CCI TRAINING CENTER

Student Catalog

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www.ccitraining.edu

WELCOME!

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 more than 34 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. 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 applicants.

Tutoring is available to students having trouble 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 job search 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 assistance.

CCI Training Center is an equal opportunity establishment providing services and employment opportunities based on 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®

ACCET◇

Our Mission

CCI Training Center has the mission of providing the most effective accelerated 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.

Health Care Programs

MEDICAL BILLING & CODING SPECIALIST

The 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 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.

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

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	12	36	-	48	1.5
MED02	Allied Health Math	6	18	-	24	0.5
MED04	Medical Law, Ethics & Professionalism	6	18		24	0.5
MED05	Medical Terminology I	32	40	-	72	3.0
MED06*	Medical Terminology II	8	16	-	24	1.0
MED07*	Anatomy & Physiology	32	40	-	72	3.0
MED10*	Basic Pharmacology I	6	18	-	24	0.5
MED12*	Medical Coding	50	80	-	130	5.5
MED13*	Insurance Billing & Reimbursement	40	68	-	108	4.5
MED14*	Electronic Medical Records	38	46	-	84	4.0
MED11	CPR	2	6	-	8	0.0
MED15*	Practicum	40	100	-	140	5.5
	Total Hours	**272**	**486**		**758**	**29.5**

Class Hours 758 -- FSA Semester Credit Hours 25.0
Program Length: 32 Weeks/47 Weeks

Tuition	$9,045
Books	$840
Registration	$100
Total Cost	**$9,985**

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

* Course has a prerequisite - see course description for details.

Health Care Programs 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.

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

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	12	36	-	48	1.5
MED03	Allied Health Math I	12	24	-	36	1.0
MED04	Medical Law, Ethics & Professionalism	6	18	-	24	0.5
MED05	Medical Terminology I	32	40	-	72	3.0
MED08*	Anatomy & Physiology I	40	56	-	96	4.0
MED09*	Basic Pharmacology	12	24	-	36	1.0
MED16*	Nutrition & Weight Management	40	68	-	108	4.5
MED17	Phlebotomy	20	40		60	2.0
MED18*	Clinical Procedures and Lab I	24	30	-	54	2.5
MED19*	Clinical Procedures and Lab II	32	40	-	72	3.0
MED11	CPR	2	6	-	8	0.0
MED20*	EKG – Introduction	6	18	-	24	0.5
CDV01	Career Development	6	18	-	24	0.5
MED33*	Externship	0	0	120	120	2.5
	Total Hours	244	418	120	782	26.5

Class Hours 662 – Externship Hours 120 – FSA Semester Credit Hours 25.7
Program Length: 33 Weeks/49 Weeks

Tuition	$12,825
Books	775
Registration	100
Total Cost	**$13,700**

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

* Course has a prerequisite - see course description for detail.s

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Health Care Programs Continued

PHARMACY TECHNICIAN AND LAB PROCEDURES

The program is an innovative, multi-discipline approach designed to prepare the student for an entry level position in the medical marketplace as a 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 includes hands-on training in IV Sterilization and handling of sterile products. Primary program subjects include pharmacy practice, pharmacology, prescription compounding, the use of the computer and medical software, human anatomy and physiology, medical law and ethics, blood draws, and CPR. The program includes a test prep class to prepare 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.

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

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	
MED01	Computer Fundamentals	12	36	-	48	1.5
MED03	Allied Health Math I	12	24	-	36	1.0
MED04	Medical Law, Ethics & Professionalism	6	18	-	24	0.5
MED21	Fundamentals of Pharmacy	42	60		102	4.5
MED22*	Pharmacy Calculations	42	60	-	102	4.5
MED23*	Pharmacology	42	60	-	102	4.5
MED26*	Computers in The Pharmacy	6	12		18	0.0
MED17	Phlebotomy	20	40	-	60	2.0
MED27*	Certification Test Prep	12	24	-	36	1.0
MED11	CPR	2	6	-	8	0.0
MED24*	Sterile Product Certification	20	32		52	2.0
MED25*	Compounding Certification	20	32	-	52	2.0
CDV01	Career Development	6	18	-	24	0.5
MED33*	Externship	0	0	120	120	2.5
	Total Hours	**242**	**422**	**120**	**784**	**26.5**

Class Hours 664 – Externship Hours 120   FSA Semester Credit Hours 25
Program Length: 33 Weeks/49 Weeks

Tuition	$13,880
Books	$970
Registration	100
Total Cost	**$14,950**

*Federal Student Aid (**FSA**) credit hour calculations are based on Department of Education Guidelines*
* Course has a prerequisite - see course description for details.

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Health Care Programs Continued

STERILE COMPOUNDING & IV ASEPTIC CERTIFCATION

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.

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.

Course Number	Course Title	Clock Hours			
		Lecture	Lab	Extern	Total
MED24	Sterile Product Certification	20	32	-	52
MED25	Compounding Certification	20	32	-	52
	Total Hours	**40**	**64**	**-**	**104**

Class Hours 80 -Seminar Length: 4.5 Weeks

Tuition	$1,765
Books	100
Registration	25
Total Cost	**$1,890.00**

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Business Program

BUSINESS & ACCOUNTING

The Business & Accounting program is designed to prepare students with the technical skills and knowledge of business and accounting skills as well as the enhancement of skills for students with a previous background in business and/or basic accounting. Skills include MS Office, business practices and communications, journals and ledgers, inventory, payroll and use of QuickBooks. 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.

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

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
ACCO1	MS Office	18	54	72	2.5
ACC02	Business Communication	18	54	72	2.5
ACC04	Business Practice I	18	54	72	2.5
ACC03	Basic Accounting	30	66	96	4.0
ACC06*	Payroll Administration	18	54	72	2.5
ACC05*	Business Practice II	18	54	72	2.5
ACC07*	QuickBooks	24	60	84	3.5
CDV01	Career Development	6	18	24	0.5
ACC08*	Practicum	10	50	60	3.0
	Total Hours	**160**	**464**	**624**	**22.5**

Class Hours 624   –   FSA Semester Credit Hours 20.7
Program Length: 26 Weeks/39 Weeks

Tuition	$9,465
Books	420
Registration	100
Total Cost	**$9,985**

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

* Course has a prerequisite - see course description for details.

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Technology Programs

CISCO CCNA TRAINING

The program is designed to prepare students with practical knowledge of the basic Cisco switches and routers. 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.

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	
NET05	Network Intermediate	40	32	72	3.5
CCN01*	Introduction to Routers & Switches	40	20	60	3.0
CCN02*	Advanced Topics in Routing & Switching	40	32	72	3.5
	Total Hours	**120**	**84**	**204**	**10.0**

Class Hours 264 – Semester Credit Hours 10.0
Program Length: 9 Weeks/13 Weeks

Tuition	$4,755
Books	200
Registration	25
Total Cost	**$4,980**

Course has a prerequisite - see course description for details.

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CLOUD TECHNOLOGY ADMINISTRATION (TRACKS I, II, III)

This program is designed to prepare students for entry-level positions such as Cloud Administration for industry leading Cloud Computing providers and cloud-based organizations such as Microsoft, Google and Amazon. The program provides the students with the practical knowledge of Cloud Computing and Cloud Technologies. Students will learn the business justification, benefits, and the impacts for Cloud Computing. In addition, the students will learn how to install, operate, provision and configure Cloud Platform. This includes Azure, Amazon, Amazon AS and Google Platform, depending on the track the student selects upon enrollment.

Upon completion of the program, the student will receive a Certificate of Completion in Cloud Technology Administration.

Class Hours 636   FSA Semester Credit Hours 21.1
Program Length: 27 Weeks/40 Weeks

Tuition	$12,970
Books	$ 850
Registration	$ 100
Total Cost	$13,920

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

Track I (Azure)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	IT Security Fundamentals	12	18	30	1.0
NET03	Networking Fundamentals	12	18	30	1.0
NET09*	Cloud Essentials	32	40	72	3.0
NET10*	Cloud+	50	70	120	5.0
NET18*	Azure Fundamentals	32	52	84	3.5
NET19*	MS Certified Azure Fundamentals	50	75	126	5.5
CDV01	Career Development	6	18	24	0.5
NET25*	Practicum	40	80	120	5.5
	Total Hours	**246**	**390**	**636**	**25.5**

* Course has a prerequisite - see course description for details.

CLOUD TECHNOLOGY ADMINISTRATION (CONTINUED)

Track II (AWS)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	IT Security Fundamentals	12	18	30	1.0
NET03	Networking Fundamentals	12	18	30	1.0
NET09*	Cloud Essentials	32	40	72	3.0
NET10*	Cloud+	50	70	120	5.0
NET20*	AWS Cloud Practitioner Essentials	32	52	84	3.5
NET21*	AWS Certified Cloud Practitioner	50	76	126	5.5
CDV01	Career Development	6	18	24	0.5
NET25*	Practicum	40	80	120	5.0
	Total Hours	**246**	**390**	**636**	**25.5**

Course has a prerequisite - see course description for details.

Track III (Google)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	IT Security Fundamentals	12	18	30	1.0
NET03	Networking Fundamentals	12	18	30	1.0
NET09*	Cloud Essentials	32	40	72	3.0
NET10*	Cloud+	50	70	120	5.0
NET22*	Google Workplace	32	52	84	3.5
NET23*	Associate Cloud Engineer	50	76	126	5.5
CDV01	Career Development	6	18	24	0.5
NET25*	Practicum	40	80	120	5.0
	Total Hours	**246**	**390**	**636**	**25.5**

Course has a prerequisite - see course description for details.

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Technology Programs Continued

COMPUTER AND NETWORK ADMINISTRATION (Tracks I, II, III)

The program is designed to prepare students for entry-level positions such as Computer Support Specialists, Help Desk Technicians, PC Support, Network Support, IT security and Microsoft Server Support in such work settings as computer firms, government agencies, and/or private businesses. The students will choose one of the available elective tracks listed below at the time of enrollment. The selected track is documented as part of the enrollment agreement.

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

Class Hours 648   FSA Semester Credit Hours 21.5
Program Length: 27 Weeks/41 Weeks

Tuition	$12,970
Books	$1270
Registration	$100
Total Cost	**$14,340**

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

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Track I (Desktop/Cisco)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	IT Security Fundamentals	12	18	30	1.0
NET04	A+	48	70	118	5.0
NET06*	Windows Server Administration Fundamentals	32	40	72	3.0
NET03	Networking Fundamentals	12	18	30	1.0
NET05*	Network Intermediate	40	56	96	4.0
CCN01*	Cisco CCNA 200-301/Volume I	40	56	96	4.0
CCN02*	Cisco CCNA 200-301/Volume II	32	40	72	3.0
CDV01	Career Development	6	18	24	0.5
NET24*	Practicum	20	60	80	3.0
	Total Hours	**254**	**394**	**648**	**25.5**

* Course has a prerequisite - see course description for details.

Technology Programs Continued

COMPUTER AND NETWORK ADMINISTRATION (CONTINUED)

Track II (Microsoft Server)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	Networking Fundamentals	12	18	30	1.0
NET05*	Network Intermediate	40	56	96	4.0
NET09*	Cloud Essentials	32	40	72	3.0
NET06*	Windows Server Administration Fundamentals	32	40	72	3.0
NET14*	Installation, Storage, and Compute with Server	32	46	78	3.5
NET15*	Networking with Windows Server	32	46	78	3.5
NET16*	Identify with Window Server	40	54	94	4.0
CDV01	Career Development	6	18	24	0.5
NET24*	Practicum	20	60	80	3.0
	Total Hours	**258**	**390**	**648**	**26**

Course has a prerequisite - see course description for details.

Track III (IT Security)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	Networking Fundamentals	12	18	30	1.0
NET05*	Network Intermediate	40	56	96	4.0
NET09*	Cloud Essentials	32	40	72	3.0
NET06*	Windows Server Administration Fundamentals	32	40	72	3.0
NET11*	Linux Essentials	32	46	78	3.5
NET02	IT Security Fundamentals	12	18	30	1.0
NET12*	Security+	32	40	72	3.0
NET13*	Certified Ethical Hacking	24	40	64	2.5
CDV01	Career Development	6	18	24	0.5
NET24*	Practicum	20	60	80	3.0
	Total Hours	**254**	**394**	**648**	**25.5**

Course has a prerequisite - see course description for details.

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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.

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.

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	12	18	30	1.0
NET02	IT Security Fundamentals	12	18	30	1.0
NET03	Networking Fundamentals	12	18	30	1.0
NET04	A+	50	70	120	5.0
CDV01	Career Development	6	18	24	0.5
	Total Hours	**92**	**142**	**234**	**8.5**

Class Hours 234
Program Length: 10 Weeks/15 Weeks

Tuition	$4,605
Books	320
Registration	25
Total Cost	**$4,950**

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Program Course Descriptions

HEALTH CARE COURSES

MED01 Computer Fundamental   **48 Clock Hours**   **1.5 Semester Credits**
The 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: $864   Book: N/A

MED02 Allied Health Math   **24 Clock Hours**   **0.5 Semester Credits**
The course includes the fundamentals of math skills essential to the medical billing healthcare professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions and the metric system.
Prerequisite: None   Tuition: $432   Book: N/A

MED03 Allied Health Math I   **36 Clock Hours**   **1.0 Semester Credits**
The course includes the fundamentals of math skills essential to the healthcare professional. The students will refresh, learn and practice basic math skills including consumer mathematics, decimals, percentages, fractions as well as the metric system.
Prerequisite: None   Tuition: $648   Book: N/A

MED04 Medical Law, Ethics & Professionalism   24 Clock Hours   0.5 Semester Credits
The 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.
 Prerequisite: None   Tuition: $432   Book: N/A

MED05 Medical Terminology I   **72 Clock Hours   3.0 Semester Credits**
The 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: $1,296   Book: $150

MED06 Medical Terminology II   **24 Clock Hours**   **1.0 Semester Credits**
The course covers additional topics with word building rules, prefixes, suffixes and whole-body terminology. Students will learn additional terms covering anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included.
Prerequisite: MED05   Tuition: $432   Book: N/A

MED07 Anatomy and Physiology   **72 Clock Hours   3.0 Semester Credits**
The 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: MED05/06   Tuition: $1,296   Book: $150

Program Course Descriptions

HEALTH CARE COURSES

MED08 Anatomy and Physiology I   96 Clock Hours   4.0 Semester Credits
The course introduces medical assisting students to 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: MED05   Tuition: $1,728   Book: $150

MED09 Basic Pharmacology   24 Clock Hours   0.5 Semester Credits
The course introduces medical billing 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: MED05/06/07   Tuition: $432   Book: N/A

MED10 Basic Pharmacology I   36 Clock Hours   0.5 Semester Credits
The course introduces medial assisting 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: MED05/08   Tuition: $432   Book: N/A

MED11 CPR   8 Clock Hours   0.0 Semester Credits
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 chocking victim.
Prerequisite: None   Tuition: $144   Book: $15

MED12 Medical Coding   130 Clock Hours   5.5 Semester Credits
In this course, the students will learn and practice the fundamentals of the CPT-4 and ICD-10-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-10-CM volumes 1, 2, and 3.
Prerequisite: MED05/06/07   Tuition: $2,340   Book: $350

MED13 Insurance Billing & Reimbursement   108 Clock Hours   4.5 Semester Credits
The 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: MED12   Tuition: $1,944   Book: $95

MED14 Electronic Medical Records   84 Clock Hours   4.0 Semester Credits
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.
Prerequisite: MED12/13   Tuition: $1,512   Book: $140

Program Course Descriptions

HEALTH CARE COURSES

MED15 Practicum   **140 Clock Hours**   **5.5 Semester Credits**
The practicum course is a synthesis of courses the students completed throughout the duration of the Medical Billing & Coding Specialist program. The students will receive instructor-led theory with a hands-on lab project approach in this practicum. The student will complete assignments under the supervision of the instructor. The practicum includes career development topics such as resume writing, interview skills, job search, mock interview as well as job placement assistance.
Prerequisite: All Academic Courses in the Assigned Program.
                                            Tuition: None   Book: N/A

MED16 Nutrition & Weight Management   **108 Clock Hours**   **4.5 Semester Credits**
The course focuses on the basic concepts of nutrition and the application of nutritional principles to wellness across the lifespan. In addition, the course introduces students to the importance of weight management and a healthy lifestyle. 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: MED05/08   Tuition: $1,944   Book: $275

MED17 Phlebotomy   **60 Clock Hours**   **3.0 Semester Credits**
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: $1080   Book: $95

MED18 Clinical Procedures and Lab I   **54 Clock Hours**   **2.5 Semester Credits**
Students will be introduced to anatomical structures and physiological function of the human body. The student will come to an understanding and will be able to defines the, skeletal, muscular, nervous, cardiovascular, respiratory, integumentary, digestive, urinary, endocrine, lymphatic, and reproductive systems. This course will provide practical laboratory skills. To includes basic anatomy and physiology which is the foundation for a career in health professions.
Prerequisite: MED05/08   Tuition: $972   Book: N/A

MED19 Clinical Procedures and Lab II   **72 Clock Hours**   **3.0 Semester Credits**
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: MED18   Tuition: $1,296   Book: N/A

Program Course Descriptions

HEALTH CARE COURSES

MED20 EKG Introduction   **24 Clock Hours**   **0.5 Semester Credits**
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: MED18/19   Tuition: $432   Books: N/A

MED21 Fundamentals of Pharmacy Practice **102 Clock Hours**   **4.5 Semester Credits**
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.
Prerequisite: None   Tuition: $1,836   Book: $175

MED22 Pharmacy Calculations   **102 Clock Hours**   **4.5 Semester Credits**
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.
Prerequisite: MED21   Tuition: $1,836   Book: $15

MED23 Pharmacology   **102 Clock Hours**   **4.5 Semester Credits**
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: MED21/22   Tuition: $1,836   Book: N/A

MED24 Sterile Product Certification   **52 Clock Hours**   **2.0 Semester Credits**
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: MED21/22/23   Tuition: $936   Books: $50

MED25 Compounding Certification   **52 Clock Hours**   **2.0 Semester Credits**
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: MED21/22/23   Tuition: $936   Books: $50

Program Course Descriptions

HEALTH CARE COURSES

MED26 Computers in the Pharmacy   18 Clock Hours   0.0 Semester Credits
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: MED21/22/23   Tuition: $324   Book: $50

MED27 Certification Test Preparation   36 Clock Hours   1.0 Semester Credits
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: MED21/22/23   Tuition: $648   Book: $95

CDV01 Career Development   24 Clock Hours   0.5 Semester Credits
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: $432   Book: N/A

MED33 Externship   120 Clock Hours   2.5 Semester Credits
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.
Prerequisite: All Academic Courses in the Assigned Program.
                              Tuition: None   Book: N/A

Program Course Descriptions Continued

BUSINESS & ACCOUNTING COURSES

ACC01 MS Office　　　　　**72 Clock Hours**　　　　　**2.5 Semester Credits**
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: $1,296　　　　　Book: $95

ACC02 Business Communication　　　**72 Clock Hours**　　　　　**2.5 Semester Credits**
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: $1,296　　　　　Book: N/A

ACC03 Basic Accounting　　　　**96 Clock Hours**　　　**4.0 Semester Credits**
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. Students will review and update accounts payable and accounts receivable documents. 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: $1,728　　　　　Book: $75

ACC04 Business Practice I　　　　**72Clock Hours**　　　**2.5 Semester Credits**
In this class, the participant will learn the business basics, business functions and components. Topics include the importance in focusing on the value advantage a business offers and how it must protect and advance those values. Students will also practice the basic daily bookkeeping functions by looking at cash flow, accounts receivable and accounts payable. Students will review a typical daily accounting journal of a sample business and will be required to perform journal entries. Other topics of discussion include business ethics, social responsibility and customer service. The focus of the course will remain with best practices in a professional business office.
Prerequisite: None　　　　　Tuition: $1,296　　　　　Book: $75

Program Course Descriptions Continued

BUSINESS & ACCOUNTING COURSES

ACC05 Business Practice II   **72 Clock Hours**   **2.5 Semester Credit Hours**
Students in this course will learn the additional elements paramount in the successful operation of a business office. Topics of discussion include customer service, customer expectation, business operations, business capital, critical labor force, stages of production in product and service delivery, forecasting, and inventory control. Students will review and understand a sample business asset, depreciation, and liabilities. Students will learn the importance of a sound business plan by learning and revising an existing business plan. The student will learn the different legal forms of business including partnerships and corporations.
Prerequisite: ACC04   Tuition: $1,296   Book: N/A

ACC06 Payroll Administration   **72 Clock Hours**   **2.5 Semester Credit Hours**
Students will learn all aspects of payroll accounting including the need for payroll and personnel records, computing wages and salaries, social security taxes, withholding taxes, compensation taxes, analyzing and journalizing payroll transactions, and completing an entire payroll project simulation. Students will also learn all the applicable payroll and labor laws and regulations
Prerequisite: ACC03   Tuition: $1,296   Book: $75

ACC07 QuickBooks   **84 Clock Hours**   **3.5 Semester Credit Hour**
In QuickBooks, students will learn journalizing transactions, posting to a general ledger, bank reconciliations, dishonored checks, petty cash transactions, worksheets, financial statements, adjusting and closing entries, and producing a post-closing trial balance. They will also learn journalizing purchases and cash payments, sales, cash receipts, posting to general and subsidiary ledgers, preparing payroll checks, journalizing and posting payroll transactions.
Prerequisite: ACC03   Tuition: $1,512   Book: $100

ACC08 Practicum   **60 Clock Hours**   **3.0 Semester Credit Hour**
The practicum is a synthesis of all courses in the program. The student will establish a simulated business, make decisions regarding business operations, customer expectation, produce financial statements, and make business decisions. The student will practice the different items affecting the success of a business setting invoking a deeper understanding of how business decisions are typically made.
Prerequisite: All Academic Courses in the Assigned Program
                              Tuition: $1,080   Book: N/A

CDV01 Career Development   **24 Clock Hours**   **1 Semester Credit 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: $432   Book: N/A

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET01: IT Fundamentals   **30 Clock Hours**   **1.0 Semester Credits**
The students will learn the basics of Information Technology. The student will learn about the hardware, software and networking concepts in computing. The student will also learn about software development, databases, security concepts and best practices, as well as business continuity strategies. Finally, the students will learn about computer support and common troubleshooting techniques.
Prerequisite: None   Tuition: $540   Book/Lab: $115

NET02: IT Security Fundamentals   **30 Clock Hours**   **1.0 Semester Credits**
The 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: $540   Book/Lab: $115

NET03: Networking Fundamentals   **30 Clock Hours**   **1.0 Semester Credits**
This course prepares students for the MTA Networking Fundamentals certification exam. The course is designed to build a foundation of computer networking concepts and technologies. The course prepares students to build an understanding of the network infrastructures, network hardware, and protocols and services with an emphasis on the OSI Model.
Prerequisite: None   Tuition: $540   Book/Lab: $115

NET04: A +   **118 Clock Hours**   **5.0 Semester Credits**
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.
Prerequisite: None   Tuition: $2,124   Book/Lab: $175

NET05: Networking Intermediate   **96 Clock Hours**   **4.0 Semester Credits**
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.
Prerequisite: NET01   Tuition: $1,728   Book/Lab: $150

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET06: Windows Server Administration Fundamentals 72 Clock Hours   3.5 Semester Credits
Students will get an understanding of the basics of Windows Server 2016 administration functions. Students will also learn the concepts of server installation. The students will also learn the server roles and how active directory is used to create those roles. This class will also teach students how storage is allocated in Windows server environment. Students will also learn server performance management tactics and strategies and finally, you will learn how to maintain the Window server.
Prerequisite: NET01   Tuition: $1,296   Book/Lab: $150

NET09: Cloud Essentials   72 Clock Hours   3.0 Semester Credits
Students will learn the cloud principles and how cloud solutions are designed. Students will also learn how network and storage solutions are used in the cloud. This course will also teach students about why organizations need to put their users and applications in the cloud. Next, students will learn how cloud management and technical operations are configured for common cloud solutions. Students will also learn about governance and risks associated with cloud deployments. Finally, students will learn cloud compliance and security.
.
Prerequisite: NET03   Tuition: $1,296   Book/Lab: $150

NET10: Cloud+   120 Clock Hours   5.0 Semester Credits
Students will learn the fundamentals of cloud and be introduced to hands-on labs that simulates real-world, hardware, software and command line interface environments. The students will also learn and understand working with business continuity, infrastructure, security, virtualization, resource management, and cloud models. The course also provides an overview of the new technologies to support the changing cloud market as more organizations depend on cloud-based technologies.

Prerequisite: NET03/09   Tuition: $2,160   Book/Lab: $100

NET11: Linux Essentials   78 Clock Hours   3.5 Semester Credits
The course is designed to prepare students to understand the Linux and open source operating system philosophy. Students will understand the major components of the Linux operating systems and have the technical proficiency to work on the Linux command line and have an understanding of Linux security and administration. Students will practice setting up users and groups, setting permissions and configuring a network connection.
Prerequisite: NET05   Tuition: $1,040   Book/Lab: $150

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET12: Security +   **72 Clock Hours**   **3.0 Semester Credits**
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: NET05   Tuition: $1,296   Book/Lab: $15

NET13: Certified Ethical Hacking   **64 clock hours**   **2.5 Semester Credits**
The Certified Ethical Hacker certification is a most in demand credential for professionals interested in IT security skills. This workshop covers all major topics required to prepare for the Ethical Hacker (CEH) exam certification. Attendees will be exposed to the hacking process, thinking as a hacker would, and test, hack and secure systems. Attendees will be taught the five phases of ethical hacking and the ways to approach a target and break into a system. The five phases include Reconnaissance, Gaining Access, Enumeration, Maintaining Access, and covering one's tracks.
This course includes performance-based labs that simulate real-world, hardware, software & command line interface environments. The labs cover topics such as ethical hacking, Web server hacking, Web applications, enumeration, system hacking, and much more. The labs also provide attendees with the tools and techniques used by hackers to break into an organization.
Prerequisites: NET12
- Experience in Windows Operating Systems
- Understanding of Linux/Unix-based OS
- Understanding of the TCP/IP Protocols

NET14: Installation, Storage, and Compute with Windows Server   **78 Clock Hours**   **3.5 Credits**
Students will learn installation, storage, and compute concepts in Windows Server 2016. The students will also learn the how to manage, operate, configure, and troubleshoot Hyper-V. In addition, students will learn about Windows containers and how to implement high availability in Windows 2016 environments. Finally, the students will learn how to maintain, manage, and monitor Windows 2016 server environments. Students must demonstrate that you can install, create, and manage images for the purpose of deployment and to successful pass the certification exam.
Prerequisite: NET05/06   Tuition: $1,296   Book/Lab: $125

NET15: Networking with Windows Server   **72 Clock Hours**   **3.0 Semester Credits**
Students will get an introduction of networking in Windows Server 2016 environments. Students will also learn how to install and configure DNS Servers. Students will also learn how to create and configure DNS Zones and Records. This course will teach students about the concepts of DNS policies. Students will learn how to configure DNS Policies and DNSSEC. The students will also understand and learn how to configure DANE. In addition, the students will learn how to install and configure Windows Servers 2016 DHCP Server. Students will also learn ho to implement and deploy Windows Server 2016 IPAM. This course will also teach students how to manage DNS and DHCP using Windows Server 2016 IPAM. In addition, students will learn how analyze IPAM audit changes and events. Students will also learn how to configure VPN and DirectAccess solutions. This course will also teach students how to configure and manage 2016 Network Policy Server. Additionally, students will learn h ow to implement IPv4 and IPv6 addressing, DFS and Branch Office Solutions.
.
Prerequisite: NET14   Tuition: $1,296   Book/Lab: $125

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET16: Identify with Windows Server   94 Clock Hours   4.0 Semester Credits
Students will get a basic understanding of Active Directory 2016. Students will also learn how to install and configure Active Directory domain controllers. This course will teach students how to create and manage Active Directory Users and Computers. Students will also learn how to create and management Active Directory Groups and Organizations Units. Additionally, students will learn how to configure Service Authentication and Account Policies. This course will also teach students how to maintain Active Directory environments and how to configure Active Directory in complex enterprise environments. Student will also learn how to create and manage GPOs and how to configure Group Policy Processing. In addition, students will learn ho to install and configure Active Directory Certificate Services. This course will also teach students how to install and configure Activity Directory Federation Services and to implement Web Application Proxy Services. Finally, students will learn how to install and configure Activity Directory Rights Management Services.
Prerequisite: NET15   Tuition: $1,692   Book/Lab: $150

NET18: Azure Fundamentals   84 Clock Hours   3.5 Semester Credits
In this course students will learn the basic cloud concepts and understand the benefits of cloud computing in Azure environments. Students will also learn how to compare and contrast basic strategies for moving users and applications to the Azure. In addition, students will explore the different services that are used, such as CPU, networking storage and security.
Prerequisite: NET09/10   Tuition: $1,512   Book/Lab: $100

NET19: MS Certified Azure Fundamentals   126 Clock Hours   5.5 Semester Credits
In this course students will prepare the Microsoft Certified Azure Fundamentals Exam (AZ-900).The students will learn the industry terms and concepts. They will learn the Azure core services, products, solutions and tools used in Azure Administration tasks. Additionally, the students will learn about security, privacy, compliance as it relates to standard industry protocols and Azure cloud administration. Finally, the students will learn how the Azure pricing structure are defined, as well as h ow to maintain and support Azure cloud services and environments.
Prerequisite: NET18   Tuition: $ 2,268   Book/Lab: $115

NET20: AWS Cloud Practitioner Essentials   84 Clock Hours   3.5 Semester Credits
This course prepares the student for the AWS Certified Cloud Practitioner course. This course is a basic course to familiarize the students with AWS cloud services. The students will get an overall understanding of the AWS cloud, independent of the specific technical roles. It will provide students with a detailed overview of cloud concepts, AWS services, security, architecture, pricing, and support.
Prerequisite: NET07/11   Tuition: $1,512   Book/Lab: $100

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET21: AWS Certified Cloud Practitioner   126 Clock Hours   5.5 Semester Credits
This course prepares the student for the AWS Certified Cloud Practitioner (CLF-C01) examination. Students will learn basic knowledge of the AWS platform, including available services and their common use cases, AWS Cloud architectural principles (at the conceptual level), account security, and compliance. Student will get an understanding of AWS Cloud economics including costs, billing, and analysis, and the value proposition of the AWS Cloud.
Prerequisite: NET09/10   Tuition: $2,268   Book/Lab: $115

NE22: Google Workspace   84 Clock Hours   3.5 Semester Credits
This Google Workspace course prepares students to operate and administer Google Workspace features and functions. The students will learn how to administer each of the Google Workspace productivity components, such as Gmail, Calendar, Drive, Docs, Sheets, Slides, Meet, and others. Students will also learn how to configure and plan, deploy, and implement the productivity components in Enterprise environments. Finally, students will learn the business value, importance, and simplicity of using Google Workspace for small, medium and enterprise customer environments..
Prerequisite: NET09/10   Tuition: $1,512   Book/Lab: $100

NET23: Associate Cloud Engineer   126 Clock Hours   5.0 Semester Credits
This course prepares you for the Google Associate Cloud Engineer Certification. Students will learn how to setup a Google cloud solution environment. Students will also learn how to plan and configure a Google cloud solution. In addition, the students will learn how to deploy and implement a Google cloud solution for operational success. Finally, students will also learn how to configure access and security to ensure the Google cloud provide optimal security functionality. Students will learn how to use the Google Cloud console and command-line interfaces to perform common administration, management, and maintenance tasks.

Prerequisite: NET21   Tuition: $2,268   Book/Lab: $115

CCN01: Cisco CCNA 200-301 Volume I   96 Clock Hours   4.0 Semester Credits
This course introduces students to routers. The 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: NET05   Tuition: $1,728   Book/Lab: $175

CCN02: Cisco CCNA 200-301 Volume II   72 Clock Hours 3.0 Semester Credits.
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: $1,296   Book/Lab: $150

Program Course Descriptions Continued

TECHNOLOGY COURSES

NET24: Practicum (C/NA Tracks I, II, III)   80 Clock Hours   3.0 Semester Credits
The practicum is a synthesis of all courses in the Computer & Network Administration (Tracks I,II,III) program and relates to the elective - track chosen by the student. The student will complete assignments under the supervision of the instructor and a member of the employer community. Assignments will include topics from the core courses and the elective-track courses. All assignments must be completed successfully to receive a passing grade. Students will practice real world scenarios and assignments, plan execution strategies and offer preventive - measure solutions to problems assigned.
Prerequisite: Completion of all courses in the program

NET25: Practicum (CTA Tracks I, II, III)   80 Clock Hours   3.0 Semester Credits
The practicum course is a synthesis of courses the students completed throughout the duration of the Cloud Technology Administration (Tracks I,II,III) program. The students will receive instructor-led theory with a hands-on lab research approach in this practicum. The student will complete assignments under the supervision of the instructor. The final project in the practicum will consist of researching, designing, building, configuring, and presenting a migrated Google cloud environment for a business. The research assignments are hands-on labs that provide the students with a guided view of the cloud standards, rules, compliance and security. Student will understand how all the hardware, software, devices and components fits together in a Google cloud environment. This practicum will also guide students through cloud configuration techniques and use cases based on the courses within the program.
Prerequisite: Completion of all courses in the program

NET26: Systems Security Certified Practitioner   64 clock hours   2.5 Semester Credit Hrs.
This unique course provides the attendees with a solid foundation in learning and practicing information technology system security principles while also covering every domain and objective in the SSCP certification. The course combines a unique combination of hands on classroom training, online learning, simulation labs, and engaging interactive activities under the supervision of an instructor. Experienced information technology professionals can rely on this workshop-oriented course to advance their cybersecurity career. The (ISC)2 SSCP exam is a vendor-neutral world-recognized certification that endorses your IT security knowledge.

Major topics include access controls; security operations and administration; risk identification, monitoring and analysis; cryptography; network and communications security; and so on.

Workshop Prerequisites:
- Experience in Windows Operating Systems
- Experience or certification in Networking
- Basic knowledge of IT security
- No Criminal Background

Student Information

FACILITIES

CCI Training Center has two convenient locations in the Metroplex located at: 770 East Road to Six Flags, #140, Arlington, Texas 76011 (817) 226-1900and 10830 North Central Expressway, #410, Dallas, Texas 75231 (972-488-3334). Each campus is equipped with computer networks, individual computer workstations for each student and internet accessibility.

A student to instructor maximum ratio of 25:1 per class is followed. The maximum student to instructor ratio for allied health lab classes is 10:1.

HOURS OF OPERATION

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

Programs are delivered in a hybrid, on-campus and/or online format. Students have the option to complete the online coursework on-campus. On-campus classes are held Monday thru Friday, 8:00 AM – 5:00PM and / or 6:00PM – 10:00 PM.

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

ADMISSION PRE-REQUISITES

All participants must have completed a high school education or GED equivalent. Home school graduates are required to have a GED. In addition, applicants are required to complete a campus tour, initial application, pass the appropriate assessment evaluation exam, and interview with the admissions staff. Tuition and fees may be paid by cash, check, Federal Financial Aid, WIOA awards, 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 8th Grade on the TABE is required for the following programs:
   - Business & Accounting
   - PC Technician II
   - Medical Billing & Coding Specialist
   - Medical Assisting with Nutrition & Weight Management
   - Pharmacy Technician & Lab Procedures

   A score of 18 on the Wonderlic or 10th Grade on the TABE is required for the following programs:
   - Computer & Network Administration (Tracks I, II, III)
   - Cloud Technology Administration (Tracks I, II, III)
   - Cisco CCNA Training

   A candidate may be exempt from the Wonderlic exam if one of the following requirements is met:
   - Completed an Associate Degree, Bachelors and/or Master's 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 before enrolling. 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. The school will assist students to register with the board, but is not held responsible or accountable if the student's application is denied by the board. At times, an initial routine background check may not reflect any violations and/or criminal report, but an updated check may; therefore, preventing the student from approval.

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

Student Information Continued

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. 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 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. Per 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 work outside of class/homework. The clock hours of the program and the homework hours are calculated to determine the FA credit for a program. 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

FINANCIAL AID

The school contracts with a few agencies for financial aid assistance. Qualified students may be eligible for program funding through programs for Veterans, and/or various labor organizations. Many government agencies provide funds to pay for approved job training programs such as the Workforce Innovative & Opportunity Act (WIOA). 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. Other agency funding sources may also be available.

The school also participates in the Federal Pell Grant Program and the William D. Ford Federal Direct Loan Program, which encompass the following programs:

Federal Pell Grant Program
Need-based grants (gift aid) to students are awarded by the federal government. The maximum Pell Grant award for the 2020-2021 federal award year is currently $6,345. Pell Grants are available only to students who do not yet have a bachelor's degree. Annual eligibility is based on the student's Expected Family Contribution (EFC) and the institution's cost of attendance. The lifetime limit for Pell Grant awards is 12 full-time semesters (600% of the annual award). The federal government can change the Pell up or down each year.

Federal Direct Loan
Low interest loans to students made directly by the US Department of Education. Direct Loans are either subsidized—the federal government pays the interest while the student is in school—or unsubsidized, meaning the student either pays the interest or capitalizes it (adds it to the principal upon entering repayment). Origination fees are charged to each loan and the interest rate varies with the prime interest rate of the time. Origination fees also vary based on US Department of Education regulations.

For the dependent student the Direct Loan eligibility per year is currently $3500, which can be subsidized or unsubsidized, plus an additional $2000 unsubsidized. For independent students the maximum amount of all subsidized and unsubsidized loans is $9500, of which a maximum of $3500 can be subsidized.

All CCI students receiving student loans are required to participate in entrance and exit counseling. Entrance counseling must be completed before any loan funds will be disbursed. Exit counseling must be completed prior to graduation or at the time of withdrawal.

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 are considered full time if they attend classes, on-campus or online, 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.

The repayment of Direct Loans begins six months after the graduation date or the last day of attendance.

Federal PLUS Loan
Direct PLUS loans are loans to parents to help pay for their dependent children's educational expenses, made directly by the US Department of Education. The maximum PLUS Loan amount is the full cost of education less any estimated financial aid. The repayment of PLUS loans generally begins within 60 days of the final disbursement of funds however a parent can request a deferment until after the student graduates.

An origination fee is charged on the gross amount of the loan, proportionately assessed on each disbursement and is set by the United States Department of Education. All loans, regardless of source, must be repaid pursuant to applicable regulations.

Application Process

The application process for all financial aid requires completion of the Free Application for Federal Student Aid (FAFSA). A completed and submitted FAFSA results in a Federal Student Aid Report (SAR/ISIR), which is the basis for determining most financial aid eligibility. Information from the ISIR is used to determine all financial aid awards based on student need calculated by the federal need analysis formulas. The school or student transmits each FAFSA directly to the government, and the resulting ISIR is available within a few days of application.

The FAFSA is available online at www.fafsa.ed.gov. Some government aid programs have other processes for determining eligibility for awards (i.e., Career Link, Vocational Rehabilitation programs, Veteran's programs).

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 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.

Veterans Scholarship of $1,000 is available to any veterans of the War on Terrorism. The veteran must show proof of service by way of DD214 prior to enrollment and will be reviewed by the VA Certifying Official. Once approved, the $1000 scholarship will be applied to tuition and fees.

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 applicant's 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 Opportunity Act (WIOA), TWC agencies, billing cycles to such agencies are in reference to prior agreements.

Student Information Continued

ATTENDANCE REQUIREMENTS

CCI Training Center programs are delivered in a hybrid format. On-campus attendance is based on a logbook completed and signed by the student each day. CCI Training Center requires all online activity to be completed on a weekly basis.

Satisfactory academic progress for any online course is based on the completion of the required activities by the student as recorded in the school's learning Management System (LMS). The system documents the specific activities completed for that course. The student online activity and assignment completion is monitored and evaluated by the instructor each week. Any incomplete required activity will result an incomplete or failed grade for that course.

The student also completes and signs an attendance form attesting the total clock hours attended online each day.

Students must notify a designated staff member of the school when they will be absent or late for class. Additionally, students must notify both a designated school staff member and the externship-site contact person when they will be absent or late for an externship assignment. 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.

Students who fail to complete the online learning required activity, including the minimum required weekly engagement/collaboration activities, or fall short in their active online attendance hours each week, as stated in the relevant course syllabus, will be required to complete the online segment of their weekly required activity including chapter completion, homework assignments and lab completion, of the following week, on campus allowing the instructor to monitor their online activity while on campus. Students will attest in writing to the hours attended. Upon successful completion of the online work and clock hours, the instructor may approve the student to return to the hybrid format starting the following week and/or course.

Students in all programs must attend a minimum of 80% of the program hours (80% rule) and must complete 100% of the externship hours to have satisfactory academic progress to graduate.

A student's enrollment will be terminated 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.

TARDINESS POLICY

Students are expected to be on time for all class sessions, exams, material review sessions, and so forth. Any student who arrives after the scheduled start time of any class shall be considered tardy. Any student who leaves earlier than the scheduled end time of any class shall be considered early departure. No credit for time missed is given to students who depart scheduled classes.

Excessive tardiness or early departures can result in not meeting the required hours for the training program. Students falling below these minimum requirements may be dismissed from the program as outlined in the Satisfactory Academic Progress Policy due to not meeting the minimum attendance requirements of 80% cumulative attendance.

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.

Each course contains a combination of quizzes and laboratory exercises. Students also receive grade point credit for actively participating in class, online 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. **Note:** A course that is 30 hours or less may not include a final exam; therefore, the basis of the grade will be adjusted.

Grade Scale
A = Outstanding   90% -100%
B = Above Average   80% - 89%
C = Average   70% - 79%
F = Failing   69% and Below

Basis of Grade with Final Exam
Homework	10%
Lab Assignments/Tests	30%
Final Exam	40%
Class / IDL Participation	10%
Attendance	10%

Basis of Grade without Final Exam
Homework	10%
Labs/Projects/Tests	70%
Class/IDL Participation	10%
Attendance	10%

MAKE-UP WORK

It is the responsibly of the absent student to follow up and complete any missed class work. It is also the responsibility of the student to meet with the school director to re-enroll in a class with a failing grade. The student must plan with the appropriate instructor and/or externship site manager.

No more than five percent (5%) of the total credit hours for a program may be made up. Make up activity must be approved by the school director's office in advance. The make -up work must be comparable to the content, time, and method of delivery of the classes missed. Online, e-learning, course work may be made-up on campus.

The student must demonstrate the same level of knowledge or competence as a student who attended the scheduled session (lecture and/or lab). All make up work must be supervised by an instructor approved for the class and completed within two weeks of the absence. Make-up work must be documented with detailed information to include the date, the time, the duration of the make-up session, and the name of the qualified supervising instructor.

Student Information Continued

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 within 10 days 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.

Student's attendance is documented on the Externship Attendance sheet which is verified by the site supervisor and signed by the student. The attendance form is required to be submitted weekly to Student Services.

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 externship starts with the approval of the school director.

CERTIFICATION & LICENSING

CCI Training Center does not offer courses or programs requiring state licensure or state certification for program completion and graduation. Certifications and licensing managed by the private industry as listed below are highly desirable but optional.

Many of the programs of study offered by CCI Training Center include content to help prepare graduates for their optional industry certification exams. This includes providing students with critical labs, assessments, as well as test prep materials and simulations challenging the students to prepare and sit for any of the relevant national exams.

Information Technology programs- Certifying entities include CompTIA, Microsoft, Cisco, Amazon, Google and AWS.

Allied Health Programs- Certifying entities for the allied health related programs include National Healthcareer Association, Pharmacy Technician Certification Board.

Business Accounting program- Certifying entities for the allied health related programs include Microsoft, QuickBooks.

Student Information Continued

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. In order to reach Satisfactory Progress, a student must complete and pass one workshop and have good standing in their attendance. 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 credits and clock hours. This does not occur until the student has successfully completed at least one-half of the program credits and clock hours. All students are evaluated for satisfactory progress at the scheduled end of the program. 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.

Students are notified of Satisfactory Academic Progress (SAP) on a regular and timely basis. The evaluation periods for academic purposes are at increments of 25% of the program. The student will receive their notification by email. A student will be placed on probation due to not meeting Satisfactory Academic Progress (SAP) standards.

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

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.

Student Information Continued

LEAVE OF ABSENCE AND PROGRAM INTERRUPTION

A leave of absence is a temporary break in a student's attendance during which s/he is continuously enrolled. A student may request/be granted a leave of absence if the School Director/designee determines that the student has met the standard for "emergency situations". The School Director may reject a leave of absence request if not satisfied with the student's stated nature of emergency as indicated by the student.

In each case the approval and length of term of a leave of absence will be determined by the School Director based on the procedures outlined below. Once reviewed by the School Director, the school's decision will be discussed with the student providing an additional opportunity to discuss the details and the ramification of the decision. In no circumstance will an individual leave of absence be granted for a period longer than 180 calendar days in any 12-month period. The student may request more than one leave under the guidelines listed below.

Procedures:
1. A leave of absence may be granted for emergency circumstances including:
   - Medical/serious illness
   - Death in the immediate family
   - Debilitating injury
   - Transportation
   - Military Duties
   - Maternity

2. Also, a leave of absence may be granted by the school director due to a class schedule change initiated by the school.

3. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not submit a leave of absence consistent with the stated policy, the student's enrollment is automatically terminated within a timeframe consistent with CCI's consecutive absence policy.

4. A student must sign and date the Leave of Absence Request form and specify a reason for the request in accordance with the procedures listed above. The student must explain and establish reasonable assurance to return within the timeframe stated on the form.

5. A student must attest to understanding of the procedures and implications for returning or failing to return to school.

6. Once approved, the form will be signed and dated by a school Director or the Business Office and once again discussed with the student.

7. If the request is disapproved, the student will receive an explanation in writing.

8. No additional charges may occur as the result of a leave of absence.

9. The Director will not approve a leave of absence if anticipated future course offerings keep the student from starting classes upon their return.

10. A leave of absence is limited to a maximum of 180 calendar days in any 12- month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

Student Information Continued

11. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit.

12. If a course is not available on the schedule causing a gap in attendance, a leave of absence will be required if the student is to remain enrolled in school. Such leave is permissible only if all leave of absences previously granted in a 12-month period do not exceed the180 calendar days allowed as explained above.

13. If a leave of absence is not approved, or requested, the absent student will be terminated. In such case the student may apply to re-enroll back in school

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 within 150% of the normal program length. 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, the Career Services Department or Director of Education.

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 (TWC), CCI Training Center cannot and does not guarantee employment.

Student Information ^{Continued}

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.

If an applicant who has signed an Enrollment Agreement never attends class (also known as a No Show) or cancels the Enrollment Agreement prior to the class start date a TWC state refund calculation is completed. The TWC Refund Calculation Worksheet is maintained in the candidate's file, and the file is kept for a minimum of 10 years.

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.[1]

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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[1] 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

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

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

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

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.ccitraining.edu.

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 2nd 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.

Student Information Continued

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.

A student will be placed on probation and/or dismissed from CCI 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.
- Any act of violence.
- Other violations as determined by the School Director.

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

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.ccitraining.edu. 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.

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.

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

<u>TEXAS LAW</u>

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

FIREARM POLICY

"PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN."

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY."

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.

Senior Management Staff

Martin Zandi, Ph.D., President/Owner
Joseph Weber, M.Ed., School Director /Operations Manager
Leila Thornburg, B.A., Manager of Business Office/Operations Manager

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INSTRUCTORS

CCI employs instructors that are professional and qualified for all programs. All instructors must meet the requirements as set forth by the Texas Workforce Commission, Career Schools & Colleges.

Blakely, Isaiah	General Education – BS – Southern University A&M, MA – Louisiana College
Duncan, Jamechia	Pharmacy Tech – AAS _TCC; BFA – UTA-Arlington; CPhT – TX Board of Pharmacy
Frazier, Wania	Health Care – AAS – University of Phoenix
Garcia Rios, Carlos	Pharmacy Tech – BS – University of TX Dallas, CPhT – TX Board of Pharmacy; Certified – NPTA (Compounding & IV Aspetic)
Hainley, John	Technology – AAS – Tarrant County College; BS – Tarleton State University Certifications: CompTIA A+, CompTIA Network+; MCSE
Haskins, Tamara	Technology – PhD – DeVry University – Network; MS – Capella University – IT
Martinez, James	Technology – BA – University of Texas at Dallas, MS – Kent University
Newsom, Victor:	Technology – BA in Business Administration, Texas A& M University Certifications: CompTIA A+, Network+, Security+; Cisco CCNA
Norris, LaSean	Allied Health Care – Certified Medical Biller
Sharper, Shonda	Allied Health – Certified Phelbootmis, Parkland School of Phlebotomy
Thomas, Lisa F.	Health Care – BS – Kaplan University; MS – Kaplan University; Medical Assistant – PCI; Certifications: RMA, CPR Instructor
Thompson, Dana	Technology – AAS – WG University – IT Management Certifications: CompTIA A+, CompTIA Network+, MCP. MTA, MOS, MCT
Tidwell, Tiffany	HealthCare – Medical Assistant – MBA in Healthcare Management, Bethel University; BS in Management, Bethel University; AS in Allied Health, Southwest Tennessee Community College; Diploma in Medical Assistant, Concorde Career Colle

Book List

Textbooks and eBooks are included in the student's tuition charge. All textbooks and eBooks are issued to students, as they are needed. Students who lose or damage textbooks are responsible for purchasing replacements through the school and/or another vendor.

Pursuant to Federal regulations, every student at the time of enrollment has the ability to opt-out (or decline) the CCI's inclusive textbook plan by which the school supplies the student with textbooks and course materials. If a student opts-out, he or she then has the sole responsibility to locate and arrange for the purchase of textbooks and/or course materials in a timely fashion and as necessary.

ALLIED HEALTH CARE PROGRAMS

Medical Terminology/Medical Terminology I
Quick & Easy Medical Terminology, 9th Ed., Saunders 2019

Anatomy and Physiology
The Human Body in Health & Disease, 7th Ed., Elsevier 2018

Basic Pharmacology, Clinical Procedures and Lab, EKG Introduction, and Weight Management and Wellness
Elsevier; Kinns's Medical Assistant/ Online Resources

Certification Test Preparation
Mosby's Review for the Pharmacy Technician Certification, 4th Ed., by James Mizner, Elsevier

Electronic Medical Records
SimChart for the Medical Office: Learning the Medical Office Workflow, 2021 Ed., Elsevier

Fundamentals of Pharmacy Practice
Mosby's Pharmacy Technician: Principles and Practice, 5th Ed. Bundle with Workbook

Insurance Billing & Reimbursement
Insurance Handbook for the Medical Office by Marilyn T. Fordney, Saunders/Elsevier, 2020
Insurance Handbook for the Medical Office Student Workbook by Marilyn T. Fordney, Saunders/Elsevier, 2020

Medical Coding
ICD-10-CM Physician Professional Ed., ICD-10_PCS Professional Ed., AMA CPT Professional, HCPCS Level II, Step by Step Medical Coding Textbook and Workbook, Ed., Elsevier

Pharmacy Calculations
Math Calculations for Pharmacy Technicians: A Work text, 3rd Ed., by Robert Fulcher and Eugenia Fulcher, Saunders

Sterile Products Certification
Sterile Products and Aeseptic 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, 5th Ed., by Robin Warekois, Saunders

BUSINESS & ACCOUNTING

MS Office
Building a Foundations with MS Office 2016, Alec Fehl, Christie Jahn Hovey, Ben Linford, Jill Murphy, Alex Scott ; Labyrinth Learning

Basic Accounting
Accounting Basics: An Introduction for Non-Accounting Majors, Eric Weinstein, L, 2020, Labyrinth Learning

QuickBooks
QuickBooks Pro 2021, Conlon & Harltey, Labyrinth Learning, 2021

Payroll Administration
Payroll Accounting: A Practical, Real-World Approach., Eric Weinstein, 2021, Labyrinth Learning

Business Practice I & II
Business in Action, 8th Ed., Courtland Bovee & John Thill, Pearson Learning, 2016

TECHNOLOGY PROGRAM

A+
Complete CompTIA A+ uCertify Course/Lab Access Key

Networking Fundamentals
MTA 98-366: Networking Essentials uCertify Course/Lab Access Key

IT Fundamentals
CompTIA UTF+ Fundamentals uCertify Course/Labs Access Key

IT Security Fundamentals
CompTIA Security uCertify Course/Labs Access Key

Networking Intermediate
CompTIA Network+ N10-007 uCertify Course/Labs Access Key

Cisco CCNA 200-301 Volume I
CCNA uCertify Course/Labs Access Key

Cisco CCN 200-301 Volume II
CCNA uCertify Course/Labs Access Key

Installing & Configuring Servers
70-410 uCertify Course/Labs Access Key

Active Directory & Client OS
MCSA/MCSE uCertify Course/Labs Access Key

Linux Essentials
Linux Fundamentals: uCertify Course/Labs Access Key

Cloud Essentials
Cloud Essentials: uCertify Course/Labs Access Key

Security+
CompTIA Security + uCertify Course/Labs Access Key

Cloud+
Cloud+: uCertify Course/Labs Access Key

Azure Fundamentals
Azure: uCertify Course/Labs Access Key

MS Certified Azure Fundamentals
Azure: uCertify Course/Labs Access Key

AWS Cloud Practitioner Essentials
Cloud: uCertify Course/Labs Access Key

AWS Certified Cloud Practitioner
Cloud: uCertify Course/Labs Access Key

Goolge Cloud (G-Suite) Certification
Google: uCertify Course/Labs Access Key

Certified Google Cloud Engineer
Google: uCertify Course/Labs Access Key