prerequisite:** None

Tuition: \$1,800

Book: \$150

### Medical Terminology

**MED05 72 Clock Hours**  
**Lecture: 40 Hours**

**3.5 Semester Credit Hrs.**  
**Lab: 32 Hours**

This course covers word building rules, prefixes, suffixes and whole body terminology. Students will learn terms covering anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included.

**Prerequisite:** None

Tuition: \$1,800

Book: \$150

### Medical Coding

**MED07 120 Clock Hours**  
**Lecture: 60 Hours**

**4.5 Semester Credit Hrs.**  
**Lab: 60 Hours**

In this course, the students will learn and practice the fundamentals of the CPT-4 and ICD-9-CM coding systems. The students will learn and practice Evaluation and Management coding, procedural coding from each section of the CPT-4 manual, in addition to diagnosis and procedural coding utilizing the ICD-9-CM volumes 1, 2, and 3. Students will be introduced to the HCPCS level II and ICD-10 coding systems.

**Prerequisite:** MED04/MED05

Tuition: \$3,000

Book: \$350

# Workshop Descriptions Continued

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## ALLIED HEALTH COURSES

<b>Electronic Medical Records</b>	<b>MED09 84 Clock Hours</b> <b>Lecture: 46 Hours</b>	<b>4 Semester Credit Hrs.</b> <b>Lab: 38 Hours</b>
Students in this course will learn and practice using a common medical records management software application in a simulated medical office. Students will learn and practice entering patient information, posting charges, payments, running financial reports and filing insurance claims.		
<b>Prerequisite:</b> MED04/MED05	Tuition: \$2,100	Book: \$100
<b>Medical Law, Ethics &amp; Professionalism</b>	<b>MED10 24 Clock Hours</b> <b>Lecture: 12 Hours</b>	<b>0.5 Semester Credit Hrs.</b> <b>Lab: 12 Hours</b>
This course introduces students to the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Students will learn legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health.		
<b>Prerequisite:</b> None	Tuition: \$600	Book: \$95
<b>Externship</b>	<b>MED13 120 Clock Hours</b>	<b>2.5 Semester Credit Hrs.</b>
Upon successful completion of all academic courses in the student's Allied Health program, the student participates in an Externship at an approved facility. The Externship enables students to work in the medical environment and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating facilities and under the supervision of a person with appropriate instructor credentials.		
<b>Prerequisite:</b> All Academic Courses in the Assigned Program.		
	Tuition: None	Book: None
<b>Pharmacy Calculations</b>	<b>MED15 78 Clock Hours</b> <b>Lecture: 48 Hours</b>	<b>4.0 Semester Credit Hrs.</b> <b>Lab: 30 Hours</b>
Students will learn to use pharmaceutical mathematics including reading, interpreting, and solving calculations problems encountered in the preparation and distribution of drugs; conversion of measurements with the apothecary and metric systems with emphasis on the metric systems of weights and volume. The course includes students' ability to use percentage, dilutions and concentration, mill equivalents, units, intravenous flow rates, as well as solving dosage problems		
<b>Prerequisite:</b> MED16	Tuition: \$1,950	Book: \$150
<b>Fundamentals of Pharmacy Practice</b>	<b>MED16 78 Clock Hours</b> <b>Lecture: 48 Hours</b>	<b>4.0 Semester Credit Hrs.</b> <b>Lab: 30 Hours</b>
The student will gain a basic knowledge and introduction to the technician's role in pharmacy. Students learn the laws and regulations associated with pharmacy; the details of community-based and health-system based operations; the inventory management; and introduction to compounding and preparation of sterile products. The students will learn to read prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment.		
<b>Prerequisite:</b> MED04	Tuition: \$1,800	Book: \$155



# Workshop Descriptions Continued

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## ALLIED HEALTH COURSES

### Pharmacology

**MED17 78 Clock Hours**

**4.0 Semester Credit Hrs.**

**Lecture: 48 Hours**

**Lab: 30 Hours**

Students will learn the therapeutic agents and their effects on the human body and their role in the management of disease. The course provides information regarding drug dosages, side effects, interactions, toxicities and incompatibilities. Students will learn the administration of drugs to pediatric, neonatal and geriatric patients. This background allows student to make informed decisions when assisting the pharmacist in dispensing drugs thus enabling the technician to play an active role in avoiding errors.

**Prerequisite:** MED04, MED15

Tuition: \$1,800

Book: \$155

### Computers in the Pharmacy

**MED18 18 Clock Hours**

**0.0 Semester Credit Hrs.**

**Lecture: 6 Hours**

**Lab: 12 Hours**

The students in this course will learn and practice using a common pharmacy management software application. Students will be able to practice entering patient information, entering prescriptions, running reports, tracking inventory, entering nursing home data, and printing and applying labels.

**Prerequisite:** MED15, MED16, MED17 Tuition: \$450

Book: \$90

### Phlebotomy

**MED19 60 Clock Hours**

**3.0 Semester Credit Hrs.**

**Lecture: 30 Hours**

**Lab: 30 Hours**

The course is designed to train students to perform a variety of blood collection methods using proper techniques and precautions including vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture specimen collection on adults, children, and infants. Students will have hands on training in specimen handling, processing, and accessioning. Emphasis will be placed on students practicing infection prevention, proper patient identification, proper labeling of specimens and quality assurance.

**Prerequisite:** None

Tuition: \$1,500

Book: \$95

### Certification Test Preparation

**MED21 24 Clock Hours**

**1.0 Semester Credit Hrs.**

**Lecture: 8 Hours**

**Lab: 16 Hours**

This course is a review of the activities and responsibilities that a pharmacy technician may perform as part of his/her job. The review course will cover PTCB's 9 knowledge domains areas for pharmacy technicians. The student's skills will be assessed in both pre and post subject matter evaluations. Testing tips, time competency, and skills testing are included.

**Prerequisite:** MED15, MED16, MED17, MED18

Tuition: \$600

Book: \$55

### CPR

**MED22 8 Clock Hours**

**0.0 Semester Credit Hours**

**Lecture: 2 Hours**

**Lab: 6 Hours**

Students will be trained in CPR and Basic Life Safety using the American Heart Association guidelines. Students will practice CPR techniques as well as techniques to assist a choking victim.

**Prerequisite:** None

Tuition: \$200

Book: \$15

# Workshop Descriptions Continued

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## ALLIED HEALTH COURSES

**Insurance Billing & Reimbursement**      **MED26 102 Clock Hours**      **5.0 Semester Credit Hrs.**  
**Lecture: 60 Hours**      **Lab: 42 Hours**

This course introduces students to the field of insurance billing and reimbursement. Students learn the principles and practices of effective records management for electronic records systems. Students will learn alphabetic indexing, electronic file management, subject and numeric records management, and the relationship between electronic and image records.

**Prerequisite:** MED04/MED05      Tuition: \$2,550      Book: \$150

**Basic Pharmacology**      **MED27 24 Clock Hours**      **0.5 Semester Credit Hrs.**  
**Lecture: 12 Hours**      **Lab: 12 Hours**

The course introduces students to the study of medications and drugs. Students will learn the sources of drugs, their generic and brand names, the legal classification of drugs, routes and drug administration and describe drug interactions.

**Prerequisite:** MED04/MED05      Tuition: \$600      Book: \$95

**Clinical Procedures and Lab**      **MED28 72 Clock Hours**      **3.5 Semester Credit Hrs.**  
**Lecture: 40 Hours**      **Lab: 32 Hours**

The course prepares the student to be part of a medical team with the necessary skills. Students will learn to administer basic first aid, to assess vital signs, to prepare and to educate patients, to perform basic clinical therapies, and to create appropriate documentation. Students will also learn to setup an examination room, learn minor surgical procedures, demonstrate the basic principles of radiology, and learn to administer injections and medications.

**Prerequisite:** MED04/MED05      Tuition: \$1,800      Book: \$175

**Medical Office Procedures**      **MED29 54 Clock Hours**      **2.5 Semester Credit Hrs.**  
**Lecture: 30 Hours**      **Lab: 24 Hours**

The course provides students with the various skills used in the medical office. Students will learn the opening and closing procedures of the office, the front and back office functions, medical records, appointments and scheduling, and charting. Students will also learn the billing methods used in a medical office and the different types of health insurance.

**Prerequisite:** MED04/MED05      Tuition: \$1,350      Book: \$125

**Nutrition**      **MED30 54 Clock Hours**      **2.5 Semester Credit Hrs.**  
**Lecture: 30 Hours**      **Lab: 24 Hours**

This course focuses on the basic concepts of nutrition and the application of nutritional principles to wellness across the lifespan. Students will learn the general understanding of nutrition and health, the functions and importance of fats, carbohydrates, proteins, vitamins, and minerals, and the relationship between nutrition and exercise in weight management.

**Prerequisite:** MED04/MED05      Tuition: \$1,350      Book: \$145

# Workshop Descriptions Continued

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## ALLIED HEALTH COURSES

**Weight Management and Wellness**      **MED31 54 Clock Hours**      **2.5 Semester Credit Hours**  
**Lecture: 30 Hours**      **Lab: 24 Hours**

The course introduces students to the importance of weight management and a healthy life style. Students will learn the components of wellness, principles of exercise for fitness, stress management, improving flexibility, body composition and health, weight control and steps in preventing diseases.

**Prerequisite:** MED04/MED05/MED30      Tuition: \$1,350      Book: None

**EKG Introduction**      **MED32 24 Clock Hours**      **0.5 Semester Credit Hour**  
**Lecture: 12 Hours**      **Lab: 12 Hours**

The course introduces the student to the EKG machine, function, and operation. The student will learn the controls and function of the EKG machine and the location of the sensors. The student will be introduced to printouts and interpretations.

**Prerequisite:** MED05 and MED28      Tuition: \$600      Books: None

**Introduction to Hospital Billing**      **MED33 60 Clock Hours**      **3.0 Semester Credit Hrs.**  
**Lecture: 30 Hours**      **Lab: 30 Hours**

In this course, the students will learn and practice the fundamentals of the coding and billing related to the hospital environment. The students will learn and practice Evaluation and Management coding, procedural coding from each section of the CPT-4 manual, in addition to diagnosis and procedural coding utilizing the ICD-9-CM volumes 1, 2, and 3. Students will be introduced to the HCPCS level II and ICD-10 coding systems for hospitals.

**Prerequisite:** MED04/MED05/MED07      Tuition: \$1,500      Books: \$165

**Sterile Product Certification**      **MED37 40 Clock Hours**      **1.5 Semester Credit Hrs.**  
**Lecture: 20 Hours**      **Lab: 20 Hours**

The course prepares the student to become certified in IV Sterile Products. The student will learn the need for sterile products, the importance that the parenteral administration route must be sterile, the importance of aseptic technique, and know how to calculate, and how to manipulate supplies such as needles, filters and syringes.

**Prerequisite:** MED15/MED16/MED17      Tuition: \$1,000      Books: \$55

**Compounding Certification**      **MED38 40 Clock Hours**      **1.5 Semester Credit Hrs.**  
**Lecture: 20 Hours**      **Lab: 20 Hours**

The course prepares the student to become certified in Compounding Techniques. The student will learn topics related to extemporaneous and non-sterile pharmaceutical compounding. The student will learn the equipment, supplies, quality assurance and record keeping associated with compounding in a pharmacy. In addition the student will have hands on training in the use of capsules, creams, medicated lollipops, solutions, coloring/flavoring and PLO Gels.

**Prerequisite:** MED15, MED16, MED17      Tuition: \$1,000      Books: \$55

**Career Development**      **CDV01 24 Clock Hours**      **1 Semester Credit Hours**  
**Lecture: 12 Hours**      **Lab: 12 Hours**

The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, manage time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted.

**Prerequisite:** None      Tuition: \$600      Book: None

# Medical Seminar

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## **CERTIFIED CODING ASSOCIATE (CCA) EXAM PREPARATION**

A review of the comprehensive conventions and guidelines of ICD9, CPT, HCPCS and other coding systems. AHIMA Competencies and Standards of Ethical Coding review and practice are included. The student's skills will be assessed in both pre and post subject matter evaluations. Testing tips, time competency and skills testing are included both on paper and computer based.

CLASS HOURS: 8

Tuition	\$250
Registration	50
Supplies	40
Total Cost	\$340

# Workshop Descriptions Continued

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## BUSINESS ACCOUNTING COURSES

<b>Computer Fundamentals</b>	<b>MED01 72 Clock Hours</b>	<b>3.5 Semester Credit Hrs.</b>
	<b>Lecture: 40 Hours</b>	<b>Lab: 32 Hours</b>

This course is an introduction to the use of the computer in business. Students will write letters, create forms, and format documents in Microsoft Word. This course will also include creating and formatting spreadsheets in Microsoft Excel. Included in the course will be printing documents, performing basic research on the Internet and effectively using the tools available in Microsoft Internet Explorer.

Prerequisite: None	Tuition: \$1,800	Book: \$150
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<b>Business Communications I</b>	<b>ACC02 24 Clock Hours</b>	<b>0.5 Semester Credit Hours</b>
	<b>Lecture: 12 Hours</b>	<b>Lab: 12 Hours</b>

This course is designed for students to develop and practice written communication in the workplace. Listening and reading comprehension will also be addressed. This course will also emphasize the meaning and importance of writing coherently, concisely, and with purpose using correct grammar and acceptable writing techniques. By the end of the course students will be able to provide effective written communication.

Prerequisite: None	Tuition: \$600	Book: \$35
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<b>Business as a Proprietorship</b>	<b>ACC03 88 Clock Hours</b>	<b>3.5 Semester Credit Hours</b>
	<b>Lecture: 28 Hours</b>	<b>Lab: 60 Hours</b>

The participant will learn the basic principles of accounting and the basic equations for assets and liabilities. The student will also learn about debits and credits and how to record transactions in a general journal and post them to a general ledger. They will learn how to control cash and make a work sheet prior to preparing financial statements as well as recording adjusting and closing entries. The student will practice these activities using practice exercises and doing a complete practice set for a proprietorship.

Prerequisite: None	Tuition: \$2,200	Book: \$285
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<b>Corporate Accounting</b>	<b>ACC04 96 Clock Hours</b>	<b>4 Semester Credit Hours</b>
	<b>Lecture: 30 Hours</b>	<b>Lab: 66 Hours</b>

In this class, the participant will learn to journalize purchases, cash payments, sales, and cash receipts using special journals as well as posting to general and subsidiary ledgers. The student will learn to prepare a payroll, do payroll accounting, taxes, payroll reports, distribute dividends, and prepare a worksheet for a merchandising business. They will also learn to prepare financial statements for a corporation and record adjusting and closing entries for a corporation. The student will practice these activities using practice exercises and doing a complete practice set for a corporation.

Prerequisite: ACC03	Tuition: \$2,400	Book: None
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<b>Corporation and Partnership</b>	<b>ACC05 112 Clock Hours</b>	<b>4.5 Semester Credit Hours</b>
	<b>Lecture: 34 Hours</b>	<b>Lab: 78 Hours</b>

Students in this course will learn to do accounting for uncollectible accounts receivable, plant assets and depreciation, inventory, notes and interest, and accrued revenue and expenses. End of fiscal period work for a corporation will also be learned. The student will practice these activities using practice exercises and doing a complete practice set for a merchandising business organized as a corporation. Students will learn how to form a partnership, distribute net income, do owner's equity statements, and dissolve a partnership. Participants will also learn to record international and internet sales.

Prerequisite: ACC04	Tuition: \$2,800	Book: None
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# Workshop Descriptions Continued

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## TECHNOLOGY COURSES

<b>Network+</b>	<b>CMT03 72 Clock Hours</b> <b>Lecture: 40 Hours</b>	<b>3.5 Semester Credit Hours</b> <b>Lab: 32 Hours</b>
This course is an introduction to networking technology and terminology. Students will learn how to do the planning, implementation, and optimization of Local Area Networks (LAN). Wide Area Networks (WAN) are discussed and the differences between LANs and WANs are reviewed. Students will learn and practice connecting network components, and discuss LAN/Internet administration, and perform user support and network troubleshooting tasks.		
<b>Prerequisite:</b> None	Tuition: \$2,160	Book: \$150
<b>A +</b>	<b>CMT04 120 Clock Hours</b> <b>Lecture: 70 Hours</b>	<b>5 Semester Credit Hours</b> <b>Lab: 50 Hours</b>
This course is designed to give the students the necessary competencies of an IT professional in a corporate environment. Students will learn skills including installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance of personal computer hardware and operating systems. This course was developed for students entering the information technology (IT) profession and it teaches the fundamentals of configuring, supporting, and administering Personal Computer systems.		
<b>Prerequisite:</b> None	Tuition: \$3,600	Book: \$150
<b>Client Operating Systems</b>	<b>NET13 72 Clock Hours</b> <b>Lecture: 40 Hours</b>	<b>3.5 Semester Credit Hours</b> <b>Lab: 32 Hours</b>
In this course, students will learn and perform the installation and configuration of the operating system as well as how to set up users, system profiles, and policies relating to the operating system. Students will perform fault isolation and correction of the operating system. Students will also learn the use of Virtual Machine Manager.		
<b>Prerequisite:</b> CMT03	Tuition: \$2,160	Book: \$300
<b>Active Directory &amp; Client Operating Systems</b>	<b>NET14 72 Clock Hours</b> <b>Lecture: 40 Hours</b>	<b>3.5 Semester Credit Hrs.</b> <b>Lab: 32 Hours</b>
This course provides students with the knowledge and skills to implement, manage, and maintain a network infrastructure. Students will apply server tasks including implementing routing; implementing, managing and maintaining Protocols (DHCP), (DNS), and (WINS); IP traffic and certificates; implementing a network access infrastructure; and managing and monitoring network access.		
<b>Prerequisite:</b> NET13	Tuition: \$2,160	Book: \$150
<b>Microsoft Office</b>	<b>NET15 72 Clock Hours</b> <b>Lecture: 40 Hours</b>	<b>3.5 Semester Credit Hours</b> <b>Lab: 32 Hours</b>
This course provides students with an introduction to Microsoft Office. Students will learn to use the various features and tools of Word, Excel, and Outlook through step by step how-to exercises. Students will learn to create documents and forms as well as Mail Merge and formulas.		
<b>Prerequisite:</b> None	Tuition: \$1,800	Book: \$150
<b>IT Professional Communications</b>	<b>NET17 24 Clock Hours</b> <b>Lecture: 12 Hours</b>	<b>0.5 Semester Credit Hours</b> <b>Lab: 12 Hours</b>
This course provides students with the how-to skills in providing strong communication and service as IT professionals. Students will learn strategies to deal with customers and communicating in a multicultural environment. Students will learn the use of written communication in the field by documentation, emails, memos, and other communication techniques.		
<b>Prerequisite:</b> None	Tuition: \$600	Book: \$110

# Workshop Descriptions Continued

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## TECHNOLOGY COURSES

**Introduction to Routers and Switches**      **CCN01 60 Clock Hours**      **3.0 Semester Credit Hours**  
**Lecture: 40 Hours**      **Lab: 20 Hours**

This introduction to routers course teaches the basic skills necessary to configure Cisco switches and routers in multi-protocol internetworks. Students will learn and apply the fundamentals of interconnecting Cisco network devices.

**Prerequisite:** Network+      Tuition: \$1,800      Book: \$250

**Advanced Concepts in Routing & Switching**      **CCN02 72 Clock Hours**      **3.5 Semester Credit Hrs.**  
**Lecture: 40 Hours**      **Lab: 32Hours**

This course provides the student with practical knowledge to identify the Cisco product that best meets the WAN connection requirements; assemble and configure Cisco equipment to establish appropriate WAN network connections; enable protocols and technologies that allow traffic flow between each site; implement quality-of-service capabilities; and implement access-control measures.

**Prerequisite:** CCN01      Tuition: \$2,160      Book: None

**Security +**      **SEC03 60 Clock Hours**      **3 Semester Credit Hours**  
**Lecture: 40 Hours**      **Lab: 20 Hours**

This course provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.

**Prerequisite:** None      Tuition: \$1,800      Books: \$150

**Configuring Advance Server Services**      **NET20 72 Clock Hours**      **3.5 Semester Credit Hours**  
**Lecture: 40 Hours**      **Lab: 32 Hours**

In this course, students will gain the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. Students will cover the necessary administrative responsibilities, such as implementing server images, user and group management with Active Directory Domain Services (AD DS) and Group Policy, remote access, network policies, data security, and monitoring and updating management.

**Prerequisite:** NET13, NET14      Tuition: \$2,160      Book: \$150

**Configuring Private Cloud Solutions**      **NET21 84 Clock Hours**      **4.0 Semester Credit Hours**  
**Lecture: 50 Hours**      **Lab: 34 Hours**

This course provides students with the various components of System Center and how to deploy, monitor and support a service and prepackaged applications in to the private cloud as well as automating incident creation, remediation and change requests. Students will learn private cloud infrastructure, the business and technical drivers behind the implementation, and how System Center 2012 can be used to monitor and operate the private cloud infrastructure. Students will learn how to configure and optimize a new business unit cloud as well as how to deploy pre-packaged applications and create a new service template to deploy a service into the cloud. Students will also learn about problem management and how to use it within a service management framework using Service Manager. Students will learn how to provide automated self service provisioning and how to protect and recover the resources in the private cloud. Students will learn how to implement IT Governance, Risk Management, and Compliance (GRC) in a private cloud. They will configure the environment to verify whether key private cloud infrastructure is correctly patched and updated, and will check for compliance across key Service Components and remediate non-compliant items. Students will learn how to provide surfacing service and performance-related data and how to optimize Cloud Resources.

**Prerequisites:** NET13, NET14, NET20      Tuition: \$2,520      Book: \$150



# Workshop Descriptions Continued

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## TECHNOLOGY COURSES

**Monitoring Private Cloud Technologies**      **NET22 84 Clock Hours**      **4.0 Semester Credit Hours**  
**Lecture: 50 Hours**      **Lab: 34 Hours**

This course will provide students an overview of a private cloud infrastructure, the business and technical drivers behind the implementation, and how System Center 2012 can be used to monitor and operate the private cloud infrastructure. Students will learn how to configure and optimize a new business unit cloud as well as how to deploy pre-packaged applications and create a new service template to deploy a service into the cloud. Students will learn how System Center Operations Manager is used to monitor the various services that underpin the private cloud and will gain a deep insight into the Application Performance Monitoring (APM) feature of Operations Manager to monitor the performance and availability of an application. Students will learn about the core functionality of Service Manager and learn how to create and manage change requests, incidents, and release records as well as the security model behind Service Manager. Students will also learn about problem management and how to use it within a service management framework using Service Manager. They will perform custom event monitoring in Operations Manager and then use it to identify and route incidents and problems to Service Manager, providing automatic incident creation, remediation and change requests.

**Prerequisite:** NET20, NET21      **Tuition:** \$2,520      **Book:** \$150

**Career Development**      **CDV01 24 Clock Hours**      **1 Semester Credit Hours**  
**Lecture: 12 Hours**      **Lab: 12 Hours**

This course enables students to develop and plan for career advancement. Students will learn: resume writing, interviewing, networking, effective communication, managing time effectively, and prioritizing multiple tasks. Students will learn and practice effective job search methods and the use of internet based websites in the job search. One on one mock interview will be conducted.

**Prerequisite:** None      **Tuition:** \$600      **Book:** None

# Student Information

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## FACILITIES

CCI Training Center has two convenient locations in the Metroplex located at: 770 East Road to Six Flags, #140, Arlington, Texas 76011 and 9850 North Central Expressway, #246, Dallas, Texas 75231. Each campus is equipped with computer networks, individual computer workstations for each student and internet accessibility. Our average student to instructor ratio is 12:1. The maximum student to instructor ratio is 25:1.

CCI Training Center does not offer study abroad.

## HOURS OF OPERATION

School: 8:00 AM to 10:00 PM, Monday-Thursday; 8:00 AM. – 5:00 PM., Friday

Administration Offices: 8:00 AM to 7:00 PM, Monday-Thursday

Administration Offices: 8:30 AM to 5:30 PM, Friday

After hours counseling is available by appointment.

The school's optional Interactive Distance Learning (blended/hybrid) full-day or part-time evening schedule are two days on campus and two days online. On campus schedule is either Monday/Wednesday or Tuesday/Thursday; 8:00AM – 5:00 PM or 6:00 PM – 10:00 PM. Any student has the option to attend all four days on campus. Some workshops may be conducted Monday thru Thursday on campus, 8:00 AM – 5:00PM and / or 6:00PM – 10:00 PM.

## FLEX SCHEDULE

Students have the option to complete online labs/assignments during the day, evening or if available on weekends. This will allow day students to complete some of the lab assignments in the evening and vice versa. Students who would like to exercise this option must first obtain the approval of the instructor. During lab time, the room is treated as an open lab allowing any student in the program to use the lab equipment at any time based on availability and after the approval of the instructor in the room.

## SCHOOL HOLIDAYS

New Year's Day  
 Martin Luther King Day  
 Memorial Day  
 Independence Day  
 Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving  
 Christmas Eve  
 Christmas Day

# Student Information Continued

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## ADMISSION PRE-REQUISITES

All program, seminar and workshop participants must have completed a high school education or GED equivalent. Home school graduates are required to have a GED. Upon completion of the Admissions Application and Agreement, an interview with a Training Coordinator in person, and payment of a \$20 application fee a student may be admitted to CCI. The application fee will be credited towards the registration fee. Applicants not accepted by the school or who cancel the application within five business days will receive a refund of the application fee. Students working with a government agency are required to provide a confirmation from the agency within ten days to avoid being charged an application fee. Tuition and fees may be paid by cash, check, credit card, loans, grants, and scholarships. CCI Training Center is an equal opportunity establishment providing services and employment opportunities on the basis of merit, and with no distinction on the basis of race, color, religion, sex, age, national origin, or disability. Students with special needs will need approval by the Director. The school has a policy to provide reasonable accommodations as applicable in compliance with ADA guidelines. School facilities meet all the requirements of ADA.

## ENROLLMENT PRE-REQUISITES

1. CCI uses the Wonderlic Scholastic Level Exam (SLE) or the TABE (Test of Adult Basic Education) evaluation exam. An applicant can sit for the Wonderlic exam a maximum of three attempts.

A score of 14 on the Wonderlic or 8<sup>th</sup> Grade or the TABE is required for the following programs:

- Business Accounting
- Computer Support Tech, PC Technician I, PC Technician II
- Health Information Specialist, Medical Insurance Specialist
- Medical Records Technician, Electronic Medical Records
- Medical Assisting with Nutrition & Weight Management
- Phlebotomy Technician

A score of 18 on the Wonderlic or 10<sup>th</sup> Grade on the TABE is required for the following programs:

- Pharmacy Tech & Lab Procedures
- Computer & Network Administration, Cisco CCNA Training,
- MS Network Administration
- Computer & Network Administration, Private Cloud; Private Cloud

A candidate may be exempt from the Wonderlic exam if one of the following requirements is met:

- Completed a four year college degree
- Completed English and Math course at the college level with a passing grade of C or better reported on the transcript
- Submission of a nationally recognized test taken within the prior twelve month period demonstrating a minimum 8th grade proficiency in math and reading comprehension when measured against a national standard.

2. A copy of the student's diploma, high school transcript, or GED is required for the student file.

**Note:** Candidates for the Pharmacy Tech & Lab Procedures program must understand that industry and/or government standards may prohibit certification or licensing for candidates who have a history of criminal misconduct. It is the students' ultimate responsibility to be aware of such regulation. Such misconduct may include felonies or drug or pharmacy related misdemeanors. Candidates must register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy which includes fingerprinting and charges associated with fingerprinting. The school will assist the students to register with the state but is not responsible or accountable if application is denied. Before going to an externship students must pass a drug test and have started the Hepatitis B immunization series. The school is not responsible if the student fails such tests.

The enrollment pre-requisites do not apply to students enrolled only in seminars, students sponsored by their employers and/or students in Continuing Education Workshops.

# Student Information Continued

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## ADVANCED PLACEMENT

Students may transfer credits from post-secondary institutions that are accredited by an agency recognized by the U. S. Department of Education. A transcript must be presented with credits earned in the last seven years with a grade of "C" or higher. The course must be included in the program in which the student is enrolling. Students may also request to test out of some of the basic courses based on prior work experience. There is \$ 25.00 fee for the administration of each placement exam. A student can be placed out of no more than four courses in any one program of study. A request for advanced placement must be completed in writing prior to admission to the school and prior to the first day of class. Tuition will be adjusted by multiplying the number of remaining credit hours in the subject scheduled at CCI Training Center by the average hourly rate for the program. Advance placement reduces the amount available for financial aid.

An advanced placement decision may be appealed to the School Director in writing before the student enrolls. The School Director will answer the appeal in writing. Permission to advance to the next subject may be granted only by the School Director.

If a student wishes to attempt to transfer credit to another institution, CCI Training Center will provide the student with a transcript and course syllabus, if the charges for all tuition, fees, and books have been paid. CCI makes no guarantee of transfer of credits earned at the school to any other institution. The student must consult with admissions department of that institution.

## CLOCK HOURS AND SEMESTER CREDIT HOURS

All programs are based on semester credit hours. In compliance with the State licensing, classes and programs are listed in both clock hours and academic semester credit hour as defined by career Schools & Colleges, TWC State agency. According to the State definition, one academic semester credit hour is equal to a minimum of: (A) 15 hours of classroom lecture; (B) 30 clock hours of laboratory experience; or (C) 45 clock hours of externship. In addition, all classes require homework. As such, students must take and pass homework quizzes in the classroom. For Federal Financial Aid purposes; consult with the Financial Aid Office.

# Student Information Continued

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## FINANCIAL AID

Many government agencies provide funds to pay for approved job training programs. Grants are offered by the Texas Workforce Commission for the Workforce Investment Act and the Trade Adjustment Act for those who qualify. Grants are also available from the Texas Department of Assistive and Rehabilitative Services and the Veterans Administration. Requests for these programs are made directly with the appropriate agency. CCI also participates in federal student financial aid programs offered by the US Department of Education. CCI participates in Pell Grants, Stafford Subsidized Loans, Stafford Unsubsidized Loans and Parent PLUS Loans through the US Department of Education. The loans can range in length from six months to as long as fifteen (15) years dependent upon the contract made between the borrower and the lending agency. Several of the loan programs offer a deferred payment of the principal while the student is attending training and/or an additional payment deferment of up to six months after the program completion. Students receiving Federal Loans may request a deferment while serving in the Peace Corps, under the Domestic Volunteer Service Act, or as a volunteer for a tax exempt organization of demonstrated effectiveness to the field of community service. Students are considered full time if they attend classes twenty-four (24) or more hours per week. If students attend classes twelve (12) or more hours per week but less than twenty-four (24) hours per week, they are considered half time. The school also offers private student loans to qualified students to supplement other funding. These loans are processed by a third party.

Some loan approvals are based on an acceptable credit history. Loan applicants who cannot meet the loan criteria may become eligible for a loan with a qualified co-borrower as outlined by the financial institution or government agency. Students receiving loans who become delinquent in their payments may be referred to a third party collection agency.

### **CCI Training Center also offers three scholarships:**

**Agency Scholarship** is offered for those who are recipients of TWC Funding. The scholarship is applied to the unmet portion of tuition, books, supplies, and fees that agency funding does not cover. This scholarship may not be combined with any other scholarship sponsored by CCI Training Center. Any such scholarship will apply to the students account at the completion of their program. The scholarship will be voided if the student withdraws.

**Veterans Scholarship** of \$1,000 is available to Iraq and Afghanistan veterans and is first applied to tuition, books, supplies, and fees. If all tuition, books, supplies, and fees are fully paid the scholarship funds will be disbursed in equal monthly payments during the veteran's attendance period at CCI. A veteran must make application for the scholarship before the first day of class. The scholarship will be voided if the veteran does not meet the attendance standards stated in the catalog. If the veteran drops out of school any amount disbursed will be charged back to the veteran. This scholarship may not be combined with any other scholarship sponsored by CCI Training Center.

**Director's Scholarship** is offered for those who qualify and make application before enrollment. The applicant must submit an essay explaining the need and circumstances and if requested must submit a resume and/or a transcript. The maximum amount of the scholarship is \$2,000. The scholarship is awarded by the School Director based on the applicants financial dilemma, academic background, and work experience and must be applied to tuition, books, supplies and fees. The scholarship is voided if the student does not meet the academic or attendance standards stated in the catalog. If the student drops out of school any amount disbursed will be charged back to the student and the scholarship may not be combined with any other scholarship sponsored by CCI Training Center.

For detailed information on available Financial Aid Programs, an appointment should be made with a CCI Training Center Financial Aid Coordinator.

Students are billed the full amount of their program when they start attending. Under contractual agreements with the Workforce Investment Act, TWC agencies, billing cycles to such agencies are in reference to prior agreements.

# Student Information Continued

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## ATTENDANCE REQUIREMENTS

CCI offers workshops, in a blended/hybrid format, with more than 50% of attendance on campus. Students have the option to attend all four days on campus. The school provides a student sign-in logbook to track daily attendance that students are required to fill out and sign. Workshops, in the blended format, will track attendance of the off-site portion utilizing Learning Management System software. In order to successfully complete their program, students who choose to utilize the blended/hybrid format must make a commitment to both on campus and online portion as scheduled. Students who fail to maintain the pace and complete the distance learning segment of each workshop online will be required to attend all four days each week on campus allowing them the opportunity to utilize school equipment to complete the distance learning portion until they receive instructor approval to the contrary.

If an emergency or illness occurs, a student should contact the instructor or the school, ahead of time if possible, to notify administration of an absence. If a student misses a class, it is the student's responsibility, outside of regular class time, to discover what was missed and the assignments that were given. A missed final exam must be made up within one week of the date of the original final exam.

A student could be withdrawn for one or more of the following absences:

- The lesser of ten consecutive school days or fourteen calendar days
- 20% of the total clock hours in a program.
- Anytime that a student fails to return from an approved leave of absence.

Students whose enrollments are terminated in consideration of the attendance policy may not reenroll before the start of the next progress evaluation period.

A student must attend eighty percent (80%) of the total class hours in any program in order to be considered completed.

There is no making up of hours unless a student is on probation. No more than five percent (5%) of the total credit hours for a program may be made up. In submitting make up work, the student must demonstrate the same level of knowledge or competence as a student who attended the scheduled class session. All make up work must be supervised by an instructor approved for the class being made up and completed within two weeks of the absence. Make up work must be documented as being completed with the date, time, duration of the make-up session, and the name of the qualified supervising instructor. The documentation must be signed and dated by the student to acknowledge the make-up session.

Estimated program completion length is based on the required clock hours in a normal school calendar. The actual program completion length is dependent on length of program, attendance, student performance and the published school calendar. The school reserves the right to revise the school calendar at any time.

## TARDINESS POLICY

Any student who arrives later than 15 minutes after the scheduled start time of any class shall be considered tardy. Any student who leaves earlier than 15 minutes before the scheduled end time of any class shall be considered tardy. All tardiness are recorded on the daily attendance sheet by the instructor and recorded on the master attendance spreadsheet. If a student is excessively tardy, counseling by the School Director will be required.

# Student Information Continued

## GRADING AND RETAKE POLICY

Students will receive a certificate of program completion from CCI Training Center after achieving a minimum grade average of C or greater for each workshop included in the program and after attending a minimum 80% of the total program hours and meeting all financial obligations. Students requiring remedial help will be given a period of up to one hundred and fifty percent (150%) of the length of the program attempted to successfully achieve the necessary grade average in each workshop that is required for graduation. Estimated program completion dates are based on the required class hours attended by the student, student performance and the published school calendar.

**All tests and final exams are completed on-campus for both campus based and blended delivery programs.**

Each program contains several different combinations of periodic quizzes, graded laboratory exercises, and final exams, given by the instructor. Students also receive grade point credit for actively participating in class discussions, distance learning discussions and online postings if applicable, homework, and maintaining a satisfactory attendance record. Student progress is documented in the Master Student Registration. Progress reports are provided to the student and/or the sponsoring agencies at the end of each subject as required by contract or by specific request. If a student is unsuccessful on a final exam, they have one week to retake the final exam. If a student has to retake a course, there is no additional charge of tuition. The final grade for each subject and the final grade for the completed program are calculated as follows:

<u>Grade Scale</u>		<u>Basis of Grade</u>	
A = Outstanding	90% -100%	Homework	10%
B = Above Average	80% - 89%	Lab Assignments/Tests	30%
C = Average	70% - 79%	Final Exam	40%
F = Failing	69% and Below	Class / IDL Participation	10%
		Attendance	10%

## EXTERNSHIPS

Students whose program includes an externship must accept and complete the externship assigned to them by the School prior to graduation. An externship may start up to several weeks from the completion of class and may relate to any segment of the program and be in any subject or topic covered by the program. If a student leaves or is fired from an externship before completion, it will be the responsibility of that student to find another externship site. Graduation from such a program requires the completion of the externship. Students will bear all financial responsibility if they fail to complete the program successfully. If an externship is not started within ten class days after completing class work, the student will be placed on a Leave of Absence until the externships starts unless the following conditions are met.

A student awaiting selection of an externship site must be in attendance at least once each week to perform one or more of the following tasks:

- Meet with the placement coordinator to work on finding a suitable externship
- Work on updating a resume
- Perform mock interviews
- Performing searches, sending emails, and making phone calls to secure an externship

If these conditions are met, the individual will be considered a current student.

# Student Information Continued

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## SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is achieved when the student earns a grade of C or greater in each of the subjects associated with a CCI Training Program and attends a minimum of 80% of the total class hours assigned to the program. All students receiving Federal funding are evaluated for Satisfactory Academic Progress (SAP) twice during the length of their enrollment. The first Satisfactory Academic Progress (SAP) report is evaluated after the student completes the first 30 days in their program. The second Satisfactory Academic Progress (SAP) report is evaluated at the end of the first payment period which is the midpoint of the program in credit hours and weeks. This does not occur until the student has successfully completed at least one-half of the program credits or clock hours. All students are evaluated for satisfactory progress at the scheduled end of the program. In order to reach Satisfactory Progress, a student must complete and pass one workshop and have good standing in their attendance. Students not making satisfactory progress will be notified at the time of the evaluation. Upon request, CCI Training Center will provide progress reports to the student's sponsoring agency or institution. All students participating in the Federal Grant Program through the US Department of Education must meet the minimum Satisfactory Academic Progress (SAP) requirements to continue to receive funds.

Satisfactory Academic Progress (SAP) is measured qualitatively, by review of the grades in each course completed, quantitatively, by review of the cumulative attendance rate, and overall against a maximum timeframe of 150% of the program length attempted. Satisfactory progress is defined as a minimum passing grade of C in each course and an attendance rate of at least 80% of the scheduled hours in the program. To successfully complete a program, the student must complete all program requirements within 150% of the program length measured in hours. For example, a 600 hour program must be completed within 900 attempted class hours.

A student may be placed on probation due to any of the following circumstances:

- Improper or unsafe use of school equipment or property.
- Violation of one or more of the school's regulations, such as proper attire and behavior.
- Not meeting Satisfactory Academic Progress (SAP) standards.
- Any act of violence.
- Other violations as determined by the Director.

The probation period is until the end of the evaluation period during which the student will be allowed to continue to attend classes. During the probation period the student will be expected to demonstrate that effective corrective action has been taken and the problem has been eliminated. Students will not graduate if their absenteeism exceeds the limits set forth in the CCI Attendance Policy. A student may also be terminated for not meeting the academic standards and failing to respond to the remedial education process recommended by CCI in accordance with Title 40, Texas Administrative Code, and Section 807.171-175. Students terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period has passed. All readmission applications are subject to review by the School Director. CCI will review the student's commitment to follow CCI guidelines for remedial training and/or the student's ability to demonstrate that necessary corrective measures are in place to ensure successful completion of their study. If a student achieves an unsatisfactory progress report for any subject, the student may elect to repeat the subject at no charge at a time that is convenient for the school but within no longer than one-half of the length of the program. If a subject is repeated the hours of both classes will count toward the clock hours completed and the highest grade will be recorded for the subject. After one-half the length of the program the student must apply for admission and re-enroll. In such case the student may qualify to receive advanced placement for classes previously completed and in which they received passing grades. If a student is terminated or withdraws and then subsequently re-enrolls, the credits completed before termination or withdrawal will count toward credit hours completed. Incompletes are not allowed. Noncredit remedial courses are not offered.

Any student not meeting the attendance requirement of eighty percent (80%), minimum grade requirement of C, or other satisfactory progress items during a probationary period will receive a written dismissal notice and if participating in a federal grant or loan program may lose some or all federal funding and will be required to pay tuition and any other costs by other means. The student may submit a written appeal of the dismissal addressed to



# Student Information Continued

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## SATISFACTORY ACADEMIC PROGRESS Continued

the School Director within five business days of the receipt of the notice. The appeal must document circumstances that have prevented the student from attaining satisfactory academic progress and provide evidence that changes have occurred to allow the student to meet the standards of satisfactory academic progress. The following circumstances will be considered in the appeal process: death in the family, serious illness in the family, the student or a member of the family victimized in a violent crime, or loss of home or property as the result of fire, flood or natural disaster. A written academic plan, before the appeal is granted, must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. The Executive Committee of the school will examine all written appeals and respond in writing within five business days. Students reinstated upon appeal will be on probation for the next evaluation period, during which the student must meet the terms and conditions set out in the committee's letter granting the appeal. A student who fails to maintain the terms of the academic plan will be terminated from the school and no appeal will be permitted. Students are limited to one appeal during the course of their education at CCI Training Center.

A student must complete a program in no more than one hundred and fifty percent (150%) of the normal program length in credit hours attempted. Leaves of Absence are excluded from this calculation.

CCI Training Center also has the right to appeal a student's eligibility for federal grant and loan funding eligibility if the school can determine there are mitigating circumstances that warrant a student to continue to receive federal aid although that student is not meeting the Satisfactory Academic Progress (SAP) policy. These circumstances include but are not limited to the student becoming ill or out of school for other reasons out of their control.

If applicable, funds allocated for certification exams, the exams must be completed within one year after the completion of the program.

## LEAVE OF ABSENCE AND PROGRAM INTERRUPTION

A student may be granted a Leave of Absence, if the School Director or Director of Education determines that the student has shown a good cause for such leave. A Leave of Absence request form stating the reason for the leave of absence must be signed by both the student and the School Director or Designee for the leave to become effective. The form will be placed in the student's permanent file.

A student may be on a leave of absence for a maximum of 180 calendar days during any enrollment period. Leave of absences cannot be longer than 50% of the length of the program. If a student fails to return on the specified date from an approved leave of absence, the student's enrollment will be terminated.

Each program consists of a series of workshops and must meet the minimum class size requirement before it is offered. Failure of a workshop to meet the minimum size requirements may affect the program graduation date.

## REQUIREMENTS FOR GRADUATION

Upon successful completion of all requirements specified in the catalog, the graduate will be awarded a certificate of completion from CCI Training Center.

In order to meet the academic requirements, students must complete all subjects in a program with a minimum of C or higher grade average, attend at least 80% of the clock hours of all subjects and complete an externship, if required. In order to receive a certificate of completion, students must meet all financial obligations to the school, complete a Career/Professional Development workshop, complete an exit interview with the Financial Aid Coordinator and complete an exit interview with the Career Services Department or Director of Education.

**Exit interviews for all programs must be completed on campus.**

# Student Information Continued

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## REFUND AND CANCELLATION POLICY

### 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, 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/GENERAL GUIDELINES

Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and the Christmas holidays will not be counted as part of the scheduled class attendance.

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) The lesser of ten consecutive school days or fourteen calendar days

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.

If a student enters a program and withdraws or is otherwise terminated after the cancellation period, the school 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.<sup>1</sup>

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.

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 re-enroll 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.

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<sup>1</sup> 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.

# Student Information Continued

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## REFUND AND CANCELLATION POLICY Continued

A full refund of all tuition and fees, applicable, 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
- (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 if mandated by the requirements for career schools and colleges.*

## REFUND POLICY/TITLE IV FUNDS

A federally mandated statutory schedule must be used to determine the amount of federal aid funds students have earned when they cease attendance. This schedule is based on the period the students were in attendance. The amount of federal aid earned is the percentage of the federal aid that has been earned, multiplied by the total amount of federal aid that was disbursed for the period. Any funds this pro-rata schedule show to be unearned must be returned to the aid programs by the students. This schedule will be used until 60 percent of the payment period has passed, after which all funds will be considered to have been earned. Upon request to the school director students and prospects will receive copy of refund policy with which the institution is required to comply for the return of unearned tuition and fees or other refundable portions of costs paid to the institution.

Government regulations may require that CCI Training Center return federal aid funds back to the government. This may result in student owing a significant amount at withdraw due to the return of financial aid. Therefore, students who receive any financial aid should discuss prior to withdrawal the financial implications of the withdrawal with the Financial Aid Administrator.

Repayment of other aid funds may also be required as the result of withdrawing from school. Contact the Financial Aid Administrator for more information.

The documented 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 receipt of written notice from the student.
- (c) The lesser of ten consecutive school days or fourteen calendar days.

If a student drops before sixty percent (60%) of the program completion, must repay a percentage of any federal financial aid they have received. A student will have 45 days to repay the debt to CCI Training Center. After 45 days, they must make arrangements with the Department of Education to repay the funds. Until the debt has been paid, a student will not be eligible to receive additional federal aid at any school.

# Student Information Continued

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## REFUND POLICY/ STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student who withdraws from the school 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, in accordance with the refund policy stated in the catalog for 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 re-enroll 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 80 percent of the required coursework for the program; and
  - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

## REFUND POLICY/SEMINARS

Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

The effective date of termination for refund purposes will be the earliest of the following:

- (a) the last date of attendance; or
- (b) the date of receipt of written notice from the student.

If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.

If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

A full refund of all tuition and fees is due in each of the following cases:

- (a) an enrollee is not accepted by the school;
- (b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or
- (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the establishment or representatives of the school.

# Student Information Continued

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## STUDENT GRIEVANCE POLICY

Grievances relating to the academic programs must be in writing and submitted to the Director of Education. If, in the judgment of the student, it becomes necessary to escalate the grievance, the students may submit their grievance in writing to the School Director's office. The School Director will then meet with the student to discuss the matter and attempt a resolution.

If, in the judgment of the student, the school is unable to resolve the situation to the satisfaction of the student the unresolved grievance may be submitted in writing to:

The Texas Workforce Commission  
 Career Schools and Colleges  
 101 E. 15th Street  
 Austin, TX 78778-0001

and/or

ACCET  
 Chair, Complaint Review Committee  
 1722 N Street, NW  
 Washington, DC 20036  
[www.accet.org](http://www.accet.org)

For more information about our graduation rates, the median debt of students who completed the program, and other important consumer disclosure information, please visit our website at [www.cci-training.com](http://www.cci-training.com).

CCI Training Center is owned by CCI Training Center, Incorporated. CCI Training Center, Incorporated is wholly owned by Dr. Martin Zandi.

## STUDENT RIGHTS TO ACCESS RECORDS

Students have the right to inspect and review the student's educational records maintained by CCI Training Center, except for financial records of the student's parent or guardian. The request must be in writing to the School Director. Records covered by FERPA will be made available within forty-five (45) days of the written request. Students have the right to request changes to their records by written request to the School Director. If CCI Training Center decides not to amend the record the student, then has the right to a formal hearing. If CCI Training Center still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view of the contested information.

FERPA, the Family Educational Rights and Privacy Act of 1974, pertains to the release of and access to student educational records.

Student records will not be released to another 2<sup>nd</sup> party without prior written consent from the student on the Release of Private Information form. CCI Training Center will honor the request from a former student to add or delete a Release of Private Information. Students will be asked to sign a release giving CCI Training Center permission to release information from a student's education record to potential employers.

CCI Training Center will disclose information from a student's record without the written consent of the student to appropriate CCI Training Center staff members who require access to educational records in order to perform their legitimate educational duties, officials of other schools in which the student seeks or intends to enroll, in connection with the student's application for or receipt of financial aid, and state, federal, and accrediting agencies as required.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office of the Department of Education, 400 Maryland Avenue SW, Washington, DC 2002-4605. Additional information is available at [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco).

# **Student Information** Continued

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## **STUDENT RIGHTS TO ACCESS RECORDS** Continued

At the post-secondary level, parents have no inherent right to access or inspect their child's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

In emergency or crisis situations, CCI Training Center may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

## **STANDARDS OF STUDENT CONDUCT**

Students who enroll in a program of study are expected to conduct themselves as they would under the employment of a public or private enterprise. Students shall obey all applicable local, state, and federal laws. No weapons are allowed on the CCI Training Center premises.

Students will, at all times, respect the rights of others and maintain responsible behavior conducive to the teaching and learning environment. Physical abuse and/or other conduct which endangers the health or safety of any person are prohibited. Any words or acts deliberately designed to disregard the safety of rights of another or intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful action will not be tolerated and may result in expulsion from school with no prior notice.

Creating, modifying, executing, or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages is forbidden. Accessing or intentionally destroying files without the permission of the owner is prohibited. Transmitting or viewing information that contains obscene, indecent, lewd, or lascivious material will not be tolerated.

Copies may not be made of copyrighted material. Copyright infringement will not be tolerated. It is illegal and prosecution may result. Dishonesty will not be tolerated.

When behavior is in violation of CCI policies, the school has the right to take disciplinary and/or civil action against those involved. Any actions listed above may result in expulsion from school with no prior notice. Financial obligations remain effective for any student terminated. Refund Policy will apply as stated in the catalog.

## **DRESS CODE**

The school requires attention to personal grooming, hygiene and dress as they would to satisfy an employer. Students are required to dress modestly and in consideration of other students and CCI Training Center employees. This means no bare midriffs, no sleeveless tops, no short shorts, no shower shoes or flip-flops. Shoes must be worn at all times, no curse words or offensive terms on shirts, etc. Students enrolled in the Allied Health Programs are to wear medical scrubs to class. Two pairs of scrubs are supplied to each student.

# Student Information Continued

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## CRIME POLICY

Anyone with knowledge of a crime or emergency either on or off campus is asked to report any incident to the police by dialing 911 and then to the School Director. Any employee of CCI Training Center will assist with notifying the police if they are requested to do so.

CCI Training Center does not employ campus police or security officers. CCI publishes campus crime statistics on the school's web site, [www.cci-training.com](http://www.cci-training.com). The report contains statistics about crimes that have been reported over the past three years and have occurred either on campus, in off-campus buildings or property owned or controlled by the school, or on public property adjacent to the campus. Copies of this report may also be obtained from the Financial Aid office. CCI Training Center does not have off campus student organizations.

Any crime tip related to hate crime or rape will be accepted by the School Director; under the provisions of Whistleblower protection. Crime alerts are delivered on an as needed basis. Additional crime alert notices will be posted near the main entrance as needed within 24 hours. The school has not entered into a mutual aid agreement with state or local police.

Crime will be reported whether a local law enforcement official, or no one, prosecutes it. In cases involving liquor or drug violations or weapons possession, the information will be included in the annual report where either an arrest is made or the accused is referred for campus disciplinary proceedings.

Campus security procedures include back doors that have audible alarms that sound when they are opened and front doors that are locked at 7:00 PM Monday through Friday and on weekends. CCI does not have campus residences.

To promote security awareness and crime prevention all employees and students are offered at the time of employment or attendance at their first class a booklet entitled "Take Crime Prevention to Work". At the same time two booklets of education about sexual assault, "Strategies for Avoiding Sexual Assault" and "Confronting Sexual Assault" are offered to employees and students. A listing of registered sex offenders in Texas sorted in various ways can be found at [http://records.txdps.state.tx.us/DPS\\_WEB/SorNow/index.aspx](http://records.txdps.state.tx.us/DPS_WEB/SorNow/index.aspx).

If a sexual offense should occur anyone with knowledge of the offense should report it to the police by calling 911 and then report it to the School Director. The victim should not wash or change clothing but should wait for police to respond and gather evidence and a medical exam to be performed. Referral to counseling and other resources for victims of sex offenses may be received by contacting the School Director.

Campus disciplinary action relating to a sex offense will only be taken after police have investigated the offense. If disciplinary action is necessary both the accused and the accuser will each be allowed to choose one person who has no formal legal training to accompany them throughout the disciplinary hearing. Both the victim and the accused will be informed of the outcome of the hearing. A student found guilty of sexual misconduct may be suspended or expelled from school. Student victims have the option to change their academic schedule after a sexual offense if such change is reasonably available.

## FIREARM POLICY

Pursuant to Section 30.06, Penal Code (Trespass by holder of license to carry a concealed handgun). A person licensed under Article 4413 (29ee), Revised Statutes (Concealed Handgun Law), may not enter CCI Training Center with a visible nor a concealed handgun.

# Student Information Continued

## DRUG AND ALCOHOL ABUSE POLICY

The unlawful manufacture, distribution, possession or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in or on CCI Training Center controlled property or as part of any of its activities. Drug and alcohol abuse prevention counseling is available to all students and staff upon request.

Students who violate this policy may be referred for required counseling, placed on probation, suspended or expelled from school. Employees who violate this policy may be referred for required counseling or terminated. Any violators of this policy may be referred for prosecution.

### HEALTH RISKS OF ALCOHOL AND DRUGS

#### Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for persons with such dependency than for non-users of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

#### Drugs

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

### PENALTIES UNDER FEDERAL AND STATE LAW

#### FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 year, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.



# Student Information Continued

## DRUG AND ALCOHOL ABUSE POLICY Continued

### PENALTIES UNDER FEDERAL AND STATE LAW

#### TEXAS LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while Intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than @2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500	
Purchase, Consumption, or Possession of alcohol by a minor.	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000.
Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.
Purchase, consumption, or possession cigarettes or tobacco products by a minor		Fine not to exceed \$250 or attend a tobacco awareness program.
Sell (Give) cigarettes or tobacco product to person younger than 18		Fine not to exceed \$500.

# **Student Information** Continued

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## **PLACEMENT ASSISTANCE SERVICES**

Students who successfully complete their program of study are eligible for Placement Assistance Services. Services include career counseling, employer networking, job interviewing tips, resume suggestions, and interview opportunities. Students enrolling in a single class, seminar, or workshop are not eligible for Placement Assistance.

Payment of all tuition, fees, books and supplies must be current before Placement Assistance Services are offered. As a career education enterprise approved and regulated by a State agency, CCI Training Center cannot and does not guarantee employment.

## **PROMOTIONAL OFFERS**

Promotional offers, rewards, etc. made by the school or claimed by the student must be in writing and bear the signature of the School Director. There are no exceptions.

# Student Information Continued

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## Senior Management Staff

Martin Zandi, Ph.D., President

Joseph Weber, M.Ed., Director - Arlington

Paulette "Lette" DeLoney, B.A., Director - Dallas

Leila Thornburg, B.A., Manager of Business Office

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### INSTRUCTORS

Amene, Austin:	Technology – BS in Computer Engineering, Jackson State University Certification: CCNA, CCNP, CWA, CCDA
Barnett, Joy:	Allied Health – University of Phoenix; MBA, University of Phoenix
Cenac, Troy:	Pharmacy Tech – AAS in Paralegal, Tyler Junior College, BS in Biochemistry, Louisiana State University, MS in Pharmacology and Therapeutics, LSU Health Sciences Center Certifications: CPhT
Deloney, Paulette:	General Education – BA in Business Administration, Mount Mary College
Drumm, Gary	Technology – Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+ Master's Certification in IT Project Management
Harris, Sonja:	Allied Health – Texas College of Medical & Dental Careers
Marichal, Diana:	Allied Health – Certification: Certified Pharmacy Technician, Texas; CPR Instructor
Marioni, Hector	Allied Health – Medical Assistant, CPR Instructor, Remington College
Marsiglia, Andrew:	Accounting – BA in Business Administration in Accounting, Lamar University; MBA in Management and Leadership;
Morgan, Michael:	Accounting – AAS – Business; Certifications: QuickBooks ProAdvisor, Professional Bookkeeper – Universal Accounting, Tax Professional
Newsom, Victor:	Technology – BA in Business Administration, Texas A& M University Certifications: A+, Network+, Security+
Sergeant, Dora	Business Accounting – BS in Accounting, University of Arkansas, MBA, University of Phoenix
Smith, Arlean:	General Education – B.S. in Office Administration, Grambling State University
Sterba, Rile:	Technology – Certification: MCP; CompTIA Network+

# Student Information Continued

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## INSTRUCTORS Continued

Thomas, Lisa:	Allied Health – A.A.S. in Business Administration, Remington College; B.S. in Health Information Technology; M.B.A. in Business Certification: Certified Pharmacy Technician, CPR Instructor; Sterile Product
Thompson, Marvin	Technology – BS in Computer Information Systems, DeVry University; MS in Computer Information Systems, University of Phoenix Certifications: MSCIS, MCITP, MCSE, A+, CCNA, CIT
Vaughn, Robert:	Technology – A.A.S. in Management, Northwood University; BS in Management & M.I.S. Administration; M.Ed. in Curriculum & Instructional design, Dallas Baptist University Certifications: MCSE, MCT, CISSP, CISM, CCISO
Weber, Joseph:	General Education – B.A. in Education, Saint Louis University; M.Ed. in Educational Administration, University of North Texas
Williamson, Robert:	Technology – B.S. in Technology, Training & Development, University of North Texas; M.S. in Technology, University of Texas at Tyler Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+

# Book List

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## ALLIED HEALTH PROGRAMS/SEMINARS

### Allied Health Math

Math Skills for the Health Professional by Rebecca Wallace Hickey  
Saunders Elsevier, 2010

### Anatomy and Physiology

The Language of Medicine, 10<sup>th</sup> Ed., by Davis-Ellen Chabner, Elsevier 2013

### Basic Pharmacology, Clinical Procedures and Lab, EKG Introduction, Medical Office Procedures, and Weight Management and Wellness

Today's Medical Assistant: Clinical & Administrative Procedures, Text & Study Guide, 2<sup>nd</sup> Ed.  
Kathy Bonewit-West, Sue Hunt, Edith Applegate, Elsevier 2012  
SimCharts for the Medical office, Elsevier 2013

### Certification Test Preparation

Mosby's Review for the Pharmacy Technician Certification, 3<sup>rd</sup> Ed., by James Mizner, Elsevier, 2013

### Computer Fundamentals

Microsoft Office 2010 Introductory by William Pasewark, Scott. Pasewark, Robin Romer,  
Jessica Evans, Katherine Pinard and Rachel Bunin, Cengage Learning, 2010

### Computers in the Pharmacy

Pharmacy Management Software for Pharmacy Technicians by DAA Enterprises,  
Incorporated, Mosby, 2011

### Electronic Medical Records

Computerized Medical Office Procedures, 4<sup>th</sup> Ed. William Larsen, Elsevier;

### Fundamentals of Pharmacy Practice/Pharmacology

Mosby's Pharmacy Technician Principles and Practice 3rd Ed with Workbook, Elsevier, 2013  
Pearson Nurse's Drug Guide 2014 by Billie Wilson, Margaret Shannon, and Kelly Shields,  
Prentice Hall, 2014

### Insurance Billing & Reimbursement

Insurance Handbook for the Medical Office by Marilyn T. Fordney, Saunders/Elsevier, 2013  
Insurance Handbook for the Medical Office Student Workbook by Marilyn T. Fordney,  
Saunders/Elsevier, 2013

### Medical Coding

Medical Coding Fundamentals Text & Workbook by Susan Goldsmith and Marc Leib,  
McGraw Hill, 2013  
Current Procedural Coding Expert, Elsevier 2015; ICD-9 Volumes 1 & 2, Elsevier 2015

# Book List Continued

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## ALLIED HEALTH PROGRAMS

### Medical Law, Ethics & Professionalism

Legal & Ethical Issues for Health Professionals, 3<sup>rd</sup> Ed, Elsevier, 2014

HIPAA Online (User Guide & Access Code), 2<sup>nd</sup> Ed., Saunders

### Medical Office Procedures

SimChart for the Medical Office by Elsevier, 2013

### Medical Terminology

The Language of Medicine, 10<sup>th</sup> Ed., by Davi-Ellen Chabner, Elsevier 2013

### Nutrition

William's Essential of Nutrition & Diet Therapy, 10<sup>th</sup> Ed, Eleanor Schlenker and Sara Long, Elsevier 2013

### Office Communication

Business Communication, Developing Leaders for a Networked World, Peter Cardon, McGraw-Hill

### Pharmacy Calculations

Math Calculations for Pharmacy Technicians: A Work text, 2<sup>nd</sup> Ed., by Robert Fulcher and Eugenia

Fulcher, Saunders, 2012

### IV Sterile Product Certification

Sterile Products and Aseptic Techniques for the Pharmacy Technician by Mike Johnston and Jeff

Gricar, Prentice Hall, 2011

### Compounding Certification

Compounding: The Pharmacy Technician by Mike Johnston, Prentice Hall, 2005

### Phlebotomy

Phlebotomy Work Text and Procedures by Robin Warekois, Saunders, 2013

## BUSINESS ACCOUNTING

### Business Communications I

Business Communication, Developing Leaders for a Networked World, Peter Cardon, McGraw-Hill

### Business Communications II

Illustrated Course Guides: Verbal Communication – Soft Skills for a Digital Workplace by

Jeff Butterfield, Course Technology – Cengage Learning, 2011

### Business as a Proprietorship

Century 21 Southwestern Accounting General Journal by Claudia Bienias Gilbertson, Mark W. Lehman, and Kenton E. Ross, Thomson South-Western, 2012

Working Papers Chapters 1-24 for Century 21 Accounting General Journal by Claudia

Bienias Gilbertson, Mark W. Lehman, and Kenton E. Ross, Thomson South-Western, 2012

Rico Sanchez, DJ Automated Simulation, by Claudia Bienias Gilbertson, Mark W. Lehman,

And Kenton E. Ross, Thomson South-Western, 2012

# Book List Continued

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## **BUSINESS ACCOUNTING**

### **Computer Fundamentals**

Microsoft Office 2010 Introductory by William Pasewark, Scott. Pasewark, Robin Romer, Jessica Evans, Katherine Pinard and Rachel Bunin, Cengage Learning, 2010

### **Corporate Accounting**

Unique Global Imports Automated Simulation by Claudia Bienias Gilbertson, Mark W. Lehman, and Kenton E. Ross, South-Western, 2006

### **Corporation and Partnership**

Electro, Inc. Automated Simulation by Claudia Bienias Gilbertson, Mark W. Lehman, and Kenton E. Ross, Thomson South-Western, 2006

### **Payroll Administration**

Payroll Accounting by Bernard J. Bieg, Thomson South Western, 2014

### **Peachtree**

Using Peachtree Complete 2014 for Accounting by Glenn Owen, Cengage Learning, 2014

### **QuickBooks**

Using QuickBooks Pro 2015 by Glenn Owen, South-Western, 2015

# Book List Continued

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## TECHNOLOGY ADMINISTRATION PROGRAMS

### A+

Logical Operations CompTIA A+ (Exams 801/802)

### Active Directory & Client Operating Systems

Logical Operations Microsoft Windows Server 2012: Administration

### Client Operating Systems

Logical Operations Microsoft Windows Server 2012: Install & Configure

### Configuring Advance Server Services

### Configuring Private Cloud Solutions

### Introduction to Routers & Switches and Advanced Concepts in Routing & Switching

CCNA Cisco Certified Network Associate Study Guide by Todd Lammie, Wiley Publishing, 2013

### IT Professional Communication

A Guide to Customer Service Skills for the Service Desk Professional, 4<sup>th</sup> Edition Donna Knapp, Cengage 2015

### Microsoft Office

Microsoft Office 2010: Introductory, Carolyn Pasewark, Scott Pasewark, Rachel Bunin, Jessica Evans, Katherine Pinard, Robin Romer, Ann Fisher, Barbara Waxer, Thompson, 2010

### Monitoring Private Cloud Technologies

### Network+

Logical Operations CompTIA Network+ (Exam N10-005)

### Security +

Logical Operations Security + (Exam SY0-301)

## SUPPLIES LIST

Back pack  
 Portfolio  
 Flash Drive  
 Handouts of class material  
 Tool kits for IT Students  
 Medical Scrubs for Allied Health Students