SOUTHERN CAREERS INSTITUTE

SCHOOL CATALOG

2019

SOUTHERN CAREERS INSTITUTE

Volume Number: 2019-5

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SOUTHERN CAREERS INSTITUTE LOCATIONS

Southern Careers Institute (TWC# S0470)
1701 W. Ben White Blvd, Suite 100, Austin, Texas 78704
Phone (512) 432-1400 Fax (512) 432-1401

Branch Campus Locations
Southern Careers Institute (TWC# S3380)
935 N. Expressway, Brownsville, Texas 78520
Phone (956) 550-9962 Fax (956) 541-4890

Southern Careers Institute (TWC# S0640)
2422 Airline Road, Corpus Christi, Texas 78414
Phone (361) 994-3700 Fax (361) 994-3701

Southern Careers Institute (TWC# S4333)
6963 NW Loop 410, San Antonio, Texas 78238
Phone (210) 706-1600 Fax (210) 706-1601
(North Campus Location)

Southern Careers Institute (TWC# S3379)
1122 Morgan Blvd., Harlingen, Texas 78550
Phone (956) 364-7300 Fax (956) 412-0919

Southern Careers Institute (TWC# S0630)
1500 North Jackson Road, Pharr, Texas 78577
Phone (956) 687-1415 Fax (956) 687-3400

Southern Careers Institute (TWC# S0708)
238 SW Military Drive, Suite 101, San Antonio, Texas 78221
Phone (210) 977-1000 Fax (210) 977-1001
(South Campus Location)

Southern Careers Institute (TWC# P5414)
3700 S IH-35, Suite A, Waco, TX 76716
Phone (254) 265-9700 Fax (254) 265-9701

Corporate Office
1701 Directors Boulevard, Suite 800, Austin, Texas 78744
Phone: (512) 437-7500 Fax (512) 437-7501

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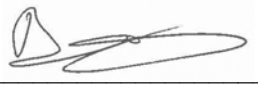
"Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas"

Southern Careers Institute reserves the right to modify, upon approval of the Texas Workforce Commission and the Council on Occupational Education, the offering of programs, individual courses of study, tuition, hours of classes, the school calendar, and other materials listed in the publication or herein attached or inserted.

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

David Palmer
Campus Director, Austin

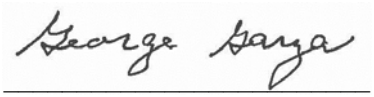
Zack Lesak
Campus Director
Brownsville



Tammy Newsom
Campus Director
Corpus Christi

Rick Finn
Campus Director
San Antonio North

Jason London
Campus Director
Harlingen



George Garza
Campus Director
Pharr

Cheryl Lokey
Campus Director
San Antonio South

Roy Hawkins
Campus Director, Waco

ADMINISTRATIVE AND CAMPUS OPERATIONS

Corporate Officers

Jacob Mayhew
Chief Executive Officer

Rachel Lang
Chief Financial Officer

Matthew Hawes
Chief Operations Officer

Nikki England
President

The Commission of the Council on Occupational Education accredits Southern Careers Institute.

Council on Occupational Education
7840 Roswell Road, Building 300, Suite #325
Atlanta, Georgia 30350
Phone (770) 396- 3898
Toll Free (800) 917-2081
www.council.org

Southern Careers Institute locations are approved by the Texas Workforce Commission, Career Schools and Colleges:

Texas Workforce Commission, Career Schools and Colleges
101 East 15th Street, Rm. 226T
Austin, Texas 78778-0001
Phone (512) 936-3100
http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges.html

Southern Careers Institute is authorized to grant associate degrees, grant credits toward degrees, and to use certain protected academic terms at the Austin, Texas campus by the Texas Higher Education Coordinating Board.

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX
(512)427-6200

Southern Careers Institute locations are approved by the Texas Veterans Commission to train eligible veterans

Approved Testing Site

National Healthcareer Association (all locations)
SCI offers healthcare related programs that require specialized training and specialized certification. In partnership with the National Healthcareer Association, SCI offers certification in skills areas including Clinical Medical Assistant, Medical Administrative Assistant, EKG Technician, Electronic Health Records Specialist, and Medical Billing Specialist. Programs and certification exams may vary by campus location and program offerings.

Certiport
SCI campuses are Certiport Authorized Testing Centers that offer certification exams for selected Microsoft competency areas. Programs and certification exams may vary by campus location and program offerings.

HISTORY OF SOUTHERN CAREERS INSTITUTE

Southern Careers Institute (SCI) was founded in 1960. In 1991, The Institute received its initial accreditation from the Commission on Occupational Education, a national accrediting agency recognized by the United States Department of Education. The school added medical and business programs to its curriculum in 1992 and pharmacy in 1994. The expansion of the company evolved as follows:

The Pharr branch campus was opened in May of 1992.

The Corpus Christi branch campus was opened in August of 1992.
The San Antonio South campus was opened in 1994.
The Brownsville, Harlingen and Corpus Christi 2 campuses were added in November of 2008.
In 2009, Southern Careers Institute, Inc. was acquired by SCI Acquisition Co., Inc.
The Corpus Christi 2 campus was closed in December of 2012.
The San Antonio North campus was opened in 2012.
The Brownsville and Harlingen campuses were relocated to their current facilities in December 2014 and January 2015 respectively.
The Austin campus was relocated to its current facility in November 2016.
The Waco Campus was opened in January 2019.

OWNERSHIP

The ownership of Southern Careers Institute, Inc. is SCI Acquisition Company, Inc., which is wholly owned by Tall Oak Learning, LLC.

CAREER-FOCUSED CURRICULUM

SCI offers a Diploma in each of the following career fields:

Associate of Applied Science Management
Administrative Assistant
Business Accounting Specialist
Computer Support Specialist
Computerized Business Accounting
Commercial Motor Vehicle Operator
Cosmetology (see separate catalog)
Cosmetology Instructor (see separate catalog)
Data Science
Cyber Security
Medical Insurance Billing and Coding
HVAC
Manicure Technician (see separate catalog)
Medical Assistant
Medical Billing and Coding Specialist
Medical Office Specialist
Medical Office Administration
Pharmacy Technician
Welding
Software Developer
Mobile Application Developer
Office Administration
Electrical Technician

MISSION STATEMENT

Our mission is to ensure the long-term success of our students by delivering employer tailored programs that result in an increasing demand for Southern Careers Institute graduates.

SCI is dedicated to accomplishing its Mission Statement through the following objectives:

1. Laser Focus on Student Value Through Efficient Delivery
2. Superior Student Experience
3. Strategic Employer Partnerships

FACILITIES AND EQUIPMENT

Austin Campus
The campus occupies approximately 18,500 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

Brownsville Campus
The campus occupies approximately 24,838 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students

and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

Corpus Christi Campus
The campus occupies approximately 19,000 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

San Antonio (North Campus)
The campus occupies approximately 34,000 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

Harlingen Campus
The campus occupies approximately 14,385 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

Pharr Campus
The campus occupies approximately 19,000 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

San Antonio (South Campus)
The campus occupies approximately 28,931 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

Waco Campus
The campus occupies approximately 21,792 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

CHANGES IN CATALOG INFORMATION

This is an official document publishing the policies, procedures, and regulations of SCI. Each student is responsible for knowing and complying with the information contained in this publication. To view a complete list of disclosures and consumer information please visit www.scitexas.edu.

ADMISSIONS

Admissions Process and Entrance Requirements for Programs. See page 85 for seminars.

Admission to SCI requires that applicants complete the following prior to the student's start date:

- Interview with an Admissions Representative
- Tour of the campus
- Proof of high school graduation or General Equivalency Diploma (GED) with three exceptions (All Associate degree students must have proof of high school graduation or GED, no exceptions):
  - Nurse Aide must provide documentation of satisfactory completion of at least the 8th grade
  - CMVO may enroll without a secondary education if they pass the DPS CDL learners permit test prior to enrolling in the program
  - Eligibility of Other Students Without a Valid High School Diploma
- SCI will accept an earned degree (Associate or higher) in lieu of a high school diploma. The institution granting the degree must have been accredited by an agency recognized by the US Dept of Education at the time the degree was granted.
- Early HS graduates can supply a letter from their school or school district, stating that the student has satisfied all graduation requirements and that the diploma will be issued on a specified date in the future. SCI will determine whether this can be provisionally accepted so that the student may start classes at SCI. If this is accepted as provisional POG, the student must provide a acceptable transcript or diploma within 6 months of starting school or face dismissal and rescindment of all earned credit.
- (Grandfathered Students): Students without a high school diploma or its recognized equivalent, who were enrolled in an eligible program at a Title IV institution prior to July 1, 2012, are eligible for Title IV aid under the previous ATB alternatives. (Consolidated Appropriations Act of 2012 amended section 484(d) of the Higher Education Act.) Southern Careers Institute accepts these grandfathered students if the student can provide proof that an appropriate ATB process was followed; that the student withdrew after earning credits; and that the student received federal aid for those credits.
- SCI enrollment agreement
- May be required to complete and pass a Background Check**
- Foreign Credentials must be evaluated for equivalency to a United States HS diploma. The evaluation must be performed by a professional evaluator and must be an original document sent directly to the campus. The evaluation must be performed by an organization with membership in NACES (National Association of Credential Evaluation Services) OR listed on the Texas Education Agency website under Foreign Credential Evaluation Services.

**Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, SCI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to SCI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. SCI reserve the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate.

English Proficiency
SCI does not provide English-as-a-second language instruction. Students are required to read, write and speak English in classes that are taught in English. Students whose primary language is not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with minimum score of 61 on an Internet-Based Test (iBT), 500 on a Paper-Based, or 173 on a Computer- Based Test (CBT)
- Advance Placement International English Language (APIEL) with a minimum score of 173
- International English Language Testing System (IELTS) with a minimum level of 6
- A minimum grade of C in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a C (70%) average at a postsecondary institution in which English was the language of instruction
- Or other appropriate method of providing English proficiency as determined by the Campus Director.

Students or Graduates who have been previously enrolled in a SCI Spanish program who chose to transfer to a non-Spanish program will need to meet the English Proficiency requirements.

Applicants must be at least 16 years of age. Any applicant, who has not reached the age of 18 at the time of the admissions process, must provide proof of a high school diploma or GED and have written permission from a parent or legal guardian.

Non-Discrimination
The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. SCI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status.

Applicants in the Pharmacy Technician Program
Applicants who intend to enroll in the Pharmacy Technician program must possess a high school diploma or GED at the time of enrollment. In order to be eligible for approval of externship in a retail or hospital pharmacy, students must be registered with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. Registration as a trainee requires:

1. Completion of an online application, including payment of a non-refundable fee of $62.00; and
2. Completion of a fingerprint session including a non-refundable fee of approximately $43.00.

These fees are part of the student tuition total; however, students withdrawing from the Pharmacy Technician program who have submitted applications and completed a fingerprint session will be required to pay these fees.

Registration may take up to six (6) months to complete; therefore, pharmacy technician students are required to complete the application and fingerprinting process during their first three-week module. Background checks may be conducted, and students who have felony convictions will not be approved for admission. Additionally, the pharmacy board also closely scrutinizes certain types of misdemeanors, which may result in denial of registration or additional requirements by the board.

Admissions Procedures
After satisfying the admissions requirements, students will complete necessary paperwork, including an Enrollment Agreement (to be signed by parent or guardian if the student is a minor), and make satisfactory financial arrangements.

DISTANCE EDUCATION

Selected programs and/or classes may be available for students to take via distance education. The Programs and Courses sections of the catalog contain information on which programs / courses may be available for online delivery. These courses have the distance education icon inserted after their title.

Students wishing to enroll in a distance education program or course must meet the Southern Careers Institute Enrollment Process and Entrance Requirements as well as the following Technology/Resource Requirements:

Technology/Resource Requirements:

Students are required to have access to a computer and the Internet on a daily basis. Students must also possess the ability to use a computer, access e-mails, use a web browser (Internet Explorer, Firefox, Google Chrome, or Safari), and use the Moodle course management system.

Students must also have word processing software such as Microsoft Word or OpenOffice or a process that will allow use of APA format and to save documents to a PDF for submission to the instructor. In addition to textbooks, workbooks, lab manuals or other required materials, classes may utilize sources from the library. The instructor will provide specific information on resources that will be utilized/required in class to support content and aid in research.

Students enrolled in an online learning environment will be introduced to acceptable standards of behavior regarding dialog postings, plagiarism, netiquette (online etiquette) and attendance by completing an orientation to distance education prior to taking online courses. This orientation will appear on a student's transcript with a grade of P (Pass) or F (Fail). The orientation is not a course and has no impact on the student's GPA or maximum timeframe, but the posting of the P/F grade allows the school to record that students have completed the online orientation.

Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

STUDENT ORIENTATION

Prior to beginning programs at SCI, new students have the opportunity to attend an orientation session. Orientation facilitates a successful transition into SCI. New students are encouraged to attend regardless of their prior college experience. At orientation, students are acquainted with the campus and campus policies and procedures. They are also introduced to the administrative staff, the faculty and their peers. The directors of the campus departments explain how they assist students and clarify students' rights and responsibilities.

Online Class Orientation

Online orientation is provided for students who are registered for courses that are delivered via distance education. Online orientation classes provide students with an introduction to the learning platform and reinforce the skills needed to be successful online learners.

Students in online classes must successfully pass the required online orientation class prior to gaining access to any online courses. This orientation will appear on a student's transcript with a grade of P (Pass) or F (Fail). The orientation is not a course and has no impact on the student's GPA or maximum timeframe, but the posting of the P/F grade allows the school to record that students have completed the online orientation.

CLASS SCHEDULES AND HOLIDAYS

Campus administrative offices are open from 8:00am to 8:00PM Monday through Thursday, 8:00 am to 5:00PM on Friday, and 9:00am to 1:00PM on Saturday. See grid below for scheduled class times. The school may be closed or class times changed due to extreme weather or emergency situations. Under these conditions, class days and times are subject to change at the discretion of the Campus Director. Make-up time may be scheduled on Fridays and/or Saturdays. Welding students use Fridays or Saturdays for holiday make-up days, and all make up days must occur during the module the holiday impacts.

Class meets Monday-Thursday

Allied Health, Business, HVAC & IT* Day Programs	
8:00 am - 8:50 am	Class
8:50 am - 9:00 am	Break
9:00 am - 9:50 am	Class
9:50 am - 10:00 am	Break
10:00 am - 11:20 am	Class
11:20am - 11:50am	**lunch**
11:50am - 12:40 pm	Class
12:40 pm - 12:50 pm	Break
12:50 pm - 1:40 pm	Class
1: 40 pm - 1:50 pm	break
1:50 pm - 3:10 pm	Class

HVAC Evening Program	
6:00 pm - 6:50 pm	Class
6:50 pm - 7:00 pm	Break
7:00 pm - 7:50 pm	Class
7:50 pm - 8:00 pm	Break
8:00 pm - 8:50 pm	Class
8:50 pm - 9:00 pm	Break
9:00 pm - 9:50 pm	Class
9:50 pm - 10:00 pm	Break
10:00 pm - 11:00 pm	Class

*Computer Support Specialist, Cyber Security, Data Science, Mobile Application Developer, Software Developer

Allied Health, Business Evening Programs	
6:00 pm - 6:50 pm	Class
6:50 pm - 7:00 pm	break
7:00 pm - 7:50 pm	Class
7:50 pm - 8:00 pm	Break
8:00 pm - 9:20 pm	Class
9:20 pm - 9:30 pm	Break
9:30 pm - 10:20 pm	Class
10:20 pm - 10:30 pm	Break
10:30 pm - 11:10 pm	Class

Nurse Aide Evening	
5:30 pm - 6:20 pm	Class
6:20 pm - 6:30 pm	Break
6:30 pm - 7:20 pm	Class
7:20 pm - 7:30 pm	Break
7:30 pm - 8:20 pm	Class
8:20 pm - 8:30 pm	Break
8:30 pm - 9:20 pm	Class
9:20 pm - 9:30 pm	Break
9:30 pm - 10:30 pm	Class

Classes meet Monday-Friday

Welding/Electrical Morning	
8:00 am - 9:20 am	Class
9:20 am - 9:30 am	Break
9:30 am - 10:20 am	Class
10:20 am - 10:30 am	Break
10:30 am - 11:20 pm	Class
11:20am - 11:50am	**lunch**
11:50 pm - 12:40 pm	Class
12:40 pm - 12:50 pm	Break
12:50 pm - 1:40 pm	Class

Welding Afternoon	
12:20 pm - 1:40 pm	Class
1:40 pm - 1:50 pm	Break
1:50 pm - 2:40 pm	Class
2:40 pm - 2:50 pm	Break
2:50 pm - 3:40 pm	Class
3:40 pm - 4:00 pm	**lunch**
4:00 pm - 4:50 pm	Class
4:50 pm - 5:00 pm	Break
5:00 pm - 5:50 pm	Class

Welding/Electrical Evening	
6:00 pm - 7:20 pm	Class
7:20 pm - 7:30 pm	Break
7:30 pm - 8:20 pm	Class
8:20 pm - 8:30 pm	Break
8:30 pm - 9:20 pm	Class
9:20 pm - 9:30 pm	Break
9:30 pm - 10:20 pm	Class
10:20 pm - 10:30 pm	Break
10:30 pm - 11:20 pm	Class

Nurse Aide Morning	
8:00 am - 8:50 am	Class
8:50 am - 9:00 am	Break
9:00 am - 9:50 am	Class
9:50 am - 10:00 am	Break
10:00 am - 10:50 am	Class
10:50 am - 11:00 am	Break
11:00 am - 12:00 am	Class

Nurse Aide Afternoon	
1:00 pm - 1:50 pm	Class
1:50 pm - 2:00 pm	Break

CMVO Classroom	
8:00 am - 8:50 am	Class
8:50 am - 9:00 am	Break
9:00 am - 9:50 am	Class
9:50 am - 10:00 am	Break
10:00 am - 10:50 am	Class
10:50am - 11:00am	Break
11:00am - 11:50 pm	Class
11:50 pm - 12:00 pm	Break
12:00 pm - 1:00 pm	Class

CMVO Proficiency Development	
10:00 am - 10:50 am	Class
10:50am - 11:00am	Break
11:00am - 11:50 pm	Class
11:50 pm - 12:00 pm	Break
12:00 pm - 1:00 pm	Class
1:00 pm - 2:00 pm	**lunch**
2:00 pm - 2:50 pm	Class
2:50 pm - 3:00 pm	Break
3:00 pm - 3:50 pm	Class
3:50 pm - 4:00 pm	Break
4:00 pm - 5:00 pm	Class

2:00 pm - 2:50 pm	Class
2:50 pm - 3:00 pm	Break
3:00 pm - 3:50 pm	Class
3:50 pm - 4:00 pm	Break
4:00 pm - 5:00 pm	Class

Computer Support Specialist Evening	
CSS Monday-Friday	
6:00 pm - 6:50 pm	Class
6:50 pm - 7:00 pm	Break
7:00 pm - 7:50 pm	Class
7:50 pm - 8:00 pm	Break
8:00 pm - 9:20 pm	Class
9:20 pm - 9:30 pm	Break
9:30 pm - 10:20 pm	Class
10:20 pm - 10:30 pm	Break
10:30 pm - 11:20 pm	Class

2019 Module / Term and Holiday Calendars

All Programs, except HVAC 2019 Module Calendar	
Term Start Date	Term End Date
1/21/19	2/10/19
2/11/19	3/3/19
3/4/19	3/31/19
4/1/19	4/21/19
4/22/19	5/12/19
5/13/19	6/2/19
6/3/19	6/23/19
6/24/19	7/14/19
7/15/19	8/4/19
8/5/19	8/25/19
8/26/19	9/15/19
9/16/19	10/6/19
10/7/19	10/27/19
10/28/19	11/17/19
11/18/19	12/8/19
12/9/19	1/12/20

HVAC days 2019 Term Calendar	
Term Start Date	Term End Date
1/21/19	3/10/19
3/4/19	4/21/19
4/22/19	6/2/19
6/3/19	7/14/19
7/15/19	8/25/19
8/26/19	10/6/19
10/7/19	11/17/19
11/18/19	1/12/20

HVAC eves 2019 Term Calendar	
Term Start Date	Term End Date
1/14/19	3/10/19
3/18/19	5/12/19
5/13/19	7/7/19
7/8/19	9/1/19
9/2/19	10/27/19
10/28/19	12/22/19

2019 Holiday Calendar			
Holiday	**Start**	**End**	**Make up Day**
New Years Day	1/1/19		
MLK Day	1/21/19		1/25/19 [1/26 Welding M-F]
Presidents Day	2/18/19		2/22/19 [2/23 Welding M-F]
Spring Break	3/8/19	3/17/19	Allied Health, HVAC, CSS Days
Spring Break	3/9/19	3/17/19	Welding M-F
Spring Break	3/10/19	3/17/19	CSS / Welding Eves (Saturday class)
Spring Break	3/11/19	3/17/19	Distance Education
Spring Break	3/15/19	3/24/19	Austin Allied Health, HVAC, CSS Days
Spring Break	3/16/19	3/24/19	Austin Welding M-F
Spring Break	3/17/19	3/24/19	Austin CSS / Welding Eves (Saturday class)
Spring Break	3/18/19	3/24/19	Austin Distance Education
Good Friday	4/19/19		4/13/19 Welding M-F
Memorial Day	5/27/19		5/31/19 [6/1 Welding M-F]
Independence Day	7/4/19		6/29/19 [6/30 Welding M-F]
Labor Day	9/2/19		9/06/19 [9/7 Welding M-F]
Thanksgiving	11/28/19	11/29/19	11/22/19 [11/23 & 12/7 Welding M-F]
Winter Break	12/20/19	1/5/20	Allied Health, HVAC, CSS Days
Winter Break	12/21/19	1/5/20	Welding M-F
Winter Break	12/22/19	1/5/20	CSS / Welding Eves (Saturday class)
Winter Break	12/23/19	1/5/20	Distance Education

TUITION BY PROGRAM

Unless otherwise listed, tuition covers student textbooks.

Administrative Assistant	Tuition	$13,450.00	Business Accounting Specialist	Tuition	$16,050.00
	Total Cost	$13,450.00		Total Cost	$16,050.00
Medical Assistant	Tuition	$16,900.00	Medical Billing and Coding Specialist	Tuition	$16,550.00
	Total Cost	$16,900.00		Total Cost	$16,550.00
Medical Office Specialist	Tuition	$15,550.00	Pharmacy Technician	Tuition	$16,650.00
	Total Cost	$15,550.00		Total Cost	$16,650.00
HVAC	Tuition	$20,025.00	Computer Support Specialist	Tuition	$13,100.00
	Total Cost	$20,025.00		Total Cost	$13,100.00
Nurse Aide	Tuition	$1,200.00	Welding	Tuition	$13,100.00
	Total Cost	$1,200.00		Tool Kit	$250.00
Commercial Motor Vehicle Operator	Tuition	$3,800		Total Cost	$13,350.00
	Registration	$70.00	Software Developer	Tuition	$13,300.00
	Other	$110.00		Total Cost	$13,300.00
	Total Cost	$3,980.00	Medical Office Administration	Tuition	$13,100.00
Associate of Applied Science Management	Tuition	$22,100.00		Total Cost	$13,100.00
	Total Cost	$22,100.00			

Data Science	Tuition	$13,300.00			
	Total Cost	$13,300.00	Office Administration	Tuition	$11,900.00
Cyber Security	Tuition	$13,300.00		Total Cost	$11,900.00
	Total Cost	$13,300.00	Medical Insurance Billing and Coding	Tuition	$14,100.00
Mobile Application Developer	Tuition	$13,300.00		Total Cost	$14,100.00
	Total Cost	$13,300.00	Business Administration	Tuition	$16,050.00
				Total Cost	$16050.00
Electrical Technician	Tuition	$13,100.00			
	Tool Kit	$250.00			
	Total Cost	$13,350.00			

Other Charges

Replacement Student ID	**$ 5.00**
Replacement Diploma	**$ 5.00**
Additional or Replacement Uniforms	
• Scrubs (XXS – XL)	**$16.00**
• Scrubs (2XL – 4XL)	**$18.00**
• Polo Shirts	**$12.75**
• Polo Shirts (2XL – 4XL)	**$15.00**
TSBP PT Trainee Registration (included in tuition)	**$53.00**
PT Fingerprint session (included in tuition)	**$45.00**
Official Transcripts (first one is free)	**$ 2.00**
TX Commercial Learners Permit (CMVO students pay DPS directly)	**$11.00**
TX CDL A license test (CMVO students pay DPS directly)	**$52.00**
BLS Certification (Included in MA program tuition, but not Nurse Aide)	**$25.00**
Immunization record fee (Nurse Aide students pay physician [fee varies] or clinic)	**$ 5.00**
Immunization fees at Garrett Center ($15 PPD; $85 MMR; $140 varicella) for Nurse Aide	
Watch with second hand (Nurse Aide students pay retailer directly)	**$15.00 and up**

STUDENT FINANCIAL AID FOR PROGRAMS

Financial assistance may be a combination of grants and loans which supplement the student's contribution towards training. As an accredited post-secondary institution, SCI has various federal financial assistance programs available for qualified students enrolled in SCI programs. This does not apply to seminar students. These programs exist to assist students in paying for educational expenses.

SCI will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, if eligible, and finance plans. Eligibility for financial assistance is determined by Financial Aid office personnel who are trained in using standard, federally-approved methods of needs analysis. Students will be interviewed individually to determine a financial arrangement that suits their needs and personal situation, and which meets the requirements of the school.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. Failure to keep all payments current may result in termination.

Applying for Student Financial Assistance

All students applying for financial assistance must have a personal interview with a member of the Financial Aid staff. During this interview process, the staff member can provide guidance on the process of completing a Free Application for Federal Student Aid (FAFSA) and any other forms necessary to determine eligibility and apply for financial assistance. It is the student's responsibility to provide any requested documents in order to verify eligibility and process the application in a timely manner.

Federal Pell Grant

The Federal Pell Grant is a grant awarded to students who qualify under the financial need guidelines. Eligibility is determined by completing the Free Application for Federal Student Aid. (FAFSA)

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG is a grant that the school awards to qualified students based on financial need and the availability of funds. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA).

Federal Direct Loan (Subsidized and Unsubsidized)

The Federal Direct Loans are low-interest rate loans provided by the Federal Government. Amounts are determined based on financial need. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA).

Federal PLUS Loan

The Federal PLUS Loan is a low interest rate loan available for the parents of dependent, undergraduate students who are enrolled on at least a half time basis. Applications are available in the Financial Aid Office.

Payment Period – Federal Grants and Loans definition

A payment period is one half of the program length (in credits or clock hours, as applicable) for programs that are less than or equal to an Academic Year in length and one half of each academic year for programs greater than an Academic Year in length. Programs with reduced credits or hours due to transfer credits or hours are considered to be the length of the remaining credits or hours in the program.

Alternative Financing

For those students who qualify, alternative financing is available through several financing companies. The Financial Aid Office will assist students in tailoring payment plans to fit their individual needs. Co-signers may be necessary, depending upon the student's credit history.

Veterans

Veterans' benefits are available for those who are eligible. SCI is approved for GI Bill® Chapters 30, 31, 32, 33, 35, 1606, and 1607 tuition payments from the US Department of Veterans Affairs. Students receiving VA educational benefits are required to provide all previous post-secondary education transcripts for review, including JST military training records. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Social Security Benefits

Eligible students may obtain Social Security benefits. For more information, see the Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS AND GRANTS

Student Success Grant

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the Student Success Grant for specific start dates and programs. This Grant is only valid for those applicants who submit a complete application for the associated starts in 2017 and commit to continuous enrollment and abide by the program requirements. SCI makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Determination of award amount will be based on: Students Initial Funding Level selection and Matriculation of all transfer credits from all other colleges, Military and other SCI programs or campuses per the institution's catalog.

High School Best Scholarship

SCI may offer a High School Best Scholarship to first time students who enroll and attend an SCI campus within six (6) months of their high school graduation date, and have a GPA of 3.5 or higher on a 4.0 scale. Adjustments will be made for schools using a different grade scale to maintain the measurement of exemplary student achievement. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each year, students at each applicable campus will be offered up to a $3,000 scholarship for their first academic year. Students will be considered for the High School Best Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, submitted the High School Best Scholarship application, and a copy of their high school transcripts. Applications are due by each start date; awards will be based on financial need as well as academic achievement. Scholarship applications will be evaluated as they are received. The High School Best Scholarship is not available for the Cosmetology Program or Seminars.

Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. For 2017, a maximum of $420,000 in scholarship funding will be awarded in High School Best Scholarships.

High School Scholarship

SCI may offer a High School Scholarship to first time students who enroll and attend a Southern Careers Institute campus within 90 days of their high school graduation date. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each year, students at each applicable campus will be offered up to a $1,500 scholarship for their first academic year. Students will be considered for the High School Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the High School Scholarship application and a copy of their proof of graduation showing graduation date. Applications are due by each start date. Scholarship applications will be evaluated as they are received. The High School Scholarship is not available for the Cosmetology Program. Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. For 2017, a maximum of $275,000 in scholarship funding will be awarded in High School Scholarships.

Financial Literacy Grant
In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the Financial Literacy Grant for specific start dates and programs. This Grant is only available for those applicants who submit a complete application, and commit to continuous enrollment. Determination of award amount will be based on: Matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog.

Southern Careers Institute Military Grant
To continue to serve our Military Members and their families, Southern Careers Institute has established a Military Grant up to $2,000 to be determined based on the cost of the chosen program of study. The Military grant is for Military Members (Active, Veteran, and Retired), their spouses, and dependents to assist in providing funding to attend a program of study at Southern Careers Institute. To be eligible for the Southern Careers Institute Military Grant, a candidate must be accepted for admission, and verify Military Affiliation status.

DREAM Act Grant
In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, SCI may offer the DREAM Act Grant for specific start dates and programs. This Grant is only valid for those applicants who submit a complete application for the associated starts in 2017 and commit to continuous enrollment and abide by the program laid out below. The Institute makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Sponsor's Grant
If requested, SCI will match sponsor's contribution with an additional grant for a student who is sponsored by another organization. If the student is eligible for a Pell Grant SCI will match up to the sponsor's contribution after the Pell Grant is applied. Total contributions cannot exceed the cost of the program. If the student is not eligible for a Pell grant the institution will match half (½) of the sponsor's contribution, not to exceed the cost of the program. Any portion of the program cost which is not covered by grants, sponsor, and scholarship will be paid by the student while in school.

Debt Forgiveness Grant
To help change more lives, SCI may offer the Debt Forgiveness Grant for specific start dates and programs. The purpose of this program is to assist our prior students to continue their educational journey while supporting and encouraging them to improve their marketability in today's job market. Students who withdrew from class within the last 365 days and meet SAP requirements are eligible for the grant.

Women in Tech
To help change more lives, SCI may offer the Women in Tech Grant for specific start dates and programs. The Women in Tech Grant makes going back to school easier by lowering the overall cost of tuition by as much as $1,000 for grant recipients who meets the requirements of the grant which are aspiring females programmers applying for technical related programs with valid U.S. photo IDs. This Grant is only available for those applicants who submit a complete application, and commit to continuous enrollment.

Career Opportunity Grant
To help change more lives, SCI may offer the Career Opportunity Grant for specific start dates and programs. The Career Opportunity Grant makes going back to school easier by lowering the overall cost of tuition by as much as $4,000 for grant recipients. Grant available to those who qualify.

Need Based Grant

To help change more lives, SCI may offer the Need Based Grant for specific start dates and programs. The Need Based Grant makes going back to school easier by lowering the overall cost of tuition. This grant is reserved for applicants with high expected family contribution and willing to invest in their career at enrollment. This Grant is only available for those applicants who submit a complete application, and commit to continuous enrollment. Determination of award amount will be based on: Matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog. Some programs may not qualify.

Grant recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the grant. See the Financial Aid department for all requirements and parameters for institutional grants.

REFUND POLICY

Reverse Start Policy

A 21-day reverse start may be applied to students enrolling in SCI programs. If at any time during the first 21-day period the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, he or she may do so without incurring any tuition-related expense or Federal Student Loan debt. If the student confirms intent to continue enrollment by attending any class within or beyond the 21-day period, he or she may be subject to all tuition charges as outlined in this Agreement. On calendar day 22 or beyond, pursuant to Texas Education Code 132.061, 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. Any class attended during the reverse start period would receive a grade of RS.

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 (does not apply to asynchronous distance education).

Institutional Refund Policy

When a student withdraws from school, two calculations will be performed. The first of these is Return to Title IV.

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a charging period, the amount of Student Financial Aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination, and returns will be made according to Federal Guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period or period of enrollment, all of the assistance for the period is earned.

The second calculation that will be performed is the School's Institutional Refund.

1. Refund computations for resident programs will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes for resident programs 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. Ten school days following the last date of attendance.
3. 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 ($50 for asynchronous distance education) in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college 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.
5. Refunds for asynchronous distance education courses or programs will be computed on the basis of the number of lessons in the course or program.
6. The effective date of termination for refund purposes in asynchronous distance education courses or program will be the earliest of the following:
    a. the date of notification to the student if the student is terminated;
    b. the date of receipt of written notice of withdrawal from the student; or
    c. the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that the student wishes to remain enrolled.
7. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain $50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program. Refund computations will be based on the number of lessons in the program.
8. 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.
9. 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.
10. A full refund of all tuition and fees is due and refundable in each of the following cases:
    a. An enrollee is not accepted by the school;
    b. The course of instruction is discontinued by the school and this prevents the student from completing the course; or
    c. 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 of requirements for career schools and colleges.
Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

RETURN/REFUND PRIORITIES:

Any refunds/returns due to or on behalf of the student will be refunded to the following programs /sources in the following order:

1. Unsubsidized Federal Direct Student Loan.
2. Subsidized Federal Direct Student Loan.
3. Federal Direct Plus Loan.
4. Federal Pell Grant.
5. Other Student Financial Aid Programs.
6. Other federal, state, private, or institutional sources of aid.

7. The student.

Examples of common refund situations/comparisons are available through the financial aid office.

If you have any questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on student aid on the Web at www.studentaid.ed.gov.

Refund Policy for Students called to Active Military Service.

A student of the school 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 for the program and a cancellation of 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 "withdrawal 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 90 percent of the required coursework for the course; and
(2) demonstrated sufficient mastery of the course material to receive credit for completing the course.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

Return to Title IV

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received then was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all of the assistance for the period is earned.

Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

EDUCATION

Unit of Credit

The quarter credit hour is the unit of academic measurement used for SCI programs. One quarter hour of credit can consist of:

a) A minimum of 10 lecture hours (of not less than 50 minutes each) **plus** outside reading and/or preparation; **or**
b) 20 laboratory hours; **or**
c) 30 externship hours

Definition of a Credit Hour

The institution awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:
Examples:

- A course having 40 lecture hours is equal to 4 credit hours
  - (40 lecture hours/10 lecture hours/credit =4 credits)
- A course consisting of 40 laboratory hours is equal to 2 credit hours
  - (40 lab hours /20 lab hours/credit =2 credits).
- A course consisting of 20 lecture plus 20 laboratory hours is equal to 3 credits
  - (((20 lecture hours/10 lecture hours/credit) + (20 laboratory hours/20 lab hours/credit) = 3 credits)

Outside Hours:

Lecture, Laboratory, or Externship/Practicum hours, as indicated on the syllabus, represent hours utilized in determination of total credits awarded in the class for credit bearing courses. Time spent in preparation of new material will require a minimum of 5 additional outside hours (or fraction thereof) for every 20 hours spent in lecture or laboratory. This preparation time may include the reading of textbook material, homework assignments, preparation for assignments, workbook activities, awareness/review of any safety precautions, or research of relevant supplemental information.

Examples: For Converted Clock Hour Programs

- 40 hours in class (and combination of lab or lecture) requires an additional 10 hours of outside work
  - Every 20 hours requires 5 additional 40/20x5 = 10 outside hours
- 40 hours in externship requires zero additional outside hours

For students in a degree program, the requirement for outside hours is equivalent to two outside hours for every hour spent in class (for lecture) and one outside hour for every hour spent in laboratory.

Examples: For Associate Programs

- 40 hours in class designated as lecture hours requires 80 additional outside hours
  - 40 lecture hours x 2 outside hours/lecture hour = 80 outside hours
- 40 hours in class designated as laboratory hours requires 40 additional outside hours
  - 40 lab hours x 1 outside hour/lab hour = 40 outside hours
- 20 lecture hour + 20 laboratory hours requires an additional 60 outside hours
  - (20 lecture hours x 2 outside hours/lecture hour) + (20 lab hours x 1 outside hour/lab hour)

Additionally, students are expected to record notes to be reviewed as background for subsequent lessons, homework, or in preparation for exams or quizzes. Review of, and reflection on, classroom discussions, demonstrations, or presentation is included in the recognition of the additional course hours.

For clock hour courses, the breakdown of Lecture, Lab, and Clinic represent the clock hours required in the class and the structure of the delivery/acquisition of course material. Externship

experience and clock hour courses do not require outside activities in the calculation of total credits/hours but may be assigned to achieve or validate objectives.

A. **For Campus Based Classes:** Students will be assigned specific activities to incorporate out-of-class hours in achievement of course objectives. Out-of-class assignments are those activities identified to be completed outside of structured/scheduled class meeting time for non-clock hour program. These assignments will be graded as part of the overall course grade. For specific assignments and required/estimated time on task, and reflected in each course outline. For Campus Based Students, these are identified on the syllabus header and course outline as **Outside Hours.**
B. **For Classes Delivered in an Online Format (for approved courses and campuses):** Online courses are delivered via https://lms.scitexas.edu in an asynchronous format. Students enrolled in online courses/programs are expected to spend an equivalent amount of time on task, as campus-based students, in meeting course objectives. For Online Courses, the total expected hours required for completion of course objectives are identified on the syllabus as **Total Contact Hours** and reflect the sum of lecture, laboratory, and outside hours.

Module
SCI programs are divided into three-week modules which are scheduled continuously throughout the year. Externships have a six-week duration. Re-entry students are eligible to begin classes at the beginning of any three-week module based on the availability of courses in their program. Two modules are included in each Term; externships have a single module in each Term.

Advanced Standing
Students may qualify for advanced standing through transfer of credit, credit for military training and experience, standardized testing, and/or credit awarded through high school articulation agreements. The total amount of credit awarded for advanced standing may not exceed 35% of the total credits in the program of study. Transfer classes are given a grade of TR, and credit for military training or standardized testing classes are given a grade of PR. These grades are counted in maximum timeframe but are not calculated in the student's GPA.

Acceptance of Transfer Credits into Southern Careers Institute's Programs
A prospective student requesting credit for previous training must do so prior to starting school and must provide an official transcript for review. SCI may request the student also provide detailed course descriptions. SCI will then evaluate the documentation and make a decision regarding the appropriateness of the request. If prior credit is accepted, SCI will make the appropriate adjustments to the program length and charges, within the guidelines of state and federal law. SCI will consider credit that was earned ten years ago or less for General Education courses and five (5) years ago or less for core courses. (A campus may request an exception to the credit earned timeframe for special circumstances.) The transfer credit must have been awarded by an institution accredited by an agency recognized by the U.S. Department of Education. The student must have passed the course to be transferred with a grade equivalent of "C" or better. Transfer courses must be relevant and comparable to SCI offerings and are assigned a grade of TR. In cases where a skill set clearly exists, but an exact mapping cannot be made due to lack of detailed course descriptions or syllabi, credit mismatch, etc., SCI may use proficiency testing, interview with subject matter experts and/or demonstration of clinical skills in order to determine whether to assign credit. Students generally may transfer in no more than 35% of the program's quarter credit hours, unless the credit was issued by an SCI affiliated school.

Foreign Transcripts
Prospective students who wish to submit academic coursework completed outside of the U.S. for transfer consideration must have their transcripts evaluated by an educational credential evaluation service. Students

must have official copies of evaluations sent directly to the SCI Registrar's Office from the credential evaluation service.

Credit for Military Training and Experience
Southern Careers Institute recognizes and uses ACE Guide to the Evaluation of Educational Experiences in the Armed Services in evaluating and awarding academic credit for military training. To be officially accepted, newly enrolled students must remain continuously enrolled in school for the first 30 days of the program.

a. **Army/ACE Registry Transcript System (AARTS).** The AARTS is a computerized transcript system that produces transcripts for eligible Soldiers and Veterans upon request by combining a Soldier's/Veteran's military education, training and experience with descriptions and credit recommendations developed by the American Council on Education (ACE).
b. **Sailor/Marine/ACE Registry Transcript (SMART).** Marine Corps and Navy Personnel have an official document certifying military training and education for recommended college credit called the Sailor/Marine American Council on Education Registry Transcript (SMART). SMART is an official transcript endorsing and recommending college credit for military education and training and recognized by the American Council on Education (ACE). The Marine Corps and the Navy have developed SMART jointly.
c. **Community College of the Air Force (CCAF).** CCAF is a federally-chartered degree-granting institution that serves the United States Air Force's enlisted total force. All enlisted personnel are automatically enrolled in CCAF and credits earned through the military and through civilian education are added to their degree plan.

Standardized Testing
Proficiency credit may be awarded for specific courses to students who achieve acceptable scores on specific nationally recognized exams such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES.) The American Council on Education (ACE) recommendations are used when awarding CLEP or DANTES credit. Credit for AP coursework is based solely upon the student's performance on the national examination administered by the College Board, and a score of three (3) or better on the AP examination is required for proficiency credit. The student must provide an official transcript showing their test scores for credit to be awarded.

High School Articulation

Southern Careers Institute will, from time to time, enter into articulation agreements with area independent school districts. These agreements vary by location. High school articulation agreements generally identify specific courses that are taken during the student's high school experience that have been assessed to be substantially equivalent to courses offered at Southern Careers Institute. Entering students should ask their Admissions Representative or Director of Education for more information about their specific campus's agreements.

Transfer of Credits from one Program to another Program

Students transferring from an SCI program into a new program can receive credit for classes completed in the original program if the completed classes match those listed in the new program curriculum, and meet the minimum GPA requirement at the time of the signing of the new Enrollment Agreement.

Transferability of Southern Career Institute's Credits to another School
SCI is an accredited institution that offers programs designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at SCI is determined solely by the receiving institution. Students wishing to transfer credits should first consult with the Registrar at the receiving institution concerning acceptance. Accreditation alone does not guarantee credit transfer. **SCI cannot and does not guarantee credit transfer.**

Attendance
Students are requested to call their instructors in advance if they are going to be absent. Attendance is monitored on both a cumulative and term basis. Non-school days referred to in the school calendar will not be considered as days of absence.

According to Texas Administrative Code, Title 40, Section 807.241-243, SCI is obligated to terminate the enrollment of a program student whose absences fall into one or more of the following categories:

- Absent for more than 10 consecutive school days
- Absent for more than 20% of the total course time in a program with course time of more than 200 hours;
- Absent for more than 25% of the total course time in a program with course time of 41 to 200 hours
- Absent for more than 25% of the total course time hours for seminars, individual classes, or programs with course time of 40 hours or less; or
- Absent for any number of days if the student fails to return as scheduled from an approved leave of absence.

The US Department of Veterans Affairs will be notified if students using veteran's education benefits fail to attend five [5] consecutive class days or miss 20% of their total program.

Attendance cannot be earned in advance of the class date. Attendance make-up will only be allowed at the discretion of the Director of Education. All attendance make up hours must be completed within two weeks of the end of the grading period during which the absence occurred. Make-up hours are not used to calculate Last Day Attended.

Attendance Policy for Online Courses

If a student fails to actively participate in an online class for a time period that exceeds ten (10) calendar days, the student will be dropped from the course. Students who are in danger of being dropped should contact their online instructor to determine if they are able to complete any past due work. Online students are responsible for contacting their campus registrar for a determination of reinstatement, if applicable.

Make Up Work

Make up attendance and work will only be granted with the approval of the Director of Education in special mitigating circumstances. The following additional rules apply to make up attendance in accordance with Texas Workforce Commission 807.244:

1) No more than 5% of the total course time hours for a program may be made up.
2) The school shall submit make-up work policies to the Commission for approval.
3) Make up work shall:
   a) Be supervised by an instructor approved for the class being made up;
   b) Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
   c) Be completed within two weeks of the end of the grading period during which the absence occurred;
   d) Be documented by the school as being completed, recording the course name and number, date, time, duration of the make-up session, and the name of the supervising instructor; and
   e) Be signed and dated by the student to acknowledge the make-up session.

Course Substitutions
A course substitution needs to be based on similarity of courses, not on convenience of scheduling. The student must be active in the program of study to which the substitution applies. The course to be substituted must be equal to or greater in credits than the required course. The course to be substituted must be substantially equivalent in content and outcomes to the required course. Course substitutions require the approval of the Director of Education.

Directed Study
A Directed Study course is a course delivered on an individual basis by a qualified instructor when there are extenuating circumstances that prevent the student from taking the course as it is usually scheduled. A Directed Study requires a signed learning agreement between the student and the instructor and must be approved by the Director of Education at the campus.

Withdrawals
A student must notify the Director of Education, or designee, in writing of intent to withdraw to be considered officially withdrawn. Withdrawal from a single class will be assigned a grade of W, recorded as credits attempted in the MTF, but will not be included in the calculation of GPA. When a withdrawn student reenters, he/she will be charged the tuition rate in effect at the time of reentry.

Reentries
SCI encourages students who previously withdrew to return to school to complete their education. Reentry is contingent on space availability and program schedules, and requires final approval from the Campus Director or designee.

Applicants may reenter into original program of study; or, with approval, into a new program.

- Reentry date must be within 12 months of the last date of attendance.
- A 21-day reverse start may be applied to students reentering SCI following a withdrawal from SCI. If at any time during the reentering 21-day period the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, he or she may do so without incurring any tuition-related expense or Federal Student Loan debt. Any class attended during the reverse start period would receive a grade of RS. See the Reverse Start Policy in the admissions section of the catalog for additional information.
- Any student who is terminated or withdraws without meeting the requirements of Satisfactory Academic Progress or for failing to meet Attendance Requirements must sit out at least one grading period (three weeks). Students who are withdrawn for failing to achieve a cumulative 2.0 GPA or cumulative 67% MTF/rate of progress after the completion of Academic Probation 2 will not be eligible for re-entry in the same program until a minimum of one grading period (typically a three-week module) has elapsed.
- If it is determined that a potential reentry to unable to meet SAP, he/she will not be eligible for any additional federal financial aid.
- Applicant must meet with the Director of Education or designee to review the reasons for the previous withdrawal and actions taken to help ensure student can complete the program if re-entered.

Dismissed students who are readmitted will sign a new Enrollment Agreement, and will be charged tuition consistent with the existing published rate.

Leave of Absence
A Leave of Absence (LOA) is for the student during a time of exceptional need.

LOA, including military leaves, shall be reasonable in duration, a student may have no more than two LOAs in a 12-month period not to exceed a total of 60 calendar days, and must be for specific and extreme circumstances. A student who requests a LOA for a reason not determined to be an extreme circumstance will not be granted that LOA. A written request for LOA, properly completed, dated, and signed by the student and approved by the School Director should be received on or before the beginning of such leave. A student who fails to return from an approved LOA on or before the scheduled return date will be immediately terminated from the school, making the last scheduled date of the LOA the effective date of termination for refund purposes.

Students must be aware that it is highly probable that taking a LOA will reduce their financial aid eligibility and in most cases increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the term in which the leave is taken but in most cases for subsequent terms also.

In most instances students who take a LOA will not complete their program as originally scheduled.

The student will receive a grade of L (Leave of Absence) for courses in progress where a final course grade has not been issued at time of the LOA. Upon their return students are required to repeat any partially completed courses, as well as courses missed during the leave. All academic class work and externship hours must be completed before a student is considered to have completed his/her program. Students taking a LOA must be aware that they can only obtain the missed class work or lecture material at the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on LOA may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Education. Requests to audit any class must be made in writing and approved by the Director of Education.

Seminar students may not take a leave of absence, per Texas Workforce Commission regulations.

Academic Advising
Students' educational progress, including grades, attendance, and conduct are reviewed on a regular basis. The education department notifies students if their attendance, academic standing or conduct is unacceptable. Failure to improve may result in further action up to and including withdrawal. The school provides tutorial sessions and academic advising for students who are experiencing academic difficulties. Students are encouraged to seek academic assistance through their instructor or the education department.

Grading Scale
The progress and quality of students' work is measured numerically. The meaning of each grade is listed below.

Letter Grade	Description	Quality Points (per credit)	Calculates in GPA	Counts for Maximum Timeframe
A	100-90 Excellent	4	Yes	Yes
B	89-80 Above Average	3	Yes	Yes
C	79-70 Average	2	Yes	Yes
F	69-0 Failure	0	Yes	Yes
INC	Incomplete	---	No	Yes
W	Withdrawal	---	No	Yes
R	Re-take	---	No	Yes
TR	Transfer credit from outside SCI	---	No	Yes
PR	Proficiency credit	---	No	Yes
P	Pass	---	No	Yes
F	Fail	---	No	Yes
L	Leave of Absence	---	No	No
M*	Completed first part of multiple mod class	---	No	No

*Some courses may be scheduled for timeframes that span more than one three-week period. For those courses, a grade of M will be assigned after the first three-week period. Final grades are assigned upon completion of all course work, replacing the M grade.

Incompletes
To receive an Incomplete ("INC") grade, the student must petition the instructor to receive an extension to complete the required course work. This request must be approved by the end of the last day of class, and the student must be passing a course in order to be eligible for an incomplete grade. Should a student fail to complete the unfulfilled coursework requirements within 10 calendar

days from the end of the course, the Incomplete grade will be converted to the grade the student earned in the class, with any incomplete work assigned the grade of "0."

Further, under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "Incomplete" if the student withdraws for an appropriate reason unrelated to the students' academic status. A student who receives a grade of Incomplete under these circumstances may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition for that portion of the course or program.

Outside Hours

Hours listed in course descriptions and on syllabi as theory, laboratory, or externship is scheduled time required for delivery of course content, practice of learned skills, and/or demonstration of competencies in a work environment. The accumulation of these hours is listed under "Total Contact Hours" and is utilized in determining credits awarded in each course. In addition to the contact hours in a course, students are expected to spend time out of class in reading/preparing for lecture, completing assigned homework, studying for exams/quizzes, researching or completing project assignments, and/or preparing for laboratory exercises. This additional time is listed on each syllabus as Outside Hours and represents a minimum of 5 outside hours for each 20 spent in class in order to meet course objectives. Outside Hours are not required for seminars or for programs measured in clock hours.

Satisfactory Academic Progress (SAP)

All enrolled students, regardless of whether or not they participate in any financial aid or financial assistance program, must be making Satisfactory Academic Progress (SAP) in order to remain enrolled at SCI. For students receiving federal financial aid assistance this is also necessary to maintain eligibility to continue to receive that aid. SCI determines whether a student is meeting Satisfactory Academic Progress requirements by reviewing two academic components – a qualitative and a quantitative factor – at specific evaluation points. The student must also complete the program within the Maximum Time Frame (MTF) designated for the program. SAP does not apply to seminar students, per TWC regulation.

Evaluation of SAP

SCI generally evaluates progress at the end of each module or at the end of every two modules, depending on the program. The table below shows the frequency upon which progress is checked. If a student leaves school prior to the completion of his or her program, progress will be manually checked for all completed coursework. Students who subsequently apply for reentry will be checked for satisfactory progress prior to being accepted and may be required

to appeal (see SAP Appeals section below) for reentry. Students who are accepted for reentry will have progress checked according to the frequency chart below, beginning with their date of reentry.

Program	***Frequency of SAP Evaluation Points***
All programs not specifically listed below	6 weeks (every module or every two modules)
HVAC evening shift (where offered)	8 weeks (every module)
Cosmetology evening shift (where offered)	4.5 weeks (every module)
Commercial Motor Vehicle Operator	Special policy (below)

SAP Factors (Qualitative and Quantitative)

The first SAP component, referred to as the qualitative factor, is measured by the student's cumulative grade point average (CGPA). The second, referred to as the quantitative factor, is the student's rate of academic progress (ROP) toward successful completion of the credit hours they have attempted (i.e., the ratio of credit hours earned to credit hours attempted). A student must meet both the qualitative factor (CGPA) and the quantitative factor (ROP) to be considered by SCI to be meeting SAP requirements and to be eligible to graduate from the program. Each factor is discussed in more detail below.

CGPA Requirement (Qualitative Factor):

When SCI reviews the student's academic file at each evaluation point, that student must maintain a minimum CGPA, dependent on the length of the program and the point at which the evaluation point falls (see the table below in Minimum Thresholds of Performance section) in order to meet this factor and be considered in good academic standing. Grades are calculated according to the general academic policies of SCI. A student may appeal a grade assigned by an instructor/faculty member as provided for in this catalog in the "Grade Appeals" section.

The grade-point average (GPA) is computed by multiplying the quality point equivalent for each grade by the quarter credit hours given for that course, adding the products, and then dividing the sum by the credit hours attempted during the term. Note the following example of determining a grade-point average:

Course	***Attempted Credits***	***Grade***		***Quality Points***		***Product***
Word Processing	3	A	x	4	=	12
Customer Service	4	B	x	3	=	12
Communication	4	C	x	2	=	8
SUM OF PRODUCT	**11**					**32**

Grade Point Average (GPA) = **32.00/11** = 2.90 GPA

Rate of Academic Progress (Quantitative Factor):

When reviewing SAP, SCI also checks to determine if the student has successfully completed a minimum percentage of the credit hours attempted, dependent on the length of the program and the point at which the evaluation point falls (see the table below in Minimum Thresholds of Performance section). The formula used to complete the evaluation is:

Total Credit Hours
Earned
Total Credit Hours
Attempted

Total Credit Hours Earned are defined as those credit hours the student attempted (including transfer credits accepted by SCI towards completion of the student's current program) minus those credit hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal. Total Credit Hours Attempted are defined as those credit hours that are contained in the student's academic history at SCI, including, as may be applicable, transfer credits. Some programs may perform this calculation based on clock hours instead of credit hours. Please refer to the Grading Scale section of this catalog for an explanation of how non-punitive grades and repeated coursework impact SAP.

Maximum Time Frame

Students must also complete their programs within the maximum timeframe (MTF) allowed. MTF is defined as 1.5 times the normal time frame required to complete the program. Official leaves of absence and other official interruptions of educational training are not computed as part of the student's progress for the purpose of MTF calculation. For example, if the normal timeframe within which students complete a program is 68 credits and 36 weeks, the MTF for that program is 102 credits (1.5 x 68 credits) and 54 weeks (1.5 x 36 weeks). If at any point the school determines that the student cannot complete the program in the Maximum Time Frame allowed, the student becomes ineligible for financial aid at that point. The student may choose to appeal the loss of aid based on extenuating circumstances. See the section on Appeal of Loss of Aid Due to Maximum Time Frame in this catalog.

Failure to Make SAP

When it is determined that a student satisfies both the qualitative and quantitative factors at an evaluation point, SCI considers that student to have met SAP. If a student does not meet **either** the qualitative or quantitative factors when SAP is reviewed at an evaluation point, SCI considers that student to have failed to make SAP. SCI will notify a student in writing that he/she has failed to make SAP, including any resulting consequences as detailed below.

Minimum Thresholds of Performance

The SAP policy is designed to ensure that a student can complete their coursework within the timeframe allowed for the entire program. SAP qualitative (GPA) and quantitative (ROP) thresholds are based on the percentage completed of the normal total program length (see next section) of the particular program involved. The chart below shows the minimum GPA and ROP values required at specific points in the program for a student to be considered to be making satisfactory progress.

Percentage of Total Program Length Earned	Minimum ROP needed for SAP Met status	Minimum GPA needed for SAP Met status
<33%	50%	1.5
33% to 49.99%	60%	2
50% and above	66.66%	2

Academic and Financial Aid Warning

A student who has not achieved a satisfactory cumulative grade point average (CGPA) or rate of progress (ROP) at the end of an evaluation period and who was SAP Met at the end of the previous evaluation period will be placed on Academic and Financial Aid Warning (AFAW). This status is equivalent to academic probation as defined by state standards. When a student is placed on AFAW, the student will be advised, and the terms of AFAW will be documented and maintained in the student's file.

If the student who is placed on AFAW does not achieve satisfactory progress (refer to the chart in the Minimum Thresholds of Performance section above) during this probationary period, the student will be required to appeal to remain in the program. The student must also achieve performance (during the evaluation period under AFAW status) consistent with the GPA and ROP threshold chart or face academic dismissal. A student who is academically dismissed may file an appeal to return. (See SAP Appeals)

Academic and Financial Aid Probation

If the student was on AFAW status during the previous evaluation period and failed to reestablish a status of SAP Met, the student will be academically dismissed and has the opportunity to appeal as defined below in the SAP Appeals section. If an appeal is upheld, the student will be placed on Academic and Financial Aid Probation (AFAP) status. Students on AFAP are advised of their status and are provided an academic plan for how to meet SAP within the timeframe defined on the plan. A student on an academic plan remains eligible for FA as long as the terms of the plan are met. A student may remain in school and receive federal financial aid for the term following the AFAP period only if, as of the following evaluation point, the student is meeting SAP or has met the requirements of the SCI academic plan. Failure to meet SAP or the terms of the academic plan at the next evaluation point while on Academic and Financial Aid Probation will result in the student's dismissal from SCI. Students on AFAP status must always achieve performance during an evaluation period consistent with the thresholds shown in the chart above in the Minimum Thresholds of Performance section.

SAP Appeals

Students who are academically dismissed, but who had a status of SAP Met or AFAW at the end of the previous evaluation period may immediately appeal to stay in school and if the appeal is upheld, will be placed on AFAP status. Any student who is academically dismissed and who had a status of AFAP at the end of the previous evaluation period is not eligible to apply to return to school until at least one evaluation period (six weeks or eight weeks, depending on the program – see the chart in the Evaluation of SAP section), or a minimum of six weeks, whichever is longer, has passed. In order to file a SAP Appeal, a student must complete the SAP Appeal Form in writing. The SAP Appeal Form is available from SCI's Academic or Financial Aid Departments.

Students who were academically dismissed and are allowed to return to school will be placed on Academic and Financial Aid Probation (AFAP) and will be provided an academic plan for how to meet SAP within the timeframe defined on the plan. A student on an academic plan remains eligible for financial aid as long as the terms of the plan are met.

Appeal of Loss of Aid Due to Maximum Time Frame

When it is determined that a student cannot complete the program in the Maximum Time Frame (MTF) allowed, the student loses financial aid eligibility. Any student who wishes to appeal the loss of aid should follow the SAP appeal process as defined in this catalog. If the appeal is upheld the student will be placed on an academic plan that will specify the requirements for completing the program. If the student fails to meet the academic plan, the student will become ineligible for aid without being able to further appeal.

Evaluating a SAP Appeal

Upon submission of a SAP Appeal, SCI's Academic Review Committee will review the student's SAP Appeal to determine if it is complete and supports approval of the appeal. If the SAP Appeal is denied, the student will be dismissed from SCI. If the SAP Appeal is accepted, SCI will place the student on Academic and Financial Aid Probation and provide an academic plan for the student to ensure that a satisfactory status can be met. This includes the assessment of the student's academic file to determine if it is mathematically possible for the student to meet SAP within the defined timeframe and complete all remaining coursework within the maximum time frame.

In addition, SCI's Director of Education will determine ways to provide academic advisement for the student and provide suggested strategies and/or identify resources to help the student succeed academically. If at anyevaluation point the student has failed to meet the terms of the academic plan, the student will be dismissed from SCI.

A SAP appeal must address the reasons for poor academic performance and the ways in which these reasons have been mitigated or eliminated as factors for poor performance. Approval of SAP appeals is

not guaranteed. The student may file an appeal based on the following: The death of a relative, an injury or illness of the student, or other special circumstance.

Satisfactory Academic Progress (SAP) for the Commercial Motor Vehicle Operator (CMVO) Program

The CMVO program is taken on a Pass/Fail basis. Students must achieve a minimum of 2.0 (70%) on unit assessments to pass each unit in the program. Progression through the program must be in accordance with the prerequisites listed in the catalog. The school will maintain records of student progress as each unit is completed. The record will include the date the unit is completed, the grade, the instructor's name, and the final grade for the program with completion date indicated.

A student who fails a unit will be placed on academic probation for the following unit. The school will counsel the student placed on probation prior to the student starting the next unit. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file. If the student on academic probation passes the unit for the probationary evaluation period, the student may continue in the program. If the student does not pass the unit while on probation, the student's enrollment will be terminated.

Students are allowed 150% of the normal program length, as measured in units and in weeks, in which to complete the program. A student who fails two units will not be eligible to continue in the program because the student will exceed the maximum timeframe allowed for the program. A student who fails to complete the program within 24 weeks will not be eligible to continue in the program because the student will exceed the maximum timeframe allowed for the program.

EXTERNSHIPS

Externship classes are generally expected to be completed at a rate of 40 hours per week. Externship sites generally expect hours to be completed during the day, are not restricted to regular business hours, and may require distant travel, different shifts or weekend work. Typically, externships are unpaid.

Pharmacy Technician Program of Study: In order to be eligible for externship in a retail or hospital pharmacy, students must register with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. This registration requires the completion of a fingerprint session through an approved company. Results of the fingerprint analysis may take up to four to six months; therefore, students must begin the trainee registration process during their first term of enrollment.

GRADUATION REQUIREMENTS

A diploma will be issued to students upon successful completion of all attendance and academic requirements. Successful completion of all courses and externships listed in the program breakdown requires a minimum grade equivalent of 2.0. **Students must satisfy outstanding financial obligations before the school will issue an official transcript.** Students must request a transcript from the Registrar by filling out a transcript request form. Transcripts are printed once per week, and can be picked at the school or mailed as instructed by the student.

A continuously enrolled student is entitled to graduate under the academic requirements stated in the catalog in effect at the time of the student's enrollment. Students who re-enter do so under the catalog in effect at the time of their re-enrollment.

CAREER SERVICES

SCI's department of Career Services is committed to assisting all active program students and graduates in the pursuit of a rewarding career by providing the tools, resources, and support necessary to successfully transition from student to professional in their field of study.

The programs and services provided enhance job readiness and employability skills of students. Offerings include job readiness training, assistance with resume writing, cover letter development, interviewing techniques, and advising on professional development and job search skills. In addition, Career Services Coordinators maintain positive relationships with employers to be an advocate for students and graduates and assist in the interview and hiring process.

After graduation, those not yet employed in their field of training are expected to actively and aggressively search for training related employment and remain in close contact with the Career Services Coordinator. SCI reserves the right to contact a graduate's employer through telephone calls, e-mail, or postal mail to verify graduate employment information.

Securing employment upon graduation remains the responsibility of the student. SCI does not guarantee employment or starting salaries for its graduates. Alumni are welcome to contact the Career Services department to inquire about additional employment opportunities.

STUDENT SERVICES

Student Housing

The campuses do not have dormitory facilities. Students must arrange for their own housing. The school can provide contact information for various apartment locator services in the general vicinity of the campus.

Student Guidance

The school is committed to helping students realize and use their own abilities to reach their personal, academic, and career goals. The staff of the school makes every effort to maintain close communication with its students. Students may contact their instructor and administrative staff for assistance with vocational, academic and personal problems.

Financial aid questions should be directed to the Finance Specialist. Students seeking part time employment may receive assistance through the Career Services Department. Students experiencing personal problems, which require professional assistance, will be referred to the appropriate agencies.

Tutoring

Tutoring is available at no cost to the student. The instructors or other designated staff will arrange for tutoring sessions. Either students or instructors may initiate tutoring sessions.

Resources
Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, publisher provided information (via CD, DVD, or website), instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives are available in the Resource Center. The school may provide a list of resources by program that includes web sites, online access to articles, links to books or journals, audio and video links, etc. Students and instructors may utilize these resources for research, projects, reports, etc.

RULES AND REGULATIONS OF STUDENT CONDUCT

Statement of Policy
Southern Careers Institute seeks to provide the best educational environment for its students, faculty, and staff. The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event. Therefore, in furthering the educational aims of the School, the following rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

Section I: The Student Code of Conduct
The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Southern Careers Institute, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

A. Physical Violence (Including, but not limited to, dating violence, domestic violence and sexual assault):
Acts of physical violence will not be tolerated. A student who initiates physical violence against any member of the School community will face penalties up to and including the likelihood of expulsion from the School.

B. Criminal Violations (Including, but not limited to, stalking): A student who is convicted of violating a criminal law may be subject to immediate suspension or expulsion from the School.

C. Maintaining Order: The Director of the School or his/her representative will have the authority and responsibility to take whatever steps are necessary to carry out the following rules and regulations in the interest and for the welfare of the School community. Violations of the following regulations are extremely serious in nature. Such violations may constitute cause for immediate suspension from the campus and may also subject the violator to whatever penalties may be imposed by appropriate School and/or civil authorities. Infractions of the Code of Conduct include, but are not limited to, the following:

1. Infringing upon the rights of other members of the School community via physical or verbal assault or abuse.
2. The possession or use of weapons of any nature, including instruments intended to be used to inflict harm, fireworks or explosives on the campus, in class, or at any School function.
3. Unauthorized or illegal use of School computers.
4. Disruptive conduct in the classroom that interferes with instruction.
5. Disorderly, lewd, indecent, or obscene conduct or expression.
6. Any act that interferes with normal operation of the School or which adversely affects the student's suitability as a member of the School community.
7. Failure to comply with directions of School personnel acting in the performance of their duties, for example, failure to show proper I.D. to requesting School personnel acting in the performance of their duties.
8. Theft of, or damage to, School or personal property belonging to any member of the School community.

9. Unauthorized possession, use, and/or sale of alcoholic beverages, narcotics, or drugs on the School campus and/or attendance in class, on campus, or at any School function under the influence of alcoholic beverages, narcotics, or drugs.
10. Gambling in any form.
11. Plagiarism, cheating, or any form of academic dishonesty. (See Academic Misconduct section)
12. Submitting a false application or other information to the School, and the forgery, alteration, or intentional misuse of School documents, records or identification.
13. Violation of School policies concerning regulation of student clubs or organizations.
14. Posting, distributing, or displaying any sign, banner, poster or advertisement of commercial nature, without the consent of the appropriate School official.

The Director of Education will use his/her discretion in determining whether the alleged violation could warrant immediate suspension or expulsion and the nature of the procedures to be followed.

D. False Accusations

The School recognizes that the question of whether a particular conduct constitutes a violation of the Student Code of Conduct requires factual determination. The School also recognizes that false accusations have serious effects on innocent persons. If it becomes clear that a person who has accused another of a violation has maliciously or recklessly made a false accusation, the accuser will be considered in violation of the Student Code of Conduct. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation does not mean that the complaint was maliciously or recklessly made.

Section II: Procedures for Dealing with Infractions of the Student Code of Conduct

The School will respond to violators of its Code of Conduct using the procedures listed below. While the School will make every effort to proceed expeditiously, the time limits specified in the following sections may be extended due to mitigating circumstances. All records pertaining to accusations and disciplinary actions are confidential to the extent allowed by law. Throughout the proceedings, the students' right to privacy will be maintained to the extent allowed by law.

A. Filing of Accusations

1. Formal accusations may be filed against a student by another student or by any School employee. Any accusation or infraction of the Code, which might result in disciplinary action, must be submitted to the Director of Education in writing within five (5) days of the alleged violation. However, prior to filing an accusation formally, any student, staff, or faculty may informally consult with the Director of Education regarding an alleged infraction of the Code of Conduct and procedures to be followed.
2. When informal (unwritten) accusations are brought to the attention of the Director of Education, the Director of Education will determine if written accusations must be filed. If formal (written) accusations are not required, the Director of Education will attempt to negotiate a solution between the involved individuals.
3. When formal accusations are filed with or by the Director of Education, the Director of Education will notify the accused student(s), in writing, of the date and time of an initial interview with the Director of Education. This interview will take place no more than ten (10) business days (Mondays through Fridays when the School is open) following the filing of the accusations. The written notification will be mailed to the student's address of record both by first class mail and by certified, return receipt requested mail. This written notification to the accused student(s) will include a copy of the Student Code of Conduct.
4. In cases of serious violations of the Code of Conduct, if the Director of Education considers that continued attendance at the School is inconsistent with the safety of the School community, the Director of Education or his/her designee may impose immediate suspension pending an interview, a hearing or further action on the accusations.
5. Prior to the interview date, the Director of Education will gather relevant information concerning the accusations from all appropriate sources.
6. In the event of violation(s) of criminal law, the appropriate civil authorities will be notified.

B. Presentation of Accusations

1. At the initial interview the Director of Education will inform the student of his/her rights and possible consequences as defined in the Student Code of Conduct. There will be a thorough review of the accusations, including statements from witnesses.

2. Based on the interview and all other information gathered, the Director of Education will make one of the following determinations:
   a. A resolution can be reached without a conduct hearing. In this case, the Director of Education will attempt to reach a resolution satisfactory to all parties. If a negotiated solution cannot be reached, the matter will be scheduled for a hearing as outlined in section b immediately below.
   b. Due to the nature of the alleged violation(s), action other than suspension or expulsion could be taken but a negotiated solution could not be reached. In this case, the Director of Education will inform the accused student, in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education. The written notification will be mailed to the student's address of record both by first class mail and by certified, return receipt requested mail.
   c. Due to the nature of the alleged violation(s), the student accused could potentially receive a penalty of suspension or expulsion and is therefore entitled to a hearing. In this case, the Director of Education will inform the accused student, in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education
   d. Due to the nature of the alleged violation(s), the student accused could receive a penalty of suspension or expulsion and the Director of Education may determine that the student(s) should be suspended pending a hearing on the accusations. Such a decision would be based on the Director of Education's determination that the accused student's continued attendance at the School is inconsistent with the safety of the School Community. In this case, the Director of Education will suspend the student and will inform the student(s), in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education.

C. Academic Review Committee
1. Jurisdiction and Procedures of the Committee
   a. The Committee will consider those cases that could result in suspension or expulsion, or those cases in which a negotiated solution could not be reached.
   b. The Committee will not be bound by the strict rules of evidence and will hear evidence that it deems appropriate.
   c. Decisions will be made based on the preponderance of the evidence presented.
2. Membership of the Committee
   a. The Committee will consist of a minimum of five (5) members.
      i. Two staff members which may not include the Director of Education.
      ii. Three faculty members
   b. The Chair of the Committee will be elected by a simple majority of voting members present at the hearing. The Chair will conduct the hearing and rule on questions of procedure.
   c. The Director of Education, or his or her designee, will present the case.
3. Definitions
   a. A quorum will be four (4) members of the committee.
   b. Decisions will be determined by a simple majority of voting members present at the hearing. If a simple majority vote cannot be secured, the Director of Education will be asked for a decision.
4. Limitations
   a. Any member who feels unable to approach a case in a spirit of neutrality may ask to be excused from hearing the case. The Chair of the Committee will appoint alternates as required to meet a quorum.
   b. Any member whom the Committee feels cannot approach a case in a spirit of neutrality will be questioned on the matter by the Committee, and if neutrality is not established, that member will be asked by the Committee, on the basis of a simple majority of voting members present at the hearing, not to hear the case. The Chair of the Committee will appoint alternates as required to meet a quorum.

D. Resolution of Accusations
1. Accusations that could result in sanctions other than suspension or expulsion.
   a. As indicated above, the Director of Education will provide an interview to hear cases that could result in penalties other than suspension or expulsion. At the interview, the Director of Education will consider evidence presented by the accused student, the victim(s)/accuser(s), and any other witnesses whose testimony the Director of Education believes to be necessary. The accused student will have the right, with prior notification to the Director of Education, to bring his/her own witnesses to the interview.

b. The following procedures and due process will govern the Director of Education's interview. Students involved with an interview with the Director of Education are entitled to the following:
   i. a written statement of the accusations(s) and the date and time of the interview mailed to the student's address of record by both first class mail and certified, return receipt requested mail within five (5) business days after the Director of Education receives the accusations;
   ii. access to documentary evidence in the Office of the Director of Education;
   iii. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
   iv. the opportunity to respond to allegations, including documents;
   v. the victim/accuser has the right, at his/her discretion, to remain in the interview room with the accused;
   vi. a determination based on evidence presented at the interview;
   vii. a written notification of the decision sent by the Director of Education within five (5) business days of the conclusion of the interview;
   viii. all parties involved will be informed of the findings and sanctions.

c. As a result of the interview, the Director of Education may:
   i. negotiate a solution between the accused and the victim/accuser;
   ii. determine that no penalty should be imposed. In this case, the Director of Education will notify the accused and the victim/accuser of his/her decision, in writing, within five (5) business days of the interview. The victim/accuser will have the right to appeal the Director of Education's decision to the Campus Director of the school based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Director of Education's decision;
   iii. determine that some penalty should be imposed. In this case, the Director of Education will notify the accused and the victim/accuser of his/her decision, in writing, within five (5) business days of the interview. The student receiving the penalty will have the right to appeal the Director of Education's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Director of Education's decision.

2. Accusations that could result in suspension or expulsion.
   a. As indicated above, the Academic Review Committee will hear cases that the Director of Education believes could result in suspension or expulsion. At the hearing, the Committee will consider evidence presented by the accused student, the victim/accuser, the Director of Education, and any other witnesses whose testimony the Committee deems to be necessary. The accused student will have the right, with prior notification to the Director of Education, to bring his/her own witnesses to the hearing. In its decision, the Committee will not be limited to the penalties of suspension and expulsion, but may impose a lesser sanction if it deems this to be appropriate.
   b. The following procedures will govern the Academic Review Committee's hearing. Students involved with a hearing before the Academic Review Committee are entitled to the following:
      i. a written statement of the accusations and the date and time of the hearing mailed to the student(s) address of record by both first class mail and certified, return receipt requested, mail within five (5) business days after the Academic Review Committee receives the accusations from the Director of Education;
      ii. access to documentary evidence in the Office of the Director of Education;
      iii. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
      iv. the opportunity to respond to allegations, including documents;
      v. the victim/accuser has the right to remain in the hearing room with the accused, if desired;
      vi. a determination based on evidence presented at the hearing;
      vii. a written notification of the Committee's decision, to be sent by the Director of Education within five (5) business days of the conclusion of the hearing, by first class and certified, return receipt requested mail;
      viii. all parties involved will be informed of the findings and penalties.
   c. As a result of the hearing, the Committee may:
      i. determine that no penalty should be imposed. In this case, the Committee will notify the Director of Education of its decision within 24 hours. The Director of Education will notify the accused and the victim/accuser of the Committee's decision, in writing, within five (5) business days of the hearing. The victim/accuser will have the right to appeal the

Committee's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Committee's decision.

ii. determine that a penalty or penalties should be imposed. In this case, the Committee will notify the Director of Education of its decision within 24 hours. The Director of Education will notify the accused and the victim/accuser of the Committee's decision, in writing, within five (5) business days of the hearing by both first class and certified, return receipt requested mail. The student receiving the penalty(ies) will have the right to appeal the Committee's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Committee's decision.

3. If a student fails to appear as scheduled before the Director of Education or the Academic Review Committee, whichever is scheduled to hear his/her case, the right to be heard is waived unless the student presents in writing an acceptable reason for failure to appear. In the case of an excused absence, the case will be heard at the earliest possible date. If the absence is not excused, the Director of Education or the Academic Review Committee, whichever is scheduled to hear the case, will decide the case on the basis of evidence presented.

E. Appeal of Disciplinary Decisions

1. An appeal of a disciplinary action must be based on one or more of the following:
   a. Inappropriate penalty, for example, extremely punitive, not consistent with precedent.
   b. Presence of new evidence that was not available during the original hearing.
   c. Failure to follow due process or any other part of the School conduct procedure.
2. The student must request the appeal in writing within five (5) business days of receipt of the decision. The request must include a justification for the appeal. The Campus Director will decide if an appeal will be granted.
3. Students, accused or victim/accuser, may appeal a decision of the Academic Review Committee to the Campus Director within five (5) business days of receiving written notice of the decision. If an appeal is granted, it will be scheduled within five (5) business days of receipt of the appeal request. The Campus Director will have the authority to sustain, modify, or reverse the disciplinary action imposed by the Committee. The Campus Director will notify the student(s) and the Committee of his/her decision, in writing, within five (5) business days of hearing the appeal.
4. In cases of appeals to the Campus Director, the Director of Education will present to the Campus Director a written record of the accusations, pertinent correspondence, a transcript of the proceedings, the Director of Education's and/or Committee's decision where applicable, and the respective justification(s). The Campus Director will have the authority to sustain, modify, or reverse the disciplinary action imposed.
5. The Campus Director will convey his decision in writing to the student, the Director of Education, and, in cases that were originally heard by the Academic Review Committee, to the Committee, within fifteen (15) days after receipt of the appeal.
6. The decision of the Campus Director will be final in all cases of appeal.
7. Should the Campus Director determine that an appeal will not be heard, the decision will be final. The student(s), accused and victim/accuser, will be notified in writing of such a decision within five (5) days of receipt of the appeal.

F. Definitions of Disciplinary Measures

The Director of Education is responsible for implementing disciplinary action toward students judged by the Academic Review Committee or the Director of Education to have violated the Code of Conduct. The extent of the disciplinary sanction will depend on the seriousness of the violation, the past record of the student, circumstances surrounding the violation, and past practices in similar situations. Disciplinary actions imposed will be one or more of the following:

1. Written Reprimand

   A written reprimand is a letter from the Director of Education or his/her designee to a student found guilty of violating the Code of Conduct. The specific violation is to be defined in the letter with a stated rationale for its unacceptability. A copy will be maintained by the Director of Education's Office.

2. Non-Academic Probation

   Non-academic probation may be imposed on a student who has been found guilty of violating the Code of Conduct. If a student becomes involved in any other problems of conduct while on non-academic probation, he/she is liable for suspension or expulsion from the School, based on a hearing before the Director of Education or the Academic Review Committee. Probationary notice is to be given to the student in writing by the Director of Education with the terms of the

probation and the rationale carefully detailed. A copy is to be placed in the student's permanent file.

3. Restitution
   Any student found guilty of violating the Code of Conduct that has caused an expense to the School or his/her fellow student(s) may be required to rectify this action by making financial restitution to the parties involved or through appropriate service or material replacement. Failure to do so within a specified time period may result in further disciplinary action as determined by the Director of Education.
4. Suspension
   Suspension is a specific period of time in which a student is prohibited from enrolling at the institution. This also can be accompanied by additional criteria which the student must fulfill prior to re-enrollment.
5. Temporary Suspension
   Temporary Suspension is a narrowly defined period of time, i.e., three days, two weeks, etc., in which the student will be prohibited from attending classes while further investigation of the alleged violation occurs.
6. Expulsion
   Expulsion is the immediate removal of a student from the School, prohibiting future enrollment at the institution.
7. Confiscation of Student Identification
   Students who are suspended or expelled will be required to surrender their School identification.

G. Information Release
   The Director of Education will inform all complainants and respondents in writing of the result of the disciplinary proceedings

Professional Conduct and Dress Code

When applying for admission, students agree to conduct themselves within the limits of acceptable behavior and appearance that will enable SCI to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be expected in the student's career field. Students enrolled in an online learning environment will be introduced to acceptable standards of behavior regarding dialog postings, plagiarism, netiquette (online etiquette) and participation. Failure to follow the guidelines for professional conduct either on campus or online may result in disciplinary action up to and including suspension or dismissal from the Institution.

Some programs require specific uniforms, which are provided as part of the student's tuition. For example, scrubs are required to be worn by Medical Assistant, Medical Billing and Coding Specialist, Nurse Aide, Pharmacy Technician, and Medical Office Specialist students. The SCI Polo shirt is to be worn by Business, Computer Support Specialist, and HVAC students. If a student does not adhere to these practices, suspension or termination may result.

Academic Misconduct Policy

Students may be disciplined for acts of academic misconduct. These include, but are not limited to **cheating and plagiarism.**

Cheating is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: copying from another's work, test or examination; allowing another to copy from one's work, test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets" , or other information devices without the consent of the instructor; allowing another individual to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures produced by another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections.

STUDENT GRIEVANCES

Grade Challenges

Students who disagree with a grade they have received should contact the instructor to discuss their concern within 5 business days following the end of the course. If the student is unable to resolve the dispute with the instructor, he or she should write a letter of appeal no later than 15 calendar days from the end of the course explaining the reasons for the dispute. The Director of Education will issue a final decision to the student within 5 business days of the receipt of the written appeal.

Other Grievances

Most student grievances can be resolved through discussion with the appropriate instructor or staff member, and students are encouraged to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note that this grievance procedure is intended for problems concerning a student's enrollment, attendance, education, financial aid assistance, career service assistance, the educational process, or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

SCI and the student agree to participate in good faith in this grievance procedure. The school will receive all information submitted by the student concerning a grievance in strict confidence, and the school and the student agree to maintain confidentiality concerning grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the SCI administration against any party involved. SCI will investigate all complaints or grievances fully and promptly. As long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, such as the class instructor. Alternatively, the student may discuss the complaint with the Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint, and a description of the actions that have taken place thus far, to the next level of authority directly or through the Director of Education.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the Campus Director. Within five (5) days of the Campus Director's receipt of the written statement, the Campus Director will arrange to meet with the student to discuss the grievance, and the Campus Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present information relevant to the matter. The Campus Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation. The Campus Director's decision will be final. The student's written complaint, together with the Campus Director's decision, will become a permanent part of the files of the parties involved.

General
This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the grievance, and must initiate each additional step within ten (10) business days after receiving a response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by SCI. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of SCI and the student.

Students may also contact the following agencies:

Texas Workforce Commission, Career Schools and Colleges
Room 226T, 101 E. 15th Street, Austin Texas 78778
512-936-3100
http://www.twc.state.tx.us/svcs/propschools/career-schools-colleges.html

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite #325, Atlanta, Georgia 30350
770-396-3898 http://www.council.org

NOTIFICATIONS AND OTHER INFORMATION

Class Size
The skills needed for a particular program are reinforced with relevant instruction. SCI instructors provide supervision and guidance, which promotes confidence and support.

- Laboratory Classes – Students attend laboratory classes for their program with a typical class size not to exceed a student: instructor ratio of 20:1.
- Lecture Classes – Students attend lecture classes for their program with a typical class size not to exceed a student: instructor ratio of 40:1.

School Policies
Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in SCI, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Responsibility for Personal Property
Southern Careers Institute assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Catalog Addendum
Information covered in this catalog may be updated periodically. See the catalog addendum for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Statement of Non-Discrimination
Southern Careers Institute is committed to the principle of equal opportunity in education and employment. SCI does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities.

Reasonable Accommodations Policy – Individuals with Disabilities
SCI does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations to qualified individuals with a disability, unless providing such accommodations would result in an undue burden on the institution or fundamentally alter the nature of the relevant program, benefit, or service provided by SCI. Students may request an accommodation by contacting the Director of Education. Individuals requesting an accommodation will need to complete a Request for Accommodation at least three weeks before the first day of classes, or as soon as feasible. Disagreements regarding an appropriate accommodation or alleged violations of this policy may be addressed pursuant to SCI's grievance procedures.

Notification of Rights under FERPA with Respect to Student Records
The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SCI receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the Campus Director, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write to the Campus Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before SCI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SCI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in

performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by SCI without prior consent if: (a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (b) the information is needed to protect the health or safety of the student or other individuals in an emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within SCI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. SCI have defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Drug-Free Environment
As a matter of policy, SCI prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Consumer Report. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students, and up to and including termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to outside resources or agencies for assistance. If such a referral is made, continued enrollment or employment may be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Campus Director's Office.

Campus Crime and Annual Security Report
SCI publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Campus Director's office during regular business hours.
In addition to the annual security report, SCI maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the Campus Director's office.

SCI reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Access to the Facilities
The schools are not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must sign in at the reception desk and must be accompanied by an employee. The schools are only open during prescribed business hours.

Maintenance of the Facilities
Each Campus Director is responsible for managing the facility maintenance at the campus. Any student or employee should report any maintenance concern to the Campus Director.

Unlawful Harassment Policy
SCI is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the Campus Director.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

PROGRAMS OF STUDY

Associate of Applied Science in Management

This program is offered at the following campuses: This program is offered via both a traditional and a Distance Education delivery method at Austin.

Objective – The Management program provides training for an entry-level career in management for the seeking an entry-level career in business enterprise, general business skills for entrepreneurial pursuits, or promotion opportunities to those currently in the field. The program provides training in general business skills with a focus on accounting. The program includes a broad mix of course work that allows the student to acquire a blend of basic business skills and human understanding to supervise other workers, to plan operations, to establish policies, and to pursue business goals. Management training may be applied to many business fields. Entry-level positions may be as sales representatives, management trainees, and service representatives in business, industry, and governmental agencies.

Career Opportunities - Graduates may pursue careers as supervisors, general managers, office managers, facilities managers, or other management fields based on prior education or work experience coupled with this general management degree.

School Equipment – Students train on computer equipment utilizing application software to create standard business reports used for collection, management, and evaluation of information. Students will explore standard office equipment including telephone, copiers, 10-key calculators, and fax machines. Students will utilize computerized accounting software to meet course objectives Students will utilize cloud based application software to generate reports, analyze data, construct summary documents and communicate information.

Length of Program - Students attend day and evening classes Monday through Thursday. The morning and afternoon shifts takes approximately 45 weeks to complete.

Course Number	Course Title	Pre-Reqs	Qtr Credits	Clock Hours	Theory Hours	Lab Hours	Extern Hours
ACC101	Accounting Foundations		4	40	40	0	0
ACC102	Accounting II	ACC101	4	40	40	0	0
ACC105	Bookkeeping	ACC101	3	40	20	20	0
ACC106	Business Reporting	ACC101	3	40	20	20	0
ACC111	Payroll	ACC101	3.5	40	30	10	0
ACC121	Computerized Accounting	ACC101	3	40	20	20	0
BUS101	Business Communication		2.5	40	10	30	0
BUS130	Business Processes		3	40	20	20	0
CIS101	Word Processing		3	40	20	20	0
CIS102	Spreadsheets		3	40	20	20	0
CIS103	Application Pres. & Sharing		2.5	40	10	30	0
CIS114	Introduction to Databases		4	40	40	0	0
CSV103	Customer Service		4	40	40	0	0
GEN101	English		6	60	60	0	0
GEN105	Introduction to Biology		6	60	60	0	0
GEN104	Principles of Sociology		6	60	60	0	0

GEN107	Math	6	60	60	0	0
JOB103	Career Readiness	3	40	20	20	0
KEY101	Keyboarding	2.5	40	10	30	0
MAC103	Communication	4	40	40	0	0
MGT101	Management Principles	3	40	20	20	0
MGT110	Human Resource Management	3	40	20	20	0
MGT120	Business Law	3	40	20	20	0
OFF101	Office Procedures I	4	40	40	0	0
OFF102	Office Procedures II	3	40	20	20	0
	Totals	**92**	**1080**	**760**	**320**	**0**

++ Final Term or permission of Program Director/DOE

Administrative Assistant

The Administrative Assistant program is offered via both a traditional (Austin, San Antonio (South Campus Location), Harlingen, Brownsville and Pharr campuses) and a Distance Education delivery method (all campuses) . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The Administrative Assistant program prepares our graduates for a career in the office environment by providing specialized instruction in computer applications, office procedures, and business communication. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as word processors, administrative assistants, executive assistants, secretarial staff, clerical staff, or customer service representatives.

School Equipment – Students train on computer equipment utilizing software to learn to create documents such as letters, memoranda, and reports, and databases used for management, analysis and evaluation of information.

Length of Program - Students who attend on a full-time basis can usually complete the program in 27 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ACC101	Accounting Foundations	4.0	40	40	0	0
BUS101	Business Communication	2.5	40	10	30	0
CIS101	Word Processing	3.0	40	20	20	0
CIS102	Spreadsheets	3.0	40	20	20	0
CIS103	Application Presentation & Sharing	2.5	40	10	30	0
CIS104	Integrated Applications	3.0	40	20	20	0
CSV103	Customer Service	4.0	40	40	0	0
JOB103	Career Readiness	3.0	40	20	20	0
JOB142	Administrative Assistant Externship	3.0	90	0	0	90
KEY101	Keyboarding I	2.5	40	10	30	0
KEY102	Keyboarding II	2.5	40	10	30	0
MAC103	Communication	4.0	40	40	0	0
OFF101	Office Procedures I	4.0	40	40	0	0
OFF102	Office Procedures II	3.0	40	20	20	0
OFF103	Executive Assisting	2.5	40	10	30	0
	TOTALS	**46.5***	**650**	**310**	**250**	**90**

***COE approvals reflect a rounding down to the nearest whole number.**

Business Accounting Specialist

This program is offered at the following campuses: Austin, San Antonio (South Campus Location), San Antonio (North Campus Location), Corpus Christi, Harlingen, Brownsville and Pharr

Objective – The Business Accounting Specialist program provides training for an entry-level technical support career in the accounting and bookkeeping profession. The program includes training in billing, payroll, inventory, financial reporting, and computerized accounting software.

Career Opportunities - Graduates may pursue careers as accounting clerks, billing clerks, collection workers and bookkeeping clerks in a variety of businesses.

School Equipment – Students train on computer equipment utilizing application software to create standard business reports used for collection, management, and evaluation of information. Students will explore standard office equipment including telephone, copiers, 10-key calculators, and fax machines. Students will utilize computerized accounting software to meet course objectives

Length of Program - Students attend day and evening classes Monday through Thursday. The morning and afternoon shifts takes approximately 33 weeks to complete, while the evening shift takes approximately 48 weeks.

COURSE NUMBER	COURSE TITLE	PRE REQs	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ACC101	Accounting Foundations		4	40	40	0	0
ACC102	Accounting II	ACC101	4	40	40	0	0
ACC105	Bookkeeping	ACC101	3	40	20	20	0
ACC106	Business Reporting	ACC101	3	40	20	20	0
ACC111	Payroll	ACC101	3.5	40	30	10	0
ACC121	Computerized Accounting **	ACC101	3	40	20	20	0
BUS101	Business Communication		2.5	40	10	30	0
BUS130	Business Processes		3	40	20	20	0
CIS101	Word Processing **		3	40	20	20	0
CIS102	Spreadsheets **		3	40	20	20	0
CIS103	Application Pres. & Sharing **		2.5	40	10	30	0
CIS114	Introduction to Databases **		4	40	40	0	0
CSV103	Customer Service		4	40	40	0	0
JOB103	Career Readiness		3	40	20	20	0
JOB141	Externship ++		2.5	86	0	0	86
KEY101	Keyboarding		2.5	40	10	30	0
MAC103	Communication		4	40	40	0	0
OFF101	Office Procedures I		4	40	40	0	0
OFF102	Office Procedures II		3	40	20	20	0
	Totals		**61.5**	**806**	**460**	**260**	**86**

** Includes 3rd party Certification

++ Final Term or permission of Program Director/DOE

Business Administration

The Business program is offered via both a traditional delivery method and a Distance Education delivery method at the Austin, Brownsville, Corpus Christi, Harlingen, Pharr, San Antonio North, and San Antonio South campuses.

Objective – The Business program will prepare students for entry-level work in a support role in a variety of businesses. Computerized accounting, word processing, data processing and management, communication software, and general business are foundational to this program. Information on payroll and human resources, marketing, advertising, inventory, purchasing, social media, and customer service are also covered. Overall general business knowledge combined with a variety of office skills will allow students to work in an administrative role as Assistants, Clerks, Aides, Coordinators, or Office Specialists among others.

Career Opportunities - Graduates may pursue careers as Administrative Clerks, Office Assistants, Office Coordinators, Office Services Specialists, Office Support Assistants, Clerical Aides, Management Trainees or General Clerks in a variety of businesses.

School Equipment – Students train on computer equipment utilizing application software to create standard business reports used for collection, management, and evaluation of information. Students will explore standard office equipment including telephone, copiers, 10-key calculators, and fax machines. Students will utilize computerized accounting software to meet course objectives

Length of Program - Students attend day and evening classes Monday through Thursday. A full-time student can expect to complete this program in approximately 33 weeks.

COURSE NUMBER	COURSE TITLE	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ACC101	Accounting Foundations	4	40	40	0	0
BUS101	Business Communication	2.5	40	10	30	0
BUS102	Business Law	4	40	40	0	0
BUS110	Management Principles	3	40	20	20	0
BUS111	Human Resources	3	40	20	20	0
BUS112	Computerized Financial Reporting**	3	40	20	20	0
BUS120	Starting Your Own Business	4	40	40	0	0
BUS121	Financial Management	3.5	40	30	10	0
BUS122	Marketing & Sales	4	40	40	0	0
BUS123	Business Operations	3	40	20	20	0
BUS143	Business Seminar ++ !!	2	80	40	40	0
CIS101	Word Processing **	3	40	20	20	0
CIS102	Spreadsheets **	3	40	20	20	0
CIS103	Application Pres. & Sharing **	2.5	40	10	30	0
CSV103	Customer Service	4	40	40	0	0
JOB103	Career Readiness	3	40	20	20	0
JOB143	Business Externship ++ !!	2	80	0	0	80
KEY101	Keyboarding	2.5	40	10	30	0
MAC103	Communication	4	40	40	0	0
OFF101	Office Procedures I	4	40	40	0	0

TOTALS	**62**	**800**	**520 (or 480)**	**280 (or 240)**	**0 (or 80)**

** 3rd party Certification Preparation ++ Final Term or permission of Program Director/DOE

!! Students will take either BUS143 or JOB143, but not both

Commercial Motor Vehicle Operator

The Commercial Motor Vehicle Operator program is offered using both a traditional and a hybrid delivery method at the Corpus Christi, San Antonio North, Austin, and Pharr Campus locations. Students who wish to enroll in this program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog.

Objectives – This course prepares individuals for jobs in the transportation industry. Students will gain a solid foundation of knowledge that includes classroom work and hands-on driving training in real world situations. This course prepares the student to sit for the Class A Commercial Driver's License. The Class A CDL qualifies drivers to operate commercial vehicles in both intrastate and interstate transportation.

Admission Requirements: In addition to the Admissions Process and Entrance Requirements on page 8 of the catalog (CMVO students may enroll without a secondary education if they pass the DPS CDL learners permit test prior to enrolling in the program), the prospective Commercial Motor Vehicle Operator student must:

- Be at least 18 years old. Commercial Motor Vehicle Operator graduates between 18 & 21 years of age can drive only within the state of Texas.
- Show the Admissions Representative their current, valid Texas driver's license without limiting restrictions.
- Show their Social Security Card. Texas requires all CDL applicants to have a Social Security Number.
- Bring a copy of their current Motor Vehicle Record with no convictions in the past 3 years of any of the following: DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, careless and reckless driving, a preventable accident, or speeding 15 mph over the limit.

The Commercial Motor Vehicle Operator student must also pass a DOT physical examination and a drug & alcohol test, in order to acquire a Texas Commercial Learners Permit prior to entering the driving portion of the program. Fees for the physical and drug test are listed as "other" on page 12, and must be paid at time of enrollment. The Learners Permit fee of $11.00 is paid by the student directly to the Texas DPS office where the test is administered. Graduates will also pay the CDL A license fee of $52.00 directly to the DPS office. License fees are set by the state, and are subject to change without notice.

Career Opportunities - Graduates may find entry-level employment as commercial vehicle operators in both intrastate and interstate transportation after receiving their Class A Commercial Driver's License.

School Equipment – Students will train on a standard cab tractor and/or a sleeper tractor, with a 53-foot trailer.

Length of Program – Hybrid students take Units 1 and 3 asynchronously online, and arrange their behind-the-wheel time with the instructor for Units 2 and 3. These students can usually complete the program in sixteen weeks. Traditional delivery students follow the schedule on page 10 and complete their program in six weeks.

COURSE NUMBER	COURSE TITLE	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS
CMV101	Commercial Motor Vehicle Operator A			
	Unit 1: Basic Operation & Basic Control of a Commercial Vehicle	13	13	0
	Unit 2: Proficiency Development I	60	0	60
	Unit 3: Systems, Procedures, Reporting, and Activities	37	37	0
	Unit 4: Proficiency Development II	50	0	50
	Totals	**160**	**50**	**110**

Computer Support Specialist

The Computer Support Specialist program is offered via both a traditional and a Distance Education delivery method at the Austin, Brownsville, Pharr, and San Antonio North campuses . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives –The Computer Support Specialist program prepares graduates for a career providing technical assistance, support, and advice to computer users. Students will be trained on troubleshooting computer software and hardware problems. The program includes instruction in computer concepts, information systems, networking, operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

Career Opportunities – Graduates may find entry-level employment as helpdesk technicians and computer support specialists.

School Equipment – Students will train on computer equipment and simulated software to execute support tasks, software and hardware installation and set-up, and prepare for certification exams. Classrooms will provide access to computer hardware and software for demonstration and practical application.

Length of Program – Students who attend on a full-time basis can usually complete the program in 27 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
CIS100	Computing Essentials	3.5	40	30	10	0
CIS107	Productivity Software	2.5	40	10	30	0
CIS105	Communication, Sharing, and Support Software	2.5	40	10	30	0
CIS106	Command Line Interface (PowerShell)	3	40	20	20	0
CIS110	Operating Systems	3	40	20	20	0
CIS111	Computer Hardware	2.5	40	10	30	0
CIS114	Introduction to Databases	4	40	40	0	0
CIS115	Windows Desktop Operating Systems	3	40	20	20	0
CIS116	Enterprise Desktop Support	3	40	20	20	0
CIS118	Windows Server	3.5	40	30	10	0
CIS120	Networking	3	40	20	20	0
CIS130	Information Systems Configuration	3	40	20	20	0
CIS140	Network Security	3.5	40	30	10	0
CIS160	Utility Systems	3.5	40	30	10	0
CIS170	ITIL Foundations	4	40	40	0	0
CIS180	Help Desk Support-Troubleshooting	3.5	40	30	10	0
CSV103	Customer Service	4	40	40	0	0
JOB103	Career Readiness	3	40	20	20	0
	TOTALS	**58**	**720**	**440**	**280**	0

Cyber Security

This program is offered at the following campuses: Austin location in both a traditional and online delivery format .

Objective – The Cyber Security program provides training for an entry-level career in Cyber Security industry. The program will focus on security information, procedures and processes used in all types of business, governmental, non-profit environments. The program includes training in security basics, networks basics and defense, identity and access management, cryptography concepts, system administration, logging and monitoring, programming, web security, project management, and threats and vulnerabilities.

Career Opportunities - Graduates may pursue careers as System Security Analyst, Cyber Defense Analyst, Cyber Defense Infrastructure Support Specialists and Cyber Defense Incident Responders among others.

School Equipment – None

Hardware Requirements – Students must have a computer with the following minimum requirements.

- Intel 6th Generation Core i5, 8 GB RAM

Length of Program - Students who attend on a full-time basis can usually finish the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
CSO100	Security Foundations	4.5	60	30	30	0
CSO101	Networking Foundations	4.5	60	30	30	0
CSO102	System Administration	4.5	60	30	30	0
CSO103	Network Defense	4.5	60	30	30	0
CSO104	Cryptography and Access Management	4.5	60	30	30	0
CSO105	Logging and Monitoring	4.5	60	30	30	0
CSO106	Programming Foundations	4.5	60	30	30	0
CSO107	Web Application Security and Project Management	4.5	60	30	30	0
CSO108	Threats and Vulnerabilities	4.5	60	30	30	0
CSO110	Group Project	10.5	160	50	110	0
	TOTALS	**51**	**700**	**320**	**380**	**0**

Data Science

This program is offered at the Austin campus in both a traditional and online delivery format.

Objective – The Data Science Program prepares students for an entry-level career in Data Science and analysis. The focus of this program is on both the statistical and computational techniques requires to derive meaningful business insights from data within any industry. The program includes training in Statistics, Computer Programming, Data Visualization, Data Modeling, Big Data and Machine Learning.

Career Opportunities - Graduates may pursue careers as Data Scientists, Data Analysts, Data Engineer or Business Analysts.

School Equipment – None

Hardware Requirements – Students must have a computer with the following minimum requirements.

- Intel 6th Generation Core i5, 8 GB RAM

Length of Program - Students who attend on a full-time basis can usually finish the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
DSO101	Basic Statistics	4.5	60	30	30	0
DSO102	Statistical Programming	4.5	60	30	30	0
DSO103	Metrics and Data Processing	4.5	60	30	30	0
DSO104	Data Wrangling and Visualization	4.5	60	30	30	0
DSO105	Intermediate Statistics	4.5	60	30	30	0
DSO106	Machine Learning and Modeling	4.5	60	30	30	0
DSO107	Introduction to Big Data	4.5	60	30	30	0
DSO108	Databases	4.5	60	30	30	0
DSO109	Programming Foundations	4.5	60	30	30	0
DSO110	Group Project	10.5	160	50	110	0
	TOTALS	**51**	**700**	**320**	**380**	**0**

Electrical Technician

The Electrical Technician program is offered via a traditional delivery method at the Waco campus. Some aspects of the program may utilize online resources for delivery, and testing of students in meeting course objectives. The Electrical Technician program provides theoretical basics of electrical knowledge, as well as practical skills that can be adapted in the electrical trade industry. The Electrical Technician program provides students with basic theoretical knowledge and skills on installation, operation, maintenance, and repair of electrical apparatus and systems such as residential, and commercial; DC and AC motors, controls; and electrical distribution panels. Instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, appliances, estimation, testing, inspection, and applicable codes and standards is reinforced in this program. Required hours of "on the job training" beyond the completion of this program are necessary to apply for Texas state licensing.

Objective – The Electrical Technician program prepares graduates for a career in the Electrician field, both commercial and residential, at an apprentice level. Students will have the opportunity to learn the operation, installation, maintenance, and repair essentials of electrical wiring, instrumentation, services and panels, and motors and motor controls. The knowledge and skills acquired in this program prepares graduates to begin working, under a Master Electrician, toward accumulation of required hours for state licensing.

Career Opportunities - – Upon graduation, students should be able to install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner as they work toward accumulation of their required apprenticeship hours for licensing. With these skills, graduates may find entry-level employment as wiring installers or technicians servicing electrical, instrumentation systems, and/motors in a number of electrical and related trades

School Equipment – Students will train on a variety of electrical equipment, wiring, and mock-up construction scenarios to facilitate installation, operation, maintenance, and repair of electrical equipment and circuits. Classrooms will provide access to computers for demonstration, practical application, and/or testing.

Length of Program - Students who attend on a full-time basis can usually complete the program in 27 weeks.

COURSE NUMBER	COURSE TITLE	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ELC100	Trade Safety	4.0	40	40	0	0
ELC101	Construction Basics	3.0	40	20	20	0
ELC102	Introduction to Electrical Theory	4.0	40	40	0	0
ELC103	Fundamentals and Concepts of Wiring	3.0	40	20	20	0
ELC104	Conductors	2.5	40	10	30	0
ELC105	Residential Wiring	2.5	40	10	30	0
ELC106	Commercial Wiring	2.0	40	0	40	0
ELC107	Electrical Components	3.0	40	20	20	0
ELC108	Lighting Systems	2.5	40	10	30	0
ELC109	Electrical Applications	3.0	40	20	20	0
ELC110	Motors and Controls	2.5	40	10	30	0
ELC111	Grounding and Bonding	2.0	40	0	40	0
ELC112	Electrical Equipment	2.0	40	0	40	0
ELC113	Programmable Controllers	2.5	40	10	30	0
ELC114	Electrical Calculations	3.0	40	20	20	0
ELC115	Electrical Distribution	2.0	40	0	40	0
ELC116	Specialized Installations	3.0	40	20	20	0
ELC117	Maintenance and Troubleshooting	3.0	40	20	20	0
	TOTALS	**49.5**	**720**	**270**	**450**	**0**

HVAC

This program is offered at the following campuses: Austin, Harlingen, Brownsville, and San Antonio (North Campus Location).

Objectives – The HVAC program prepares our graduates for a career in the field of Air-Conditioning, Heating Systems and Refrigeration at both the commercial and residential levels. Students will have the opportunity to learn to install, maintain and repair essential temperature control equipment found in homes and businesses. Some of the specific topics students will study are: Refrigeration and air conditioning technology; System evacuation, refrigerants, and system charging; Automatic, electronic, and programmable controls; Heating systems; Commercial refrigeration; EPA regulations and energy efficiency. Students will also receive instruction in the important aspect of green technology and its impact today and the future of the HVAC field.

Career Opportunities - Graduates may find entry-level employment as HVAC Technicians both in the field of residential and commercial climate controls. Opportunities may also be found in commercial refrigeration. Students may also work for large companies to maintain large heating and cooling systems.

School Equipment – Students will train on a wide variety of cooling and heating systems common to the industry. They will also receive instruction on piping using a wide variety of materials. They will also receive instruction on a variety of trouble shooting equipment addressing issues they will face in the field.

Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
H1	Introduction to HVAC	14.5	157	135	22	0
H2	Motors and Controls	11.0	157	65	92	0
H3	Heating and Ventilation	10.5	157	63	94	0
H4	Air Quality & Distribution	12.5	157	104	53	0
H5	Air Conditioning & Refrigeration	13.5	157	115	42	0
H6	Review, Certifications & Employment Training	12.5	157	102	55	0
	Totals	**74.5***	**942**	**584**	**358**	**0**

***COE approvals reflect a rounding down to the nearest whole number.**

Medical Assistant

The Medical Assistant program is offered via both a traditional (Austin, San Antonio (South Campus Location), San Antonio (North Campus Location), Corpus Christi, Harlingen, Brownsville and Pharr) and a Distance Education delivery method (all campuses) . Students who wish to enroll in the hybrid program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Assistant program is to train students to acquire satisfactory skills and demonstrate competency in a variety of medical office procedures and laboratory techniques. Students have the opportunity to acquire knowledge and skills in areas such as anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, as well as instruction in the techniques of finding and retaining a job. After successful completion of theory and laboratory course work, students have the opportunity to develop skills and competencies further by participating in a 160-hour externship in a clinic, laboratory, physician's office, or hospital. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a hospital, emergency/urgent care facility, clinic, nursing home, home health agency, doctor's office (front office included), chiropractor's office, podiatrist's office, laboratory facility, public health departments, or in other offices in a medical environment.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. Laboratories are well equipped and provide opportunities for practical skills applications.

Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
EKG101	EKG I	3	40	20	20	0
EKG102	EKG II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB138	Medical Assistant Externship	5.5	178	0	0	178
MAC103	Communication	4	40	40	0	0
MAP103	Pharmacology	3	40	20	20	0
MBG101	Medical Billing I	3	40	20	20	0
MCS106	Clinical Skills I	2.5	40	10	30	0
MCS107	Clinical Skills II	2.5	40	10	30	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
PHB101	Phlebotomy and Lab Procedures I	3	40	20	20	0
PHB102	Phlebotomy and Lab Procedures II	3	40	20	20	0
	TOTALS	**69.5***	**978**	**480**	**320**	**178**

***COE approvals reflect a rounding down to the nearest whole number.**

Medical Billing & Coding Specialist

The Medical Billing and Coding Specialist program is offered via both a traditional (Austin, San Antonio (South Campus Location), San Antonio (North Campus Location), Corpus Christi, Harlingen, Brownsville, Pharr) and a Distance Education delivery method (all campuses) . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Insurance Billing and Coding program is to train students for entry-level employment in skills such as data collection, documentation, diagnostic and procedural coding, insurance claim completion and submission, updating insurance rules and regulations, and following-up on claims. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a doctor's office, chiropractor's office, podiatrist's office, hospital, emergency/urgent care facility, clinic, nursing home, pharmacy, public health department facility or other offices in a medical environment. They may also find employment in attorney's offices, at insurance companies or other businesses that require knowledge of billing and coding.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. The most up to date billing and coding instructional materials are utilized.

Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB139	Medical Billing & Coding Specialist Externship	5.5	166	0	20	146
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MBG102	Medical Billing II	3	40	20	20	0
MCD106	Medical Coding I	3.5	40	30	10	0
MCD107	Medical Coding II	3	40	20	20	0
MCD108	Medical Coding III	3	40	20	20	0
MCD109	Medical Coding IV	2	40	0	40	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
OFF101	Office Procedures I	4	40	40	0	0
	TOTALS	**68**	**926**	**490**	**290**	**146**

Medical Insurance Billing and Coding Specialist

The Medical Insurance Billing and Coding Specialist program is offered via a Distance Education delivery method at the Austin Campus . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Insurance Billing and Coding program is to train students for entry-level employment in skills such as data collection, documentation, diagnostic and procedural coding, insurance claim completion and submission, updating insurance rules and regulations, and following-up on claims. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in a doctor's office, chiropractor's office, podiatrist's office, hospital, emergency/urgent care facility, clinic, nursing home, pharmacy, public health department facility or other offices in a medical environment. They may also find employment in attorney's offices, at insurance companies or other businesses that require knowledge of billing and coding.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field. The most up to date billing and coding instructional materials are utilized.

Length of Program - Students who attend on a full-time basis can usually complete the program in 36 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MBG102	Medical Billing II	3	40	20	20	0
MCD106	Medical Coding I	3.5	40	30	10	0
MCD107	Medical Coding II	3	40	20	20	0
MCD108	Medical Coding III	3	40	20	20	0
MCD109	Medical Coding IV	2	40	0	40	0
MED104	Medical Terminology	4	40	40	0	0
MED106	Diseases of the Human Body	3	40	20	20	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
OFF101	Office Procedures I	4	40	40	0	0
	TOTALS	**62.5**	**760**	**490**	**270**	**0**

Medical Office Specialist

The Medical Office Specialist program is offered via both a traditional and a Distance Education delivery method at Harlingen, San Antonio (South Campus Location), Brownsville, and Pharr campuses. Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Office Specialist Program is to train students to acquire satisfactory skills and demonstrate competence in a variety of medical office administration procedures to qualify for entry-level employment in a medical practice. The medical office administration skills include introductory bookkeeping, introductory billing and collections, records management, patient data collection, keyboarding, word processing, appointment scheduling, written correspondence, and telephone techniques. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as medical office specialists, administrative assistants, word processors, office assistants, clerical office assistants, or customer service representatives in a medical, other business office or public health department setting.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field.

Length of Program - Students who attend on a full-time basis can usually complete the program in 30 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CIS102	Spreadsheets	3	40	20	20	0
CIS103	Application Presentation and Sharing	2.5	40	10	30	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
JOB140	Medical Office Specialist Externship	4	140	0	10	130
KEY101	Keyboarding I	2.5	40	10	30	0
OFF101	Office Procedures I	4	40	40	0	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MED104	Medical Terminology	4	40	40	0	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
	TOTALS	**57**	**780**	**420**	**230**	**130**

Medical Office Administration

The Medical Office Specialist program is offered via Distance Education delivery method at the Austin Campus . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Medical Office Administration Program is to train students to acquire satisfactory skills and demonstrate competence in a variety of medical office administration procedures to qualify for entry-level employment in a medical practice. The medical office administration skills include introductory bookkeeping, introductory billing and collections, records management, patient data collection, keyboarding, word processing, appointment scheduling, written correspondence, and telephone techniques. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as medical office administrators, administrative assistants, word processors, office assistants, clerical office assistants, or customer service representatives in a medical, other business office or public health department setting.

School Equipment – Students train on computer equipment utilizing software to create documents and maintain databases. Students are also introduced to medical office management software that is often utilized in the field.

Length of Program - Students who attend on a full-time basis can usually complete the program in 30 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ANP105	Anatomy and Physiology I	4	40	40	0	0
ANP106	Anatomy and Physiology II	4	40	40	0	0
CIS101	Word Processing	3	40	20	20	0
CIS102	Spreadsheets	3	40	20	20	0
CIS103	Application Presentation and Sharing	2.5	40	10	30	0
CSV103	Customer Service	4	40	40	0	0
EHR103	Electronic Health Records I	3	40	20	20	0
EHR104	Electronic Health Records II	3	40	20	20	0
JOB103	Career Readiness	3	40	20	20	0
KEY101	Keyboarding I	2.5	40	10	30	0
OFF101	Office Procedures I	4	40	40	0	0
MAC103	Communication	4	40	40	0	0
MBG101	Medical Billing I	3	40	20	20	0
MED104	Medical Terminology	4	40	40	0	0
MLE103	Medical Law & Ethics	4	40	40	0	0
MPM103	Medical Practice Management	2	40	0	40	0
	TOTALS	**53**	**640**	**420**	**220**	**0**

Mobile Application Developer

This program is offered at the following campuses: Austin location in both a traditional and online delivery format.

Objective – The Mobile Application Developer program provides training for an entry-level career in Mobile Application Development. The program will focus on the foundational programming knowledge, and tooling required to create fully functional Mobile Applications. This program includes training in iOS Development, Objective-C, Swift, Mobile UI, Mobile Data, App Frameworks App Store Deployment, Analytics, Monitoring and Agile Project Management. Students will conclude the program by creating a launch-ready mobile application for the iOS platform.

Career Opportunities - Graduates may pursue careers as Mobile Developer, Mobile Engineer, iOS Developer, App Developer among others.

School Equipment – None

Hardware Requirements – Students must have a computer with the following minimum requirements.

- Intel 6th Generation Core i5, 8 GB RAM

Length of Program - Students who attend on a full-time basis can usually finish the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	QTR CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
MDO100	Introduction to iOS Development	4.5	60	30	30	0
MDO101	Programming Foundations in Swift	4.5	60	30	30	0
MDO102	Programming Foundations in Objective-C	4.5	60	30	30	0
MDO103	Mobile UI	4.5	60	30	30	0
MDO104	Mobile Data	4.5	60	30	30	0
MDO105	App Services and Systems	4.5	60	30	30	0
MDO106	App Store and Deployment	4.5	60	30	30	0
MDO107	Analytics and Monitoring	4.5	60	30	30	0
MDO108	Agile Project Management	4.5	60	30	30	0
MDO109	Individual Project	10.5	160	50	110	0
	TOTALS	**51**	**700**	**320**	**380**	**0**

Nurse Aide

The Nurse Aid program is offered using a traditional delivery method at the San Antonio South, Brownsville, Pharr, and Corpus Christi campuses.

Objectives – This program prepares individuals with the knowledge, skills and abilities essential for the provision of basic care to residents in long-term care facilities. After completing this program, graduates will be able to:

- Provide basic care to residents of long-term care facilities.
- Communicate and interact effectively with residents and their families, with sensitivity to the psychosocial needs of residents.
- Assist residents in attaining and maintaining maximum functional independence.
- Protect, support, and promote the rights of residents.
- Provide safety and preventive measures in the care of residents.
- Demonstrate skill in observing, reporting and documentation.
- Function effectively as a member of the health care team.

Admission Requirements – In addition to the Admissions Process and Entrance Requirements on page 8 of the catalog (Nurse Aide must provide documentation of satisfactory completion of at least the 8th grade), the prospective Nurse Aide student must:

- Show the admissions representative their Social Security Card (Texas requirement).
- Sign a release for criminal history and employability background checks to be conducted by the school to include the following:
  - Be verified as employable by the school via the DADS *Employability Status Check Search* website.
  - Pass a criminal history record screening for the offenses listed in the Texas Health and Safety Code Title 4, subtitle B, Section 250.006.
- Pass a background check of the Employee Misconduct Registry (EMR) and the Nurse Aide Registry (NAR.) Applicants found to be on the EMR or who are listed on the NAR in a "revoked" status are not eligible for enrollment.
- Provide an immunization record showing current PPD or chest x-ray; two rubeola, one rubella, and one mumps vaccination; and two varicella vaccinations or a positive varicella serology titer. Immunization documentation costs between $5 (records only) and $240 (all required immunizations) at Frank Garrett Center. Personal physician rates vary for records and immunizations.
- Students are required to have a current BLS Healthcare Provider certification prior to starting Clinical Practice. SCI will provide this training for any students who need it for an additional fee of $25.00.

Attendance Requirements: Students may not make up more than 5 hours in the program in order to be eligible to sit for the NATCEP exam that is needed for employment. Students who are absent for more than 5 hours from the program will be dismissed.

Career Opportunities - Graduates of this program are eligible to sit for the nurse aide certification exam for Texas. Nurse aides are employed in a variety of healthcare settings including long-term care facilities.

School Equipment – Students will train in a mock laboratory setting that is representative of the equipment and supplies used in care facilities. Students must provide a watch with a second hand.

Length of Program – The program is designed to be completed in five weeks.

COURSE NUMBER	COURSE TITLE	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
NUR100	**Introduction to Long Term Care**	**16**	**11**	**5**	**0**
Unit I	Introduction to Long Term Care				
NUR101	**Nurse Aide I**	**22**	**14**	**8**	**0**
Unit II	Personal Care Skills				
Unit III	Basic Nursing Skills				
NUR102	**Nurse Aide II**	**22**	**15**	**7**	**0**
Unit IV	Restorative Services				
Unit V	Mental Health & Social Service Needs				
Unit VI	Social Skills				
NUR103	**Clinical Practice**	**40**	**0**	**0**	**40**
	TOTALS	**100**	**40**	**20**	**40**

Office Administration

The Office Administration program is offered via a Distance Education delivery method at the Austin Campus . Students who wish to enroll in the online program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The Office Administration program prepares our graduates for a career in the office environment by providing specialized instruction in computer applications, office procedures, and business communication. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment as word processors, administrative assistants, executive assistants, secretarial staff, clerical staff, or customer service representatives.

School Equipment – Students train on computer equipment utilizing software to learn to create documents such as letters, memoranda, and reports, and databases used for management, analysis and evaluation of information.

Length of Program - Students who attend on a full-time basis can usually complete the program in 27 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
ACC101	Accounting Foundations	4.0	40	40	0	0
BUS101	Business Communication	2.5	40	10	30	0
CIS101	Word Processing	3.0	40	20	20	0
CIS102	Spreadsheets	3.0	40	20	20	0
CIS103	Application Presentation & Sharing	2.5	40	10	30	0
CIS104	Integrated Applications	3.0	40	20	20	0
CSV103	Customer Service	4.0	40	40	0	0
JOB103	Career Readiness	3.0	40	20	20	0
KEY101	Keyboarding I	2.5	40	10	30	0
KEY102	Keyboarding II	2.5	40	10	30	0
MAC103	Communication	4.0	40	40	0	0
OFF101	Office Procedures I	4.0	40	40	0	0
OFF102	Office Procedures II	3.0	40	20	20	0
OFF103	Executive Assisting	2.5	40	10	30	0
	TOTALS	**43.5**	**560**	**310**	**250**	**0**

***COE approvals reflect a rounding down to the nearest whole number.**

Pharmacy Technician

The Pharmacy Technician program is offered via both a traditional and a Distance Education delivery method at Austin,Brownsville, Corpus Christi, Pharr, San Antonio (South Campus Location), and San Antonio (North Campus Location) campuses . Students who wish to enroll in the hybrid program must meet all SCI admissions and entry requirements as well as the technology requirements specified in the Admissions section of this catalog. Students who take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor on line for each class.

Objectives – The objective of the Pharmacy Technician Program is to prepare students for eligibility to register with the Texas State Board of Pharmacy by providing training in skills and competencies needed for success in a pharmacy setting. Students have the opportunity to learn skills in basic pharmacology, pharmacy operations and procedures, as well as in areas of business communications and computer software by combining classroom instruction with ample hands-on experience. Students also receive instruction in the techniques of finding and retaining a job.

Career Opportunities - Graduates may find entry-level employment in hospitals, clinics, retail pharmacies, wholesale pharmacies, and pharmaceutical companies as either a Pharmacy Aide or a Pharmacy Technician. In order to be eligible for externship in a retail or hospital pharmacy, students must register with the Texas State Board of Pharmacy as a Pharmacy Technician Trainee. Registration as a trainee requires completion of an application, and completion of a fingerprint session. Results of the fingerprint analysis may take up to four to six months and pharmacy technician students must begin the trainee registration process during the first term of enrollment.

School Equipment – Students train on computer applications software to create documents and maintain databases. Students are also introduced to pharmacy management software that is often utilized in the field. The classroom simulates a retail setting by providing equipment and supplies found in a pharmacy.

Length of Program - Students who attend on a full-time basis can usually complete the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	Quarter Credit Hours	Total Clock Hours	Theory Clock Hours	Lab Clock Hours	Extern Hours
ANP105	Anatomy and Physiology I	**4**	**40**	**40**	**0**	**0**
ANP106	Anatomy and Physiology II	**4**	**40**	**40**	**0**	**0**
CIS101	Word Processing	**3**	**40**	**20**	**20**	**0**
CSV103	Customer Service	**4**	**40**	**40**	**0**	**0**
JOB103	Career Readiness	**3**	**40**	**20**	**20**	**0**
JOB137	Pharmacy Technician Externship	**5.5**	**168**	**0**	**0**	**168**
MAC103	Communication	**4**	**40**	**40**	**0**	**0**
MED104	Medical Terminology	**4**	**40**	**40**	**0**	**0**
MED106	Diseases of the Human Body	**3**	**40**	**20**	**20**	**0**
MLE103	Medical Law & Ethics	**4**	**40**	**40**	**0**	**0**
PHM101	Introduction to Pharmacy Mgmt	**3.5**	**40**	**30**	**10**	**0**
PHR101	Introduction to Pharmacy	**4**	**40**	**40**	**0**	**0**
PHR102	Pharmacy Technician I	**3.5**	**40**	**30**	**10**	**0**
PHR103	Pharmacy Technician II	**3**	**40**	**20**	**20**	**0**
PHR104	Pharmacy Technician III	**3**	**40**	**20**	**20**	**0**
PHR105	Pharmacy Computer Applications	**2.5**	**40**	**10**	**30**	**0**
PHR106	Math for Pharmacy Technicians	**4**	**40**	**40**	**0**	**0**
PHR107	Pharmacy Certification Prep	**3**	**40**	**20**	**20**	**0**
	TOTALS	**65**	**848**	**510**	**170**	**168**

Software Developer

The Software Developer program is offered via a traditional and a Distance Education delivery method at the Austin and San Antonio North Campus Locations. Students that wish to enroll in online courses must meet all SCI admissions and entrance requirements as well as the technological requirements specified in the Admissions Section of this catalog. Students that take online classes are scheduled for these classes in an appropriate sequence each term, and complete their coursework asynchronously with all students interacting with their classmates and instructor online for each class.

Objectives: Students will learn Full Stack Web Development. Languages and frameworks. Students will have the choice of following one of three Developer tracks: JavaScript, .NET or Ruby. Covered will include but are not limited to: JavaScript, TypeScript, AngularJS, NodeJS, Express, Mongo DB, C#, ASP.Net Web API, Ruby, and Ruby on Rails. Emphasis will be on best practices of software development and the ability to work in groups using Agile methodology.

Career Opportunities - Graduates may find entry-level employment as a Software/Web Developer.

Hardware Requirements – Students must have a computer with the following minimum requirements.

- Intel 6th Generation Core i5, 8 GB RAM

School Equipment – None

Length of Program - Students who attend on a full-time basis can usually complete the program in 33 weeks.

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS
SWD100	Coding from Scratch	5	60	40	20
SWD101	Front End Foundations	5	60	40	20
SWD102	Programming Foundations	5	60	40	20
SWD103	Front End Frameworks	5	60	40	20
SWD104	Back End Foundations	5	60	40	20
SWD105	Database Foundations	4	60	20	40
SWD106	Mobile Apps and Responsive Design	4.5	60	30	30
SWD107	Agile Project Management and Career Skills	4	60	20	40
SWD108	Deployment and Web Security	4	60	20	40
SWD109	Group Project	10.5	160	50	110
	TOTALS	**52**	**700**	**340**	**360**

Welding

The Welding program is offered via a traditional (Austin) and both a traditional and a hybrid delivery method at the Corpus Christi, Harlingen, Pharr, Waco and San Antonio North campuses. Theory classes (20 hours each) may be offered via asynchronous hybrid or traditional delivery, while hands-on applications classes (60 hours each) are offered via traditional delivery only.

Objectives – The Welding program provides training for an entry-level position in welding. The Program will provide instruction in joining and cutting metal surfaces, arc welding, resistance welding, brazing and soldering.

Career Opportunities – Graduates may find entry-level employment as welders in commercial, industrial, or small businesses working with a variety of metals and working with both plate and pipe welding. Graduates may work in fabrication, cutting, soldering, or brazing.

School Equipment –

- **Drill press or radial drill** — Portable magnetic drill presses; Punch presses
- **Electrode holder** — Underwater electrode holders; Welding electrode holders
- **Gas welding, brazing or cutting apparatus** — Oxyacetylene welding equipment; Rod ovens; Storage ovens and hot boxes, brazing equipment; Welding torches
- **Tungsten inert gas welding machine** — Heliarc welding equipment; Tungsten inert gas TIG welding equipment

Length of Program – Students who attend on a full-time basis can usually complete the program in 27 weeks

COURSE NUMBER	COURSE TITLE	QUARTER CREDITS	TOTAL CLOCK HOURS	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN HOURS
WEL101	Welding Orientation and Safety	2.0	20	20	0	0
WEL102	Oxy-Fuel Cutting	3.0	60	0	60	0
WEL103	Welding Fundamentals	2.0	20	20	0	0
WEL104	Arc Cutting and Welding	3.0	60	0	60	0
WEL105	Construction Basics	2.0	20	20	0	0
WEL106	Shielded Metal Arc Welding Plate	3.0	60	0	60	0
WEL107	Welding Standards	2.0	20	20	0	0
WEL108	Shielded Metal Arc Welding Plate and Pipe	3.0	60	0	60	0
WEL109	Welding Prints and Symbols	2.0	20	20	0	0
WEL110	Shielded Metal Arc Welding-Groove Welds	3.0	60	0	60	0
WEL111	Fundamentals of Metals	2.0	20	20	0	0
WEL112	Gas Metal and Flux Core Arc Welding - Plate	3.0	60	0	60	0
WEL113	Welding Certification	2.0	20	20	0	0
WEL114	Gas Metal and Flux Core Arc Welding - Plate and Pipe	3.0	60	0	60	0
WEL115	Special Topics/Techniques	2.0	20	20	0	0
WEL116	Gas and Shielded Metal Arc Welding V-Groove Welds	3.0	60	0	60	0
WEL118	Gas Tungsten Arc Welding – Plate and Pipe	3.0	60	0	60	0
	TOTALS	**43**	**700**	**160**	**540**	**0**

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COURSE DESCRIPTIONS

Courses marked with the following icon are available in both a traditional campus based classroom, and in a distance education online environment. Students taking distance education courses must meet all technology requirements found in the Distance Education section of this catalog.

ACC101 Accounting Foundations

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/ Prerequisites: None

The course focuses on the accounting profession through introduction of generally accepted accounting principles and accounting conventions (Cash or Accrual based). Topics will include transactions such as receipts, disbursements, banking, reconciliation, and reporting. Reporting emphasis is primarily placed on a sole proprietorship business entity. Preparation for Part 1/Test 1 of the CPB exam.

ACC102 Accounting II

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/ Prerequisites: ACC101

This course focuses on accounting concepts associated with a merchandising business. Topics include special journals, payables, receivables, and payroll. Preparation for Part 1/Test 2, Part 2/Test 2 of the CPB exam.

ACC105 Bookkeeping

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/ Prerequisites: ACC101

Students will be introduced to information, files, and software necessary to set-up business financial records. Topics include, establish of Chart of Accounts, vendors, customers, and employee files, and Income and Expense accounts. .

ACC106 Business Reporting

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/ Prerequisites: ACC101

Students will study formal financial information of businesses including reporting methods, form and structure of reports, interpretation and analysis, and reporting periods. Students will study internal and external users of financial information as well as legal requirements regarding publication and distribution of information.

ACC111 Payroll

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10/ Prerequisites: ACC101

This course will focus on the requirements and regulations relating to the payment of wages and salaries; Payroll taxes, withholding, and Federal and State payroll reports will be introduced in this course.

ACC121 Computerized Accounting

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/ Prerequisites: ACC101

The course will utilize computerized accounting software to record and report financial data. The course will include installation and use of the various components of an electronic accounting system including setup, entries, reporting, and management of an electronic accounting system. *Preparation for Certiport QuickBooks certification exam*.

ANP105 Anatomy & Physiology I

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10 Prerequisites: None

This course introduces the student to anatomy and physiology, the structure and function of the human body. The students will learn the structure and function of the following systems: integumentary, skeletal,

muscular, cardiovascular, blood, lymphatic and immune systems. Common diseases and disorders associated with these systems will be introduced and discussed.

ANP106 Anatomy and Physiology II
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10 Prerequisites: None
This course introduces the student the structure and function of the respiratory, nervous, urinary, reproductive, digestive, endocrine systems and the special senses. Common diseases and disorders associated with these systems will be introduced and discussed.

BUS101 Business Communication
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: None
Application of the principles of effective communication to reach, motivate, and influence business audiences are studied. Oral and written applications of these principles are practiced in business scenarios. Letters, reports, memorandums, proposals, and presentations are evaluated in this context.

BUS102 Business Law
Hours: Theory 20 / Laboratory20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None
Law is introduced in relation to the conduct of business including the nature and source of law. Laws pertaining to business startup, licensing, operations, employees, and ethical practices will be covered.

BUS110 Business Principles
Hours: Theory 20 / Laboratory20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None
An introduction to the concepts of business management and the challenges managers face. Small business and start-up management, managerial ethics and corporate social responsibility, leadership, supervision, and motivation in organizations are among the topics discussed.

BUS111 Human Resources
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None
A study of the human resource functions in business and industry from the viewpoint of management. Topics include selection, placement, compensation, training, developing, evaluating, and maintaining a labor force and the function of work teams in the business setting.

BUS112 Computerized Financial Reporting
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ACC101
The course will utilize computerized accounting software to record and report business financial data. The course will cover the steps necessary to establish a new business, set up accounts payable/receivable, report taxes, and create and interpret financial documents.

BUS120 Starting Your Own Business
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None
This course will cover start-up considerations, business opportunities and risks, and creating a business plan. Focus will be on the roles and responsibilities of the entrepreneur.

BUS121 Financial Management

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 / Prerequisites: ACC101

This course will focus on the financial requirements associated with managing business expenses. The course will cover cashflow budgets, identifying break-even points, and determination of product and service pricing. Payments of employees, vendors, taxes and other internal/external entities are also covered. Special consideration will be given to sole proprietorships.

BUS122 Marketing & Sales

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None

This course will focus on the role and types of marketing available to businesses, including social media. Students will explore methods to determine market opportunities and develop successful campaigns, as well as strategies for finding, retaining, and managing customers. Sales techniques and strategies for services/products will be explored. Special consideration will be given to sole proprietorships.

BUS123 Business Operations

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None

This course will cover business operations including mission and vision statements, standard operating procedures, ensuring sustainable practices, scalability, and community engagement. Implications for taxes and intellectual property will be covered, as well as growth from sole proprietor to other business forms.

BUS143 Business Seminar

Hours: Theory 40 / Laboratory 40 / Externship 0 / Total 80 / Quarter Credits 2.0 / Outside Hours 20 / Prerequisites: Final term or permission of Director of Education

This course is available to students who do not participate in the JOB143 Business Externship course as part of the Business Administration program. Students in this seminar will utilize information learned throughout the program to construct documents related to the creation and operation of a business, review case studies, or evaluate business practices. (Students will take either JOB143 or BUS143 but not both)

CIS100 Computing Essentials

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None

This course provides instruction on the use of computers and the internet in a business environment. Students will be introduced to terminology, physical components of a computer system, application and system software, information sharing, security, and communication. The use of computers as a business tool will be emphasized.

CIS101 Word Processing

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None

This course focuses on the basic techniques of electronic word processing. Through utilization of application software, students will study the functionality of the program in creating work products. Preparation for Certiport MOS Beginning Word Exam.

CIS102 Spreadsheets

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/ Prerequisites: None

This course focuses on the basic techniques of electronic spreadsheets. Through utilization of application software, students will study the functionality of the program in creating work products. Preparation for Certiport MOS Beginning Excel Exam.

CIS103 Application Presentation and Sharing

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10/ Prerequisites: None

This course will focus on basic techniques of electronic presentation and communication. Through utilization of application software students will study the functionality of application programs in creating work product. Preparation for Certiport MOS Outlook and PowerPoint exams

CIS104 Integrated Applications
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/ Prerequisites: None
This course will provide an opportunity for students to explore the functionality and integration of the Microsoft® Office products. Students will utilize application software to created integrated business, professional, and personal projects.

CIS105 Communication, Sharing, and Support Software
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: CIS100
This course provides instruction in the software utilized to support remote access, computer interface, instant communication (chat), and internet based productivity software for support, communication, backup, and sharing.

CIS106 Command Line Interface (PowerShell)
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS100
This course provides instruction on access and use of scripting language to execute tasks and commands on local and remote systems. Additionally, students will be provided with instruction on commands necessary to diagnose, resolve issues, gather information, and identify users among other commands in order to provide support to end users.

CIS107 Productivity Software
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None
This course focuses on the basic techniques of electronic word processing, spreadsheet, and presentation software. Through utilization of application software, students will study the functionality of the programs in creating work products.

CIS110 Operating Systems**
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS100
This course will provide instruction on computer operating systems. Instruction relative to basic commands or actions involved in file management, directory organization, system setup, software installation, and data security is included. (**Preparation for A+ Software Exam)

CIS111 Computer Hardware**
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: CIS100
This course will provide instruction on computer hardware as a component of a computer system. This course will include instruction in PC components, functionality, servicing microcomputer hardware, support peripherals, and computer construction. (** Preparation for A+ hardware exam)

CIS114 Introduction to Databases
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10 Prerequisites: None
This course provides instruction in database construction, management, and use. The course will include information on manipulation, maintenance, collection, and security of computerized information collected and stored in a database structure.

CIS115 Windows Desktop Operating Systems**
Hours: Theory 20/ Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS100

This course instructs students to implement, administer and troubleshoot a Microsoft® client OS as a desktop operating system in any network environment. This class helps prepares the student for Microsoft certification.

CIS116 Enterprise Desktop Support **

Hours: Theory 20/ Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS100

This course will provide instruction on identification and execution of troubleshooting tasks that students will encounter as a desktop support technician. This course will prepare students for Microsoft certification.

CIS118 Windows Server**

Hours: Theory 30/ Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: CIS110

This course teaches students through lecture, discussion, demonstration, and laboratory exercises the skills and knowledge necessary to administer and support a Microsoft Server. This class helps prepare students for Microsoft certification.

CIS120 Networking**

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS110

The course will provide instruction in technical skills required in network administration and support. This course will include information on media, topologies, protocols and standards, network support, and the knowledge and skills to sit for network certification. (** for CompTIA Net+ cert)

CIS130 Information Systems Configuration

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: CIS110

This course provides instruction in the structure, access, and maintenance of computer peripherals. Topics include network cabling, wiring, access ports, printers, and scanners.

CIS140 Network Security**

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: CIS110

This course provides instruction in network security. Topics include security concepts, risk identification, intrusion detection, implementing and maintaining a secure network, cryptography basics, methods, and standards, security policies, procedures and management. (** preparation for CompTIA Security+ cert)

CIS160 Utility Systems

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None

This course provides instruction in installing, maintenance, and use of computer software designed to protect, backup/restore, monitor, and control. Topics will include malware, viruses, spam, blocking and hacking of computer information.

CIS170 ITIL Foundations**

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10 Prerequisites: CIS110

This course provides instruction in IT service management and ITIL service strategy. The course covers service design and development, service management, building, testing, authorizing, documenting, and implementing new and changed services into operation. Topics such as creating and maintaining value as well as monitoring and improving services, processes, and technology will be covered.

CIS180 Help Desk Support – Troubleshooting

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: CIS110

This course provides an overview of skills required to support end user clients in local and remote help desk support. The course will provide instruction, practice, and skills building exercises to assist students in certification preparation.

CSO100 Security Foundations
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The Security Foundations course will help students gain a fundamental understanding of security concepts that will be used throughout the Cyber Security track. Topics covered include basic security concepts, threat actors and attributes, organizational security, policy, procedures and frameworks, security controls business impact analysis, risk management, incident response and disaster recovery.

CSO101 Networking Foundations
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The course will provide instruction in technical skills required in network administration and support. This course will include information on media, topologies, protocols and standards, network support, and the knowledge and skills to sit for network certification.

CSO102 System Administration
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The course will cover System Administration basics and will also provide a security orientated perspective. This course will include general system administration information on installing and configuring network component, OS familiarity and some scripting. Additional topics include threats, vulnerabilities, secure protocols and secure system design.

CSO103 Network Defense
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: CSO100 & CSO101
The Network Defense course will give students an overview of the various hardware and software tools available to defend a network against attack. Students will use various tools to assess the security posture of an organization and understand the possible impact of various vulnerabilities. Additionally, this course will cover the concepts of penetration testing and vulnerabilities testing.

CSO104Cryptography and Access Management
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The course will cover the different methodologies and concepts of Cryptography and Access management. Students will be exposed to different cryptography algorithms used to ensure safe transmission, storage and use of sensitive data. Students will also learn how to implement various access management controls and account management practices.

CSO105 Logging and Monitoring
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: CSO102 The course will give students the knowledge and skills needed to properly analyze and interpret various security related logs produced by different security related technologies. This will focus on standard logs and Intrusion Detection and Prevention Systems. Students will also gain a basic understanding of forensics analyze and presented with such related topics as chain of authority.

CSO106 Programming Foundations
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
This course will give students programming foundations in languages utilized in the industry. This course also provides a secure foundation upon which students can build on as they progress through the program.

CSO107 Web Application and Project Management
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
This course will teach students about Web Application Security and Project Management and is intended to be an introduction to these key concepts. Students will learn the mindset, discipline, and methods for securing a software project and traditional project management concepts with a focus on Agile software development methodology. Students will complete this course with both a theoretical model and specific technical knowledge.

CSO108 Threats and Vulnerabilities
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: CSO100 & CSO101
The Threats and Vulnerabilities course will provide students with an in depth look at the various threats and vulnerabilities faced by every organization and technology user. These will cover those related to hardware, software and people, including a detailed review of Social Engineering as used by various threat actors. Students will be able to identify, compare several types of attacks and related impacts.

CSO110 Group Project
Hours: Theory 50 / Laboratory 110 / Total 160 / Quarter Credits 10.5 /Outside Hours 15/Prerequisites: Final Mod
The Group Project course combines each part of the program into a group project for the student. Each student will work together as a team member for the group project, which includes daily scrum meetings to cover tasks and progress while working separately to complete them. The final group project is due at the end of the course.

CSV103 Customer Service
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/Prerequisites: None
The role of customer service is studied focusing on skills needed to work effectively with individuals or groups. Problem solving and critical thinking skills will be incorporated in exploring varying aspects of interaction with internal and external customers.

CMV101 – Commercial Motor Vehicle Operator A
Hours: Theory 50 / Laboratory 110 / Total 160 / Outside Hours 40
This course prepares individuals for jobs in the transportation industry. Students will gain a solid foundation of knowledge that includes classroom work and hands-on driving training in real world situations. This course prepares the student to sit for the Class A Commercial Driver's License. The Class A CDL qualifies drivers to operate commercial vehicles in both intrastate and interstate transportation.

CMV101 - Unit 1: Basic Operation & Basic Control of a Commercial Vehicle
Hours: Theory 13 / Laboratory 0 / Total 13/ Prerequisite: None
Student will gain a solid foundation of knowledge that includes orientation to the control Systems of a commercial vehicle. Students will be orientated to the dashboard, air brakes, sliding fifth wheel and pre-

and post-Trip inspections. The student will also learn the techniques on proper use of the clutch, how to operate a 10 speed manual transmission, backing and docking as well as coupling and uncoupling a trailer

CMV101 – Unit 2: Proficiency Development I
Hours: Theory 0/ Laboratory 60 / Total 60/ Prerequisite: CMV101 – Unit 1
This course instructs individuals in the proper operation of a vehicle with hands-on experience on a driving range. The individuals will learn basic hands-on introduction of truck operations, pre/post-trip inspection, proper straight line backing, offset backing, parallel parking, and introduction to shifting.

CMV101 – Unit 3: Systems, Procedures, Reporting & Activities
Hours: Theory 37 / Laboratory 0 / Total 37/ Prerequisite: None
The individuals will learn how to properly conduct a visual search while behind the wheel, manage the speed of the vehicle and space around the vehicle, operation of a commercial vehicle at night and operating a commercial vehicle under adverse conditions This course also provides instruction to individuals on procedures to perceive potential hazards such as road conditions, low clearances, and other road users who are not looking at you, do not see your truck, are unable to control their speed or suddenly change their position in traffic. The course also covers emergency maneuvers such as; stopping the vehicle in the shortest distance, evasive turning, stopping the vehicle if the brakes fail, skid control and recovery as well as precautions when crossing railroad tracks. Students learn how to identify systems or components that are functioning properly, in imminent danger of failing or functioning improperly. The individual will also learn to describe, through sight, sound, feel and smell the systems of improper operation completely and accurately to maintenance personnel. Non-vehicle activities include the proper handling and documentation of cargo, the requirements of the Federal Motor Carrier Safety Regulations on hours of service and how to comply with the regulations, the importance of proper diet, exercise, and rest so that you will be alert while driving, Professional communication to fellow drivers, management and regulatory officers, the effects of drugs and alcohol on the ability to properly operate a vehicle, understand the protections under the Whistleblower protection regulations in CFR part 1978, and plan safe and efficient rotes from point to point.

CMV101 – Unit 4: Proficiency Development II
Hours: Theory 0/ Laboratory 50 / Total 50/Prerequisites: CMV101 – Unit 1
This course instructs individuals on behind the wheel skills to safely drive a commercial motor vehicle in a variety of traffic situations. These situations include left and right turns, intersections, railroad crossings, curves, up and down grades, and single or multi-lane roads, streets, or highways.

DSO101 Basic Statistics
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The Basic Statistics course will help students gain a fundamental understanding of statistical concepts that will be used throughout the Data Science program. Topics covered include probability, data types, common distributions, common descriptive statistics, and statistical inference.

DSO102 Statistical Programming
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The Statistical Programming course teaches students how to load R and R Studio onto their PC. Students will then learn basic scripting commands, and will be introduced to a vast library of functions to perform various statistical analyses.

DSO103 Metrics and Data Processing

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None

The Metrics and Data Processing course will prepare students to be able to create new metrics that directly answer or monitor business questions. This module will also teach the theory and practice of statistical process control. Upon completion of this module, students will be equipped to help businesses monitor their processes and know when a process is out-of-control, and needs to be fixed.

DSO104 DataWrangling and Visualization

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: DSO101, DSO108, & DSO109

The Data Visualization course is designed to help students understand that the heavy lifting in any analysis happens before the analytical procedure starts. Data wrangling is the process of changing the structure and format of raw data until the data are compatible with sometimes rigid requirements for analysis. Data wrangling also includes a quick sanity check of data quality. Data Visualization will give students an understanding and appreciation of the power in representing data graphically.

DSO105 Intermediate Statistics

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: DSO101, DSO102, DSO108, & DSO109

The Intermediate Statistics course is designed to teach students about hypothesis testing under multiple scenarios. Students will be able to determine which hypothesis test to utilize and be able to perform that test. Students will also learn to identify and verify the data requirements for each hypothesis test.

DSO106 Machine Learning and Modeling

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: DSO102, DSO108, & DSO109

The Machine Learning and Modeling course will introduce students to several commonly used machine learning methods. Students will learn how to determine the best methods for a given set of data, and how to use common software tools to utilize these methods.

DSO107 Introduction to Big Data

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: DSO102, DSO104, & DSO109

The Introduction to Big Data course introduces students to Big Data on a conceptual level, and gives students exposure and practice with several skills and tools currently in use. These skills will be taught at a manageable level, and then scale up methods will be used to help students grasp the meaning and popularity of analyzing substantial amounts of data. Students will learn the foundational concepts of Big Data and will know how to move from Big Data basics to more business specific needs and requirements.

DSO108 Databases

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None

This course is an introduction to working with, and designing databases. Students will develop a foundational knowledge of database concepts, theory, and an overview of the various implementations and architectures.

DSO109 Programming Foundations
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
This course will give students programming foundations in languages utilized in the industry. This course also provides a secure foundation upon which students can build on as they progress through the program.

DSO110 Group Project
Hours: Theory 50 / Laboratory 110 / Total 160 / Quarter Credits 10.5 /Outside Hours 15/Prerequisites: Final Mod
The Group Project course combines each part of the program into a group project for the student. Each student will work together as a team member for the group project, which includes daily scrum meetings to cover tasks and progress while working separately to complete them. The final group project is due at the end of the course.

EHR103- Electronic Health Records I
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: none
This course is an introduction to electronic health records. The students will discuss various types of software available for EHR and practice management. The student will learn how to access patient data from an external source, back up data, transmit data, and store patient information in the database. Insurance billing will be presented including obtaining diagnoses and procedures from the patient record and entering coding and billing information into the electronic health record. The student will have the opportunity to become competent in generating encounter forms, insurance verification reports, and locating the correct codes in the ICD, CPT, and HCPCS manuals.

EHR104- Electronic Health Record II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: EHR103
Electronic charting is reviewed to include monitor documentation for accuracy, locate requested information in a patient's chart, and perform file maintenance. Regulatory compliance is introduced. The Reporting component of electronic healthcare records is presented. Competencies will have the opportunity to be achieved in software applications, operation of integrated devices, the ability to maintain electronic health records in various healthcare settings, knowledge of regulatory compliance and medical ethics, and to identify any security breach. The student will take a practice certification exam to prepare for the National Health Careers Association Certified Electronic Health Record Specialist (CEHRS) examination.

ELC100 Trade Safety
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None
This course includes information on general safety regarding awareness, tool safety, load, posture, signage, material handling, and environmental concerns. Emphasis on OSHA guidelines, as well as proper personal safety equipment. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC101 Construction Basics –
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None
This course will provide instruction on basic mathematics, terminology, symbols, graphics, measurement systems and tools for reading and interpreting prints, mechanical drawings, assembly drawings, detail drawings, and fabrication guideline. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC102 Introduction to Electrical Theory[r]

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: None
This course introduces the student to basic electrical concepts. It establishes a thorough understanding of electron theory, voltage, current (both AC and DC), resistance, inductance, capacitance and common units of electrical measurement. Basic circuit design and National Electrical Code (NEC) will be introduced in this course. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC103 Fundamentals and Concepts of Wiring
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None
This course is a study of how to properly calculate, layout, and bend tubing and wiring per industry and National Electrical Code (NEC) standards. Introduces types and applications of conductors, proper wiring techniques, electrical prints, drawings, and information found on schematics, and wiring diagrams. NEC requirements are stressed throughout this course. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC104 Conductors
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course introduces types and applications of conductors and covers proper wiring techniques, including instructions on transportation, storage and setup of cable reels, pulls in raceways, termination, splicing, preparing and taping of conductors, conductor selection, and current carrying capacity. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC105 Residential Wiring
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course establishes the students' physical hands on skills in completely wiring a single-family residence from issue of permit to final inspection. The course focuses on the National Electrical Code (NEC) requirements for residential wiring. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC106 Commercial Wiring
Hours: Theory 0/ Laboratory 40 / Total 40 / Quarter Credits 2.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course covers National Electrical Code (NEC) requirements for commercial wiring. Installation of conduit, equipment, and calculation of service will be presented. Safety, blueprint reading, and proper use and identification of materials associated with commercial wiring will be stressed. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

ELC107 Electrical Components
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course covers characteristics of basics of electrical components, circuits, insulation, carrying capacity, and voltage. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC108 Lighting Systems
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103

Students will be introduced to the characteristics of lighting, focusing on the handing and installation of various layouts, wiring, and fixtures. Includes training on lighting controls. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC109 Electrical Applications
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will cover the function and operation of electronic devices. The course includes instruction on termination, splices, cleaning, testing, and tracing. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC110 Motors and Controls
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course covers motors, both AC and DC, including main components, circuits, and connectors. Selecting, sizing, and installing motor controls are also covered in this course. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC111 Grounding and Bonding
Hours: Theory 0 / Laboratory 40 / Total 40 / Quarter Credits 2.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will focus on the purpose of grounding and bonding electrical systems. Students will be trained on the importance and use of fuses, circuit breakers, contactors, and relays. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC112 Electrical Equipment
Hours: Theory 0 / Laboratory 40 / Total 40 / Quarter Credits 2.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will cover equipment installed in hazardous locations, overcurrent protection, and short circuit calculations and troubleshooting. Sizing and selecting circuit breakers and fuses will be covered. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC113 Programmable Controllers
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will cover applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. HVAC systems and their controls will be included. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC114 Electrical Calculations
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course covers calculations for branch circuit and feeder loads for residential and commercial applications, motor calculations to size conductors and overcurrent protection for motor applications, and factors involved in conductor selection including insulation types, current-carrying capacity, temperature

ratings, and voltage drop. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC115 Electrical Distribution
Hours: Theory 0 / Laboratory 40 / Total 40 / Quarter Credits 2.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will include instruction on switchboards, switchgears, transformers, and connections. Selection, sizing, installation, and protection will also be covered. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC116 Specialized Installations
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will cover special installation situations, materials, equipment, and services. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

ELC117 Maintenance and Troubleshooting
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: ELC 100 thru ELC103
This course will review skills necessary for inspecting, diagnosing, and maintaining electrical systems, components, and equipment. Students will work on a variety of scenarios, both residential and commercial, to perfect their skills in troubleshooting electrical issues. This course will utilize both in-class and out-of-class learning activities to achieve course objectives. Safety and NEC guidelines are stressed throughout this course.

EKG 101- EKG I
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/ Corequisites: EKG102
This course prepares the student to sit for the National Healthcareers Association Certified EKG Technician (CET) examination. A review of anatomy and physiology of the heart, circulatory and conductions systems will be presented. The course will introduce the student to preparing the patient for a routine EKG, modified EKG's including Holter Monitors, and stress EKG's and telemetry monitoring. Proper placement of electrodes and patient safety will be emphasized. Components of the EKG tracing will be identified including the P wave, QRS complex and T wave. The course includes a lab component, which incorporates the introduction of the EKG machine, correct placement of electrodes and completing a successful 12 Lead EKG.

EKG 102- EKG II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/Corequisites: EKG101
This course is a continuation of EKG 101. The origination and aspects of dysthymias as presented on the EKG tracing will be discussed. Recognition and identification of sinus, atrial, ventricular or junctional dysthymias will be emphasized. Dysthymias associated with hypertrophy, trauma, electrolyte imbalance and congenital heart malformations are presented. Medical law and Ethics as it applies to electrocardiogram technicians will be introduced. The lab activities introduces trouble shooting the EKG machine, accommodations for special populations requiring an EKG, and continued identification and recognition of critical and life threatening dysthymias. A practice certification examination will be given in preparation for taking the Certified EKG Technician (CET) examination.

GEN 101 - English
Hours: Theory 60 / Laboratory 0/ Total 60 / Quarter Credits 6.0 /Outside Hours 10/Corequisites: none
A course to strengthen writing skills by emphasizing the development and the improvement of the writing process: prewriting, thesis development, organization, and revision. Library and electronic resources and their documentation are introduced. . This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

GEN 104 – Principles of Sociology
Hours: Theory 60 / Laboratory 0/ Total 60 / Quarter Credits 6.0 /Outside Hours 10/Corequisites: none
This course provides an overview of the study of society. Topics include socialization; culture; social structure; social institutions, including family, religion, politics and laws; social stratification; diversity, and deviance

GEN 105 – Introduction to Biology
Hours: Theory 60 / Laboratory 0/ Total 60 / Quarter Credits 6.0 /Outside Hours 10/Corequisites: none
This course involves the study of living systems from the molecular and cellular basis of biology through the structure and function of the whole organism, including physiology, heredity, development, and evolution. Topics include surveys ranging from unicellular specimens through mammalian species

GEN 107 – Math
Hours: Theory 60 / Laboratory 0/ Total 60 / Quarter Credits 6.0 /Outside Hours 10/Corequisites: none
This course covers the practical use of math in everyday business situations and emphasizes the number system, integers, algebraic expressions, graphs and data, and basic geometric principles.

H1 Introduction to HVAC
Hours: Theory 135 / Laboratory 22 / Total 157 / Quarter Credits 14.5 / Prerequisites: None
This course will introduce the student to the HVAC profession, equipment, tools, gauges, and basic functions of a cooling/heating system. Topics will include component identification, refrigerant evaluation and replenishment. This course will cover general safety, safe use of equipment and tools, safe practices, and safe handling procedures. This foundational course will also cover student success topics including time management and study skills.

H2 Motors and Controls
Hours: Theory 65 / Laboratory 92 / Total 157 / Quarter Credits 11.0 / Prerequisites: None
This course will cover electricity, motors, and electrical controls and they relate to air conditioning systems. Electrical circuits and wiring, meter use, and electrical safety will be emphasized in this course. Students will practice identifying motors and control accessories as well as changing out system components.

H3 Heating and Ventilation
Hours: Theory 63 / Laboratory 94 / Total 157 / Quarter Credits 10.5 / Prerequisites: H1
Students will have the opportunity to learn a variety of HVAC heating methods including Natural Gas, LP, Oil Electrical, Hydronic heat pumps and Geothermal heating applications. Students will focus on safety in regards to all aspects of heating.

H4 Air Quality & Distribution
Hours: Theory 104 / Laboratory 53 / Total 157 / Quarter Credits 12.5 / Prerequisites: H1
Students will have the opportunity to explore airflow systems and their effect on the performance of the HVAC system. Psychrometrics, system balancing, and indoor air quality will be introduced as part of an overall building management system. Students will explore heat load and sizing. Students will design and

construct ductwork and duct systems. Installation service and maintenance techniques for HVAC systems will be emphasized.

H5 Air Conditioning & Refrigeration
Hours: Theory 115 / Laboratory 42 / Total 157 / Quarter Credits 13.5 / Prerequisites: H1
Various troubleshooting accessories will be introduced and integrated into the course. Students will explore and demonstrate a deep understanding of pressure and temperature relationships as they apply to evaporators, condensers, metering devices and compressors. Systems start up and shutdowns are covered with regards to building maintenance.

H6 Review, Certifications and Employment Training
Hours: Theory 102 / Laboratory 55 / Total 157 / Quarter Credits 12.5 /Prerequisites: H1, H2, H3, H4
In this course students will receive a culmination of review and practical application of the prior modules. Students will be expected to compare and contrast various traditional and non-traditional heating and cooling system. Students will be provided the opportunity to review their knowledge of EPA and other certifications. Students prepare for the demands of the workplace by exploring topics fundamental to successful job-seeking efforts. Additionally, students will prepare resumes and cover letters and will be introduced to interview techniques needed to help them answer interview questions with confidence.

JOB103 Career Readiness
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None
This course introduces the skills needed for career success. Students will have the opportunity to learn about setting personal and professional goals, job search techniques and portfolio development. Final resume, cover letter and mock interviews are key aspects of this course. Students may also learn about different career paths.

JOB137 Pharmacy Technician Externship
Hours: Theory 0 / Laboratory 0 / Externship 168 /Total 168 / Quarter Credits 5.5 / Prerequisites: Successful completion of 55 credits in the Pharmacy Technician Program and Director of Education Approval
This 168-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies.

JOB138 Medical Assistant Externship
Hours: Theory 0 / Laboratory 0 / Externship 178 /Total 178 / Quarter Credits 5.5 / Prerequisites: Completion of 59 credit hours in the MA program and Director of Education approval
This 178-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies.

JOB139 Medical Billing & Coding Specialist Externship
Hours: Theory 0 / Laboratory 20 / Externship 146 /Total 166 / Quarter Credits 5.5/ Prerequisites: Successful completion of 58 credits in the MBCS program and Director of Education Approval
This 166-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies. Distance Education students are required to do 60 hours of externship at an approved externship site.

JOB140 Medical Office Specialist Externship
Hours: Theory 0 / Laboratory 10 / Externship 130 /Total 140 / Quarter Credits 4 / Prerequisites: Successful completion of 49 credits in the MOS program and Director of Education Approval
This 140-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies.

JOB141 Business Accounting Specialist Externship
Hours: Theory 0 / Laboratory 0 / Externship 86/Total 86/ Quarter Credits 2.5 /Outside Hours 0/ Prerequisites: Final term or permission of Director of Education
This 86-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students on externship will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies. Students may experience a simulated work environment via a Capstone option if available.

JOB142 Administrative Assistant Externship
Hours: Theory 0 / Laboratory 0 / Externship 90/ Total 90 / Quarter Credits 3.0 /Outside Hours 0/ Prerequisites: Final term or permission of Director of Education
This 90-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe, and participate in activities associated with their training and career direction. Students will work without compensation and must complete the total hours and skills requirements that reflect an overall understanding of the job competencies.

JOB143 Business Externship
Hours: Theory 0 / Laboratory 0 / Externship 80 / Total 80 / Quarter Credits 2.0 / Outside Hours 0 / Prerequisites: Final term or permission of Director of Education
This 80-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided an opportunity to observe and participate in activities associated with their training and career direction. Students on externship must complete the total hours and skills requirements that reflect an overall understanding of the job competencies. Students may experience a simulated work environment via a Capstone option if available. (Students will take either JOB143 or BUS143 but not both)

KEY101 Keyboarding I
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None
An introduction to the keyboard and proper touch typing will be focused on in this course. Students will utilize word processing software to incorporate keyboarding skills in the creation of business and professional documents.

KEY102 Keyboarding II
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: KEY101
This course will focus on improving students typing speed and accuracy. Students will utilize word processing software to transcribe letters, memos, and/or reports.

MAC103 Communication
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/ Prerequisites: None

Students will study communication skills utilizing informal writing techniques. Focus will be on the production of work product that demonstrates basic skills in communicating to individuals or groups. Software and/or online ancillaries will be incorporated to supplement project creation.

MAP103 Pharmacology
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None
This course introduces general principles of pharmacology relating to the medical assisting profession. Emphasis is placed on recognizing the government agencies that regulate drugs in the U.S., researching drugs using a drug reference, explaining the clinical use of drugs, and patient education regarding medications. Course content includes relating the principles of pharmacokinetics to drug use, and describing factors that affect the action of a drug.

MBG101 Medical Billing I
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None
This course introduces the fundamental elements of medical insurance payment systems and reimbursements. Students will examine different types of healthcare insurance coverage, the medical billing cycle, and protected health information will be identified and discussed as applied to the Health Insurance Portability and Accountability Act. Types of data the Electronic Health Records specialist must gather in each patient encounter will be discussed. Students will explore the general guidelines and processes for claims preparation and transmission, including specific preparation and transmission of claims as required by private payers.

MBG102 Medical Billing II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None
This course examines the terminology and functions of major commercial and governmental payers such as: managed care plans, the Blue Plans, Medicare, Medicaid, TRICARE, CHAMPVA, and Workers' Compensation.

MCD106 Medical Coding I
Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None
This course will introduce procedural coding through the use of Current Procedural Terminology (CPT) and the Healthcare Common Procedural Coding System (HCPCS). The purpose of the CPT, modifier usage and Evaluation and Management coding will be explored.

MCD107 Medical Coding II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/ Prerequisites: None
This course focuses on the usage of ICD-10 coding and the transition from ICD-9. Students will receive a basic overview of diagnostic coding, outpatient coding and reporting guidelines and the layout and usage of the diagnostic coding manual.

MCD108 Medical Coding III
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/Prerequisites: None
This course will provide an overview of the ICD-10 reporting guidelines as well as chapter-specific guidelines when accurately coding from the ICD-10.

MCD109 Medical Coding IV
Hours: Theory 0/ Laboratory 40/ Total 40/ Quarter Credits 2/Outside Hours 10/ Prerequisites: MCD106, MCD107, MCD108

This course focuses on the improved usage of CPT, HCPCS, ICD-9 and ICD-10-CM coding.

MCS106 Clinical Skill I
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None
This course provides an introduction to the clinical side of medical assisting. Preliminary steps that must be taken before working with patients are covered such as organizing the office, lab, and examination areas, safety precautions, infection controls, and adherence to OSHA guidelines. Additionally, the course is designed to furnish the student with both theory and practical applications of medical assisting basics including infection control and patient assessment.

MCS107 Clinical Skill II
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None
This course provides an introduction to the clinical side of medical assisting. It is designed to furnish the student with both theory and practical applications of medical assisting basics, including patient assessment, and describes what steps the medical assistant should follow to aid both the physician and the patient during various medical examinations.

MDO100 Introduction to iOS Development
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: None
The Introduction to iOS Development course prepares students to begin developing apps for the iOS platform by providing the foundational knowledge of the platform and tools required. Students will become familiar with the iOS operating system, the Xcode IDE and the Git source control system.

MDO101 Programming Foundations in Swift
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO100
The Programming Foundations in Swift course will give students a foundation in using the Swift language to develop mobile apps for the iOS platform. Swift is the current and recommended language provided for developing mobile apps on iOS. This course will give students a solid foundation in which they can develop new iOS apps.

MDO102 Programming Foundations in Objective-C
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO100
The Programming Foundations in Objective-C course will give students a foundation in using the Objective-C language to develop mobile apps for the iOS platform. Objective-C is the initial language for iOS and is the most commonly found language in existing apps today. This course will give students a solid foundation in which they can support and extend existing iOS apps.

MDO103 Mobile UI
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101
The Mobile UI Course will introduce students to modern standards and best practices when creating User Interfaces for their iOS apps. Students will learn about the recommended design practices such as the Human Interface Guidelines and how to leverage UIKit to create effective user experiences.

MDO104 Mobile Data
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101

The Mobile Data course prepares students with the essential knowledge to manipulate and store application data whether locally on the device or in a cloud-based service. iOS CoreData is covered as well as techniques to offload authentication and storage to Platform as Service(PaaS) providers.

MDO105 App Services and Systems
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101
The App Frameworks Course introduces students to a variety of pre-existing frameworks that offer commonly used functionality. Features such as Health Monitoring, Maps, Augmented Reality, Home Automation, Voice Recognition.

MDO106 App Store and Deployment
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101
The App Store and Deployment Course introduces students to the processes required to publish and monetize their iOS App. Students will learn about the mobile deployment process, how to structure beta tests using TestFlight and how to provision and deploy an app to the App Store.

MDO107 Analytics and Monitoring
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101
The Analytics and Monitoring Course prepares students with the skills needed to monitor engagement and performance of their iOS apps. Students will leverage modern analytics platforms such as flurry or Google analytics to track user activity as well as notifications on crash reports and application faults.

MDO108 Agile Project Management
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 /Outside Hours 15/Prerequisites: MDO101
This course covers the Agile software development methodology in use in many teams in the software industry today. Students will learn the various roles on an Agile team and how to be a successful member of a team. The class will also cover scrum, sprints, task estimation and bidding, and other parts of an Agile Project.

MDO109 Individual Project
Hours: Theory 50 / Laboratory 110 / Total 160 / Quarter Credits 10.5 /Outside Hours 15/Prerequisites: Final Mod
The Individual Project course combines each part of the program into an individual project for the student. Each student will work independently to create a project specific to the program. This project is due at the end of the course.

MED104 – Medical Terminology
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/Prerequisites: None
This course introduces the student to the medical terminology using a systems approach. The student will identify root word elements, prefixes, suffixes that form medical terms commonly used in healthcare. Correct pronunciation and spelling will be emphasized.

MED106 – Diseases of the Human Body
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 /Outside Hours 10/Prerequisites: None
This course introduces the student to human diseases and conditions frequently encountered in the healthcare field. The diseases and conditions addressed are presented by body system to include signs and symptoms of the disease, pathophysiology, diagnosis, treatment options, prognosis, prevention and patient teaching. The ICD-9-CM and ICD-10-CM codes are also included for each disease process.

MGT 101 – Management Principles
Hours: Theory 20 / Laboratory20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/Prerequisites: None
An introduction to the concepts of business management through a survey of the history of management and the challenges managers face. Small business and start-up management, managerial ethics and corporate social responsibility, leadership, supervision and motivation in organizations are among the topics discussed.

MGT 110 – Human Resource Management
Hours: Theory 20 / Laboratory20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/Prerequisites: None
A study of the human resource functions in business and industry from the viewpoint of management. Topics include selection, placement, compensation, training, developing, evaluation, and maintaining a labor force and the function of work teams in the business setting

MGT 120 – Business Law
Hours: Theory 20 / Laboratory20 / Total 40/ Quarter Credits 3.0 /Outside Hours 10/Prerequisites: None
Law is introduced in relation to the conduct of business including the nature and source of law; courts, and courtroom procedures. A survey of basic laws includes discussion of topics such as contracts, agency, employment, leases, real property, insurance, trusts, bankruptcies, partnerships and corporations.

MLE103 Medical Law and Ethics
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/Prerequisites: None
This course introduces the students to law and ethics as it applies to the medical professional. The students will be introduced to the rights and responsibilities of the healthcare consumer and the healthcare providers. Differences between law, ethics and moral values will be presented. Protected health information will be identified and discussed as applied to the Health Insurance Portability and Accountability Act.

MPM 103 Medical Practice Management
Hours: Theory 0 / Laboratory 40 / Total 40 / Quarter Credits 2 /Outside Hours 10/Prerequisites: None
This course introduces SimChart as it functions in the medical office setting. Students will have the opportunity to learn how to create a new case, edit an existing case, and enter new information into the program. A focus on charge transactions and insurance claims in SimChart will be presented at the end of the course.

NUR100 Introduction to Long Term Care
Hours: Theory 11 / Laboratory 5 / Total 16 / Outside Hours 4 /Prerequisites: None
This course introduces the field of long term care and the nurse aide's role as part of the long term care team. Students will be taught safety measures, emergency measures, infection control, resident rights and independence, communication and interpersonal skills, and the importance of self-care as a health care professional.

NUR101 Nurse Aide I
Hours: Theory 14 / Laboratory 8 / Total 22 / Outside Hours 5.5 /Prerequisites: NUR100
This course continues instruction in the field of long term care. Students will learn body mechanics, positioning and moving residents, care of the residents' environment, assisting residents with bathing, toileting and perineal care, skin care, hygiene and grooming, nutrition, hydration, and elimination. Students also learn to promote a restraint-proper environment, vital signs, including height and weight, observing, reporting and charting, admission, transfer and discharge, and coping with death.

NUR102 Nurse Aide II
Hours: Theory 15 / Laboratory 7 / Total 22 / Outside Hours 4 /Prerequisites: NUR100
This course continues instruction in the field of long term care. Students will receive an introduction to restorative services, and information on the role of the nurse aid in restoration care. Students also learn

about the psychosocial needs of residents, culture change, specific behavior problems, and cognitive impairment. They also learn conflict resolution and the use of technologies.

NUR103 Clinical Practice
Hours: Theory 0 / Clinical 40 / Total 40 / Outside Hours 0 /Prerequisites: NUR100, NUR101, NUR102
Clinical practice provides the nurse aide student with forty (40) hours of practical experience in an approved long term care facility. Hours may vary based on the clinical sites schedule, but are generally four hours per day, five days per week for two weeks. The student will be given the opportunity to apply the skills learned in the program, and will be supervised by designated staff at the facility.

OFF101 Office Procedures I
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10/Prerequisites: None
Students will study office procedures using the functionality of business machines in resolving business problems. Students will incorporate 10-key calculators and other electronic applications in completion of course objectives.

OFF102 Office Procedures II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None
Students will explore office procedures associated with business transactions. Focus will include filing, time management, scheduling, planning, and operation of office machines.

OFF103 Executive Assisting
Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None
This course will focus on concepts and skills required to be a professional executive assistant, professional secretary, or administrative assistant. The course will incorporate application software, internet resources, customer service, and skills associated with functioning in an administrative support function

PHB101 Phlebotomy and Lab Procedures I
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/Corequisites: PHB102
This course prepares the student to sit for the National HealthCareers Association Certified Phlebotomy Technician Examination (CPT). The role of the medical assistant in the lab will be discussed. Equipment normally used in a lab will be introduced along with the proper usage and maintenance of the equipment, including working with a microscope. Microbiology and the classifications of organisms are discussed. The students will have the opportunity to develop competencies in patient preparation prior to the collection of the specimen including patient identification, site selection and pre-testing requirements. Patient safety will be discussed relative to laboratory procedures and special collection techniques. The lab component will encompass proper collection techniques and slide preparation for microscopic examination.

PHB102: Phlebotomy and Lab Procedures II
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10/Corequisites: PHB101
This course is a continuation of PHB101: Phlebotomy and Lab Procedures, and continues to prepare the student to take the National HealthCareers Association Phlebotomy Technician (CPT) examination. Proper processing of collected specimens is introduced, including quality control, avoiding collection errors, safe transportation of specimens, and chain of custody guidelines. Safety and Compliance guidelines including standard precautions, HIPAA regulations, exposure control plan, and the use of personal protective equipment will be discussed and students have the opportunity to achieve competencies in lab safety. The lab component will include urine collection, and venipuncture. More complex collection procedures such as peripheral blood smears, blood culture collections, and collecting specimens on special populations will be presented. The student will take a practice certification exam to prepare for the National HealthCareers Association Certified Phlebotomy Technician (CPT) examination.

PHM101 Introduction to Pharmacy Management

Hours: Theory 30 / Laboratory1 0 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None

This course provides the student the opportunity to learn various management issues found within the field of pharmacists. Various topics are covered from managing people to risk management to value added practices in the field.

PHR101 Introduction to Pharmacy Technician

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0/Outside Hours 10/Prerequisites: None

This course provides an overview of the roles and duties of a pharmacy technician. Students will be introduced to pharmacy terminology and abbreviations, as well as compounding and IV admixtures preparation. Students will also learn to perform basic pharmacy calculations.

PHR102: Pharmacy Technician I

Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 /Outside Hours 10 Prerequisites: None

Students will have the opportunity to learn to perform basic pharmacy calculations, pharmacy terminology and abbreviations, compounding drugs, and preparing IV mixtures. Guided instruction will be given in regards to filling prescriptions with emphasis on the drugs, abbreviations, actions, proper form and routes of delivery, and adverse effects of antibiotic, antiviral, antifungal, antihistamines, analgesics, and antidepressant drugs. Students will also have the opportunity to learn to dispense, bill for and inventory drugs.

PHR103: Pharmacy Technician II

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to learn how to fill prescriptions with an emphasis on specific drugs, abbreviations, actions, proper forms and routes of delivery, and the adverse effects of central nervous system, respiratory, gastrointestinal and urinary system drug.

PHR104 Pharmacy Technician III

Hours: Theory 20 / Laboratory 2 0 / Total 40 / Quarter Credits 3 /Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to learn to fill prescriptions with an emphasis on specific drugs, abbreviations, actions, proper forms and routes of delivery, and the adverse effects of cardiovascular system, muscle relaxant, hormone replacement therapy, topical medications, and chemotherapy drugs.

PHR105 Pharmacy Computer Applications

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 /Outside Hours 10 Prerequisites: None

In this course, students will have the opportunity to process prescriptions using pharmacy software.

PHR106 Math for Pharmacy Technicians

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0/Outside Hours 10/Prerequisites: None

In this course, students will have the opportunity to learn basic pharmacy math skills through calculation and conversion concepts. Instruction will also be provided in reading and interpreting labels and physician's orders.

PHR107 Pharmacy Certification Preparation

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3.0 /Outside Hours 10 Prerequisites: Successful completion of 52 credits in the PT program or Director of Education Approval

This course is a preparation for the Pharmacy Technician certification examination. It is comprehensive in nature and is a review of practical skills, calculations, and pharmacy theory. Activities and practice exams will be assigned to help students prepare for the certification exam.

SWD100 Coding from Scratch Basic

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0/Outside Hours 15/Prerequisites: None
This course will cover the basics of web development. Students will learn how a website is composed of HTML, CSS, and JavaScript and how to use each one.

SWD101 Front End Foundations
Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0/Outside Hours 15/Prerequisites: SWD100
This course will cover the basics of computer programming. Students will learn conditional logic, loops, control structures, and data structures. The class will also start to learn how to use external libraries to develop their code using the resources created by other developers, as well as how to collaborate with others using source control.

SWD102 Programming Foundations
Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0/Outside Hours 15/Prerequisites: SWD100
This course covers advancements in the JavaScript language using Angular.js. Students will learn about program architecture, control flow, and data binding. The class will also begin to learn about TypeScript.

SWD103 Front End Frameworks – UI
Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0/Outside Hours 15/Prerequisites: SWD100
This course covers several libraries for front-end web development, including jQuery, Angular.js, bootstrap, and material.

SWD104 Back End Foundations
Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0/Outside Hours 15/Prerequisites: SWD102
This course covers the concepts of server-side software development. Students will learn about relational and non-relational databases, webservers, and software platforms.

SWD105 Database Foundations
Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0/Outside Hours 15/Prerequisites: SWD102
This course covers practical server-side software development. Students will learn how to use package managers and how to configure and maintain an application server, how to create an api, and how to manage and use a datastore (database). The class will also cover security considerations and some specific software packages to secure a full stack application.

SWD106 Mobile Apps & Responsive Design
Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5/Outside Hours 15/Prerequisites: SWD103, SWD104, SWD 105
This course covers mobile application development. Students will learn how to use cross-compilation tools to develop native mobile apps using a non-native language and/or native languages. The class will also cover software testing, application hosting, and system build.

SWD107 Agile Project Management & Career Skills
Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0/Outside Hours 15/Prerequisites: SWD103, SWD104, SWD 105
This course covers the Agile software development methodology in use in many teams in the software industry today. Students will learn the different roles on an Agile team and how to be a successful part of one. The class will cover scrum, sprints, task estimation and bidding, and other parts of an Agile project.

SWD108 Deployment & Web Security
Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0/Outside Hours 15/Prerequisites: SWD102
The Deployment course is an introduction to building and deploying applications to cloud hosting providers. Students will develop a foundational understanding of the benefits and process of deploying a web application to a cloud hosting provider.

SWD109 Group Project

Hours: Theory 50 / Laboratory 110 / Total 160 / Quarter Credits 10.5/Outside Hours 40/Prerequisites: Final Mod

This course combines many parts of software development to develop a full-stack application as part of an Agile Project Team. Each student will participate in several roles, including making contributions to the code base. The team will have daily scrum meetings to cover tasks and will work separately to complete them. The final project will be presented at graduation before potential employers.

WEL101 Welding Orientation and Safety

Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None

This course will introduce the student to the welding profession, welding equipment, and basic welding processes. This course will provide instruction on general safety, safe use of welding equipment, safe practices and safe handling procedures for heavy, hot, or sharp metals. Topics of discussion will include personal safety, lifting, rigging light and heavy loads, crane operator flagging, overhead crane operations, slings, chokers, and plate clamps, OSHA guidelines, material safety data sheets (MSDS), as well as proper personal safety equipment will be emphasized.

WEL102 Oxy-fuel Cutting

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None

This course will introduce students to Oxy-fuel cutting. The course will emphasize the proper usage, care, and maintenance of hand and power tools used in the welding profession, as well as safety in rigging and materials handling. Shop and personal safety will be a primary focus throughout the course.

WEL103 Welding Fundamentals

Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None

This course will introduce students to the welding profession, employment skills, customer service, and communication. Student will be introduced to the basic principles associated with cutting and welding materials. Shop and personal safety will be a primary focus throughout the course.

WEL104 Arc Cutting and Welding

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None

This course will provide instruction on air-carbon and plasma arc cutting and gouging. Practical applications of cutting, gouging, soldering and brazing will set the foundation for almost all welding occupations. The course will also cover preparation of metals for cutting and welding as well as skills development in Shielded Metal Arc welding. Shop and personal safety will be a primary focus throughout the course.

WEL105 Construction Basics

Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None

This course will provide instruction on basic mathematics, terminology, symbols, graphics, measurement systems and tools for reading and interpreting prints, mechanical drawings, assembly drawings, detail drawings, and fabrication guidelines.

WEL106 Shielded Metal Arc Welding -Plate

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None

This course will provide instruction on Shielded Metal Arc Welding (SMAW) including the equipment and procedures involved. Students will execute a variety of plate welds in various positions. Safety and proper use of equipment will be emphasized throughout the course.

WEL107 Welding Standards
Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None
This course will introduce the student to the welding codes utilized in structural standards and welding processes. Emphasis will be on verification and inspection of welds to established standards. The course will focus on proper equipment set-up, metals preparation, and use and selection of welding materials including electrodes. This course will provide instruction on insuring and identifying weld quality.

WEL108 Shielded Metal Arc Welding Plate and Pipe
Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None
This course will provide instruction on Shielded Metal Arc Welding (SMAW) on both plate and pipe. Students will execute a variety of plate welds in various positions on plate and pipe. Safety and proper use of equipment will be emphasized throughout the course.

WEL109 Welding Prints and Symbols
Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None
This course will provide instruction on interpretation and use of welding drawings. The course will focus on use of proper identification utilizing standard symbols used in the welding profession
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WEL110 Shielded Metal Arc Welding Groove Welds
Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None
This course will introduce proper set-up of equipment and materials to execute groove welds with backing. The course will provide instruction for a variety of welds in multiple positions. Safety and proper use of equipment will be emphasized throughout the course.

WEL111 Fundamentals of Metals
Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None
This course will introduce the physical and mechanical characteristics as well as composition and classification of common ferrous and non-ferrous metals. The class will cover metal alloys, hard surfacing, and forging as well as proper use and application of material.

WEL112 Gas Metal and Flux Core Arc Welding – Plate
Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None
This course will introduce proper set-up of equipment and materials to execute gas metal and flux core welds. The course will provide instruction for a variety of welds in multiple positions on plate. Safety and proper use of equipment will be emphasized throughout the course.

WEL113 Welding Certification
Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None
This course will provide instruction on welding certification preparation, CEU's, and skill development.

WEL114 Gas Metal and Flux Core Arc Welding – Plate and Pipe
Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None
This course will introduce proper set-up of equipment and materials to execute gas metal and flux core welding. The course will provide instruction for a variety of welds in multiple positions on plate and pipe. Safety and proper use of equipment will be emphasized throughout the course.

WEL115 Special Topics – Techniques

Hours: Theory 20 / Laboratory 0 / Total 20 / Quarter Credits 2.0 /Outside Hours 5/ Prerequisites: None

This course will provide instruction on current or developing trends in metal fabrication with emphasis on structural shapes, use of materials, functionality, use, and costing consideration. Safety and proper use of equipment will be emphasized.

WEL116 Gas and Shielded Metal Arc Welding V-Groove Welds

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None

This course will provide instruction on Gas Tungsten, Gas Metal, and Shielded Metal Arc Welding on V-Groove and Open V-Groove welds on carbon-steel plate and pile. Safety and proper use of equipment will be emphasized.

WEL118 Gas Tungsten Arc Welding Plate and Pipe

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 /Outside Hours 15/ Prerequisites: None

This course will provide instruction on Gas Tungsten Arc Welding (GTAW) also referred to as Tungsten Inert Gas Welding or TIG. Students will receive instruction on the welding equipment, setup and adjustments as well as hands-on training for welding of plate and pipe in various positions. Safety and proper use of equipment will be emphasized.

SEMINARS

Seminars are continuing occupational education offered outside of COE accreditation, and are not eligible for Title IV federal financial aid. A seminar is defined as "a course of instruction that enhances a student's career, as opposed to a program that teaches skills and fundamental knowledge required for a stated occupation. A seminar may include a workshop, an introduction to an occupation or cluster of occupations, a short course that teaches part of the skills and knowledge for a particular occupation, language training, continuing professional education, and review for postsecondary examination." Seminars are regulated by the Texas Workforce Commission.

Seminar Refund Policy

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. 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.
3. 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.
4. 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.
5. 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 owner or representatives of the school.
6. Refund Policy for Students called to Active Military Service: A student of the school or college who withdraws from the school or college 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 for the program and a cancellation of 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 90 percent of the required coursework for the program; and
    (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

Attendance for Seminars
Attendance for seminar classes is measured in clock hours. Students that miss the lesser of the following number of absences: more than 10 consecutive school days, or more than 25% of the total course time for seminars, will have their enrollment terminated.

Leave of Absence (LOA) for Seminars
Seminars shall not grant leaves of absence, per TWC regulation 807.245 (a).

Hardware Requirements for Coding Seminars
Minimum: PC (Windows) laptop. Windows 7, 4GB ram, 256GB HD, Core i5 **or** MacBook laptop. Recommended: PC, Windows 10, 8GB ram, 256GB SSD.

Admissions Requirements
Students must have documentation of completion of high school, GED, or the homeschooling equivalent.

Software Requirements for Coding Seminars
Students MUST install a trial copy of Windows or purchase a separate Windows license and install via Bootcamp or Parallels. Atom must also be installed prior to starting seminar.

Most of the software is discussed, installed, and configured as we get to it in class. As noted below, some software requires a substantial amount of time to download and install and we ask that students install this software prior to beginning class. The instructions for installation are in the appropriate camp's software preqs section. We also provide thumb drives containing the software installs in the event someone does not come to class with the software already installed.

.NET + JavaScript: Visual Studio 2015 (preloaded before seminar)

Java: IntelliJ Community Edition and JDK 8 (preloaded before seminar)

Advanced Call Center Representative Seminar

The Advanced Call Center Representative seminar is offered via a traditional delivery and distance method at the San Antonio North campus. Seminars are continuing occupational education offered outside of COE accreditation, and are not eligible for Title IV federal financial aid.

Objectives - Students completing this seminar will be able to integrate their current call center skills in customer service with increased abilities in call center applications. This is an instructor led training seminar that targets the needs of individuals who want to advance their working knowledge in applying the latest technology and soft skills in the call center environment.

After completing this seminar, students will be able to:

- Communicate effectively with peers, supervisors and clients
- Manage difficult clients and situations
- Demonstrate knowledge of Call Delivery Systems
- Develop collaborative team member skills
- Understand Contact Center Scheduling
- Understand emerging principles and concepts that impact the call center industry
- Demonstrate the ability to design, analyze and effectively use Quality Assurance systems
- Manage client relationships

Admissions Requirements – Applicants must interview with an admissions representative; and have documented experience of at least six months in a call center environment. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll.

Career Opportunities – Graduates will enhance their ability to contribute in their current position with a growing call center skill set.

Distance Delivery – Students who take this program via distance delivery will take their courses through our Moodle platform.

School Equipment – The school will supply all necessary hardware and software equipment to traditional delivery students. Classrooms will provide access to the Internet, and software for demonstration and practical application. There are no textbooks used in this course.

Hardware Requirements – Distance students must have a computer with the following minimum requirements.

- Intel 6th Generation Core i5, 8 GB RAM

Length of Program – Students who attend 20 hours per week can usually complete the program in 6 months.

Cost – The Advanced Call Center Representative seminar tuition is $3,600.00, and includes all fees and materials.

SUBJECT TITLE	Theory Clock Hours	Lab Clock Hours	Total Clock Hours
Writing	10	0	10
Listening	10	0	10
Speaking	15	0	15
Software Familiarity	80	0	80
Business Basics	20	0	20
Teamwork	15	0	15
Professionalism	15	0	15
Health	5	0	5
Planning/Organizing/Scheduling	10	0	10
Motivation and Values	5	0	5

Self-Development		5	0	5
Employability & Transferable Skills		5	0	5
Industry Principles and Concepts		20	0	20
Quality Assurance/Continuous Improvement		20	0	20
Call Center Soft Skills		0	40	40
Hands On Learning		0	40	40
	TOTALS	**235**	**80**	**315**

Call Center Supervisor Seminar

The Call Center Supervisor seminar is offered via a traditional delivery method at the San Antonio North campus. Seminars are continuing occupational education offered outside of COE accreditation, and are not eligible for Title IV federal financial aid.

Objectives - Students completing this seminar will be able to integrate their current call center representative skills in customer service with increased abilities in call center management and supervision. This is an instructor led training seminar that targets the needs of individuals who want to improve their skills in customer service/call center management and supervision.

After completing this course, students will be able to:

- Develop and deliver training
- Understand different Management styles
- Know Basic HR Policy and Procedures
- Improve Time Management
- Handle Conflict Resolutions
- Understand the supervisors features and functions as it relates to the call center technology
- Handle caller escalations
- Learn by observing, discussing and doing

Admissions Requirements – Applicants must interview with an admissions representative; and have documented experience of at least six months in a call center environment. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll.

Career Opportunities – Graduates will enhance their ability in a supervisory position with a growing management skill set.

School Equipment - The school will supply all necessary hardware and software equipment. Classrooms will provide access to the Internet, and software for demonstration and practical application.

Length of Program – Students who attend 20 hours per week can usually complete the program in 3 months.

Cost – Call Center Supervisor Seminar tuition is $2,600.00, and includes all fees and materials.

SUBJECT TITLE	Theory Clock Hours	Lab Clock Hours	Total Clock Hours
Workplace Math: percentages, averages, statistics & sales	20	0	20
Team Manager as the Trainer	20	0	20
Coaching for Performance	20	0	20
Different Management Types	15	0	15
Basic HR Policy and Procedures	20	0	20
HR Regulations for the New Manager	15	0	15
How to Build a Winning Team	15	0	15
Performance Reviews	15	0	15
Disciplinary Actions	15	0	15
Understanding Metrics	15	0	15
Time Management	15	0	15
Handling Conflict Resolutions	15	0	15
Communication as a Supervisor	15	0	15
Communicating with Your Team	15	0	15
How to Handle Escalation Calls	10	0	10
Side-by-Sides with Industry Team Managers	10	0	10
Supervisor Features and Functions	10	0	10
TOTALS	**260**	**0**	**260**

Full Stack JavaScript Seminar

The Full Stack JavaScript seminar is offered via a traditional delivery method at the Austin and San Antonio North campuses. Seminars are continuing occupational education offered outside of COE accreditation, and are not eligible for Title IV federal financial aid.

Objectives - Students completing this seminar will be able to integrate their current programming skills in web design with increased abilities in broader programming integration. This is an instructor led training seminar that targets the needs of individuals who want to advance their working knowledge in applying the latest web languages and software programming concepts.

After completing this seminar, students will be able to:

- Understand and use JavaScript
- Develop and maintain websites using HTML
- Control the style and layout of multiple webpages using Cascading Style Sheets (CSS)
- Build a RESTful API built with node.js and Express
- Build and deploy MEAN stack applications
- Collaborate as a group to build projects using Git

Admissions Requirements – Applicants must interview with an admissions representative; and demonstrate proficiency in HTML and CSS before enrolling in this seminar. Southern Careers Institute administers a review to assess a student's ability in computer programming before attending the seminar. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll.

Career Opportunities – Graduates will enhance their ability to contribute in their current position with a growing programming skill set.

School Equipment – Students must bring their own computer to class. Classrooms will provide access to the Internet, and software for demonstration and practical application will be loaded onto student computers. There are no textbooks used in this course.

Length of Program – Students who attend on a full-time basis can usually complete the seminar in 12 weeks, and students attending on a part-time basis can usually complete the seminar in 18 weeks.

Cost – The Full Stack Java Script Seminar course tuition is $15,000.00, and includes all fees and materials.

SUBJECT TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	TOTAL CLOCK HOURS
JavaScript/ECMASript 2015	30	10	40
AngularJS	30	10	40
Node.js, Express, and MongoDB	30	10	40
MongoDB and Security	20	20	40
Mobile and Individual Projects	20	20	40
Agile Project Management and Hosting	10	30	40
Group Project	20	220	240
TOTALS	**160**	**320**	**480**

Java Script + Full Stack.Net Seminar

The JavaScript + Full Stack.Net seminar is offered via a traditional delivery method at the Austin and San Antonio North campuses. Seminars are continuing occupational education offered outside of COE accreditation, and are not eligible for Title IV federal financial aid.

Objectives - Students completing this seminar will be able to integrate their current programming skills in web design with increased abilities in broader programming integration. This is an instructor led training seminar that targets the needs of individuals who want to advance their working knowledge in applying the latest web languages and software programming concepts.

After completing this seminar, students will be able to:

- Understand and use TypeScript
- Develop and maintain websites using HTML
- Control the style and layout of multiple webpages using Cascading Style Sheets (CSS)
- Deliver bug free text using .NET
- Build and deploy C# applications
- Use Angular Web API to delegate handlers
- Build web enabled applications using ASP.NET
- Build service-oriented, n-tier applications by using Entity Framework
- Develop SQL Server database applications

Admissions Requirements – Applicants must interview with an admissions representative; and demonstrate proficiency in HTML and CSS before enrolling in this seminar. Southern Careers Institute administers a review to assess a student's ability in computer programming before attending the course. Applicants under the age of 18 require permission from a parent or legal guardian in order to enroll.

Career Opportunities – Graduates will enhance their ability to contribute in their current position with a growing programming skill set.

School Equipment – Students must bring their own computer to class. Classrooms will provide access to the Internet, and software for demonstration and practical application will be loaded onto student computers. There are no textbooks used in this course.

Length of Program – Students who attend on a full-time basis can usually complete the seminar in 12 weeks, and students attending on a part-time basis can usually complete the seminar in 18 weeks.

Cost – The Java Script + Full Stack.Net Seminar tuition is $15,000.00, and includes all fees and materials.

SUBJECT TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	TOTAL CLOCK HOURS
Source Control and TypeScript	30	10	40
Introduction to AngularJS and AJAX	30	10	40
Introduction to C# Basics	30	10	40
ASP.NET Framework	20	20	40
Data Models and Persistence and Full Stack Development	20	20	40
Agile Project Management & Hosting	10	30	40
Group Project	20	220	240
TOTALS	**160**	**320**	**480**

Welding Seminar

The welding seminar is offered via a traditional delivery method at the Pharr campus.

Objectives: The objective of the welding seminar program is to provide students the opportunity to improve and update their current welding skills in the areas of pipe welding (stick). They will execute their skills in a variety of welding positions, while emphasizing safety and the proper use of equipment throughout the seminar

Admissions Requirement: Applicants must interview with an admissions representative and demonstrate proficiency with previous welding experience. Applicants under the age of 18 require permission from a parent or legal guardian to enroll. Applicants must have a high school diploma or equivalent and a minimum of 6 months experience as a welder.

Career Opportunities: Graduates will enhance their ability to contribute in their current position with practical skills.

School Equipment – Students have access to equipment and supplies that provide opportunities for practical skills applications; but they will also be required to already possess normal welding tool kit supplies.

Length of Program: Seminar classes will be conducted over four Saturdays, from 8am-1pm.

Cost: The seminar course tuition is $800.00, and includes all fees and materials, with a seminar requirement of five students minimum.

	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	TOTAL CLOCK HOURS
Week 1	Safety and Materials	1	4	5
Week 2	SMAW Pipe – Joint Fit Up & Base Metal Preparation	1	4	5
Week 3	SMAW Pipe – 1G & 2G Welding Positions	1	4	5
Week 4	SMAW Pipe – 5G & 6G Welding Positions	1	4	5
	TOTALS	4	16	20

FACULTY AND STAFF

Southern Careers Institute has selected professionals to teach in each program of instruction offered. These professionals are adept in theory and practical application. All faculty members meet or exceed the minimum education and industry experience requirements as set forth by state approving agencies and accrediting bodies governing Southern Careers Institute. In addition, the instructional staff and support personnel are available for assistance in financial aid, attendance and other areas where students may require assistance.

Austin Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Palmer, David	Campus Director	Bachelor	Boston University	18 Years	
Raven, Sean	Director of Admissions	Bachelor	UNT	18 Years	
Hart, Janna	Director of Career Services	Bachelor	University of Phoenix	3 Years	
Blymiller, Christina	Director of Education	Master	University of Tennessee	8 Years	
Rocha, Wendy	Financial Aid Manager	Associate	TSC	8 Years	
Andrews, Eric	Business Instructor	Master	Argosy University	20 Years	FT
Cortez, Joshue	Welding Instructor	Certificate	STC	10 Years	FT
Edwards, Tamar	Medical Instructor	High School Diploma		23 Years	FT
Flavin, Breanna	Medical Instructor	Diploma	Maric College of Medical Careers	34 Years	FT
Hemphill, Taffy	General Education Instructor	MS	Capella University	22 Years	FT
Hernandez, Chevelvia	Medical Instructor	Bachelor	University of Phoenix	15 Years	FT
Jansen, Gary	HVAC Instructor	High School Diploma		25 Years	FT
Perez, Elias	HVAC Instructor	Associate	TSTCC	33 Years	FT
Ramirez, Aaron	Welding Instructor	Bachelor	University of Phoenix	10 Years	FT
Rowe, Curtis	CMVO Instructor	High School Diploma		25 Years	FT
Picasio, Rebecca	Lead Pharmacy Instructor	High School Diploma		29 Years	FT

Brownsville Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Lesak, Zachary	Campus Director	BA Telecommunications	Penn State University	13 Years	
Toney, Jessica	Director of Admissions	BA Psychology	Fisk University	12 Years	
Ibanez, Maria	Director of Education	BS Technical Management	Devry University	26 Years	

Gavia, Erica	Director of Financial Aid	High School Diploma		8 Years	
Aguilar, Chris	Business Instructor	BA Spanish	University of Texas Brownsville	10 years	FT
Avalos, Ramon	Business Instructor	MBA	University of Texas Brownsville	10 Years	FT
Esquivel Morales, Laurel	Medical Instructor	Diploma	University of Texas Brownsville	18 Years	FT
Gonzalez, Arianna	Nurse Instructor	LVN	Valley Baptist School of Vocational School of Nursing	4 Years	FT
Maldonado, Miguel	IT Instructor	AAS Technology	University of Texas Brownsville	8 Years	FT
Saldivar, Sandra	Medical Instructor	Certificate MA	CMB Education Center	24 years	FT
Medrano Margarita	Online Learning Specialist	Certificate MA	Vanguard Institute	10 Years	FT

Harlingen Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
London, Jason	Campus Director	Masters in E-Commerce	National Louis University	18 Years	
Ferrer, Shannon	Director of Admissions	M.Ed.	University of Phoenix	16 Years	
Lopez, Rene	Director of Career Services	Bachelor of Applied Arts & Sciences	University of Texas at Brownsville	23 Years	
Hooks, Warren	Director of Education	MBA	Trident University	8 years	
Alcocer, Kara	Director of Financial Aid	Bachelor of Business Administration	University of Texas at Brownsville	4 years	
Cruz, Lisa	Medical Instructor	Certificate of MA and MBC	Vanguard Institution	7 Years	FT
Gonzales, Aaron	HVAC Instructor	Associate of HVAC	Department of Defense	22 Years	FT
Reyes, Jose	Welding Instructor	Certificate in Welding	Texas State Technical Institute	30 Years	FT
Rivera, Roy	Business Instructor	Associate of Business Management	Valley Grande Institute	11 Years	FT
Trevino, Reynaldo	Business Instructor	Bachelor of Multi-Disciplinary Studies	UT Brownsville	15 Years	FT
Sias, Aida	Medical Instructor	Associate of Nursing	Universidad de Tamulipas	18 Years	FT
Rios, Andres	Online Learning Specialist	Bachelor of Business Managements	UT Pan American	4 Years	FT
Martinez, Jose	Program Director	Certificate in HVAC	Texas Southmost College	30 Years	FT

Corpus Christi Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Newsom, Tammy	Campus Director	MBA	Christian Brothers University	11 Years	
Alaniz, Vanessa	Director of Admissions	Diploma Business Accounting	Dickinson School	15 Years	
Castillo, Jennifer	Director of Career Services	Diploma in Medical Assisting	Southern Careers Institute	7 Years	

Shelley Johnston	Assistant Director of Education	BBA Accounting	Texas A&M Corpus Christi	14 Years	
Trunk, Orion	Director of Financial Aid	MBA	Walden University	10 Years	
Wilson, Kasey	Business Instructor	Bachelor of Business Management/HR	Texas A&M Corpus Christi	6 Years	FT
Scott, Tarynne	Online Learning Specialist	BA Secondary Education	University of Southern Maine	4 Years	FT
Ayala, Linda	Medical Instructor	CCMA/Certified EKG Tech/CPT/CPR	National Healthcareer Association	15 Years	FT
Ruiz, Jodie	Pharmacy Instructor	Certified Pharmacy Technician CCMA	US Naval School of Health Sciences	28 Years	FT
Gonzalez, Patricia	Medical Instructor	PHIC/CBCS/CEHRS	AMCA/NHA/Texas School of Business	14 Years	FT
Hernandez, Guadalupe	Medical Instructor	PHIC/NCMA/CPR/NCPT/NCET/CPT	Southern Careers Institute/NHA/NCC/AMCA/AHA	19 Years	FT
Prince, Brigitte	Nurse Instructor	LVN	Kaplan	9 Years	FT
Saucedo, Francisco	Welding Instructor	Welding Certification	San Diego Job Corps	10 years	FT

Pharr Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Garza, George	Campus Director	BBA – Finance	University of Texas Pan American	28 years	
Munoz, Nicole	Assistant Director of Admissions	High School Diploma	James Nikki Rowe HS	10 Years	
De La Garza, Sonia	Director of Career Services	BA Psychology	University of Texas Pan American	14 Years	
Fleming, Wanda	Director of Education	MA Library and Information Science	University of Southern Florida	15 Years	
Medrano, Rosa	Director of Financial Aid	Diploma, Business Accounting	Southern Careers Institute	21 Years	
Amador, Patricia	Medical Instructor	Diploma, Medical Assistant	San Antonio College	20 Years	FT
Anzaldua, Josie	Business Instructor	AA	South Texas College	14 Years	FT
Barrera, Gilbert	Medical Instructor	Diploma, Medical Assistant	San Antonio College	24 Years	FT
Correa, Gerardo	Business Instructor	MBA	Texas A&M – San Antonio	8 Years	FT
Garcia, Juan	Pharmacy Instructor	Bachelor of Psychology/Sociology	University of Texas RGV	15 Years	FT
Garza, Beldemar	Welding Instructor	Diploma, Welding	Texas State Technical College	9 Years	FT
Rico, Irma	Medical Instructor	Diploma, Medical Assistant	Southern Careers Institute	25 Years	FT
Rodriguez, Reynaldo	Welding Instructor	Diploma, Welding	South Texas Vocational Institute	10 Years	FT
Rose, Jeffrey	General Education Instructor	M.Ed.	Western Michigan University	12 Years	FT
Salinas, Reynaldo	IT Instructor	Bachelor of Applied Technology	South Texas College	17 Years	FT
Sanchez, Juanita	Medical Instructor	Diploma, Medical Office Specialist	South Texas Vocational Institute	18 Years	FT
Vela, Rebecca	Nurse Instructor	ADN, Nursing	South Texas College	6 Years	FT
Garza JR, Jose	Online Learning Specialist	High School Diploma		19 Years	FT

San Antonio North Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Finn JR, Charles(Rick)	Campus Director	BA Business Management	University of Maryland	29 Years	
Ramirez, Christine	Assistant Campus Director	M.Ed.	Mid American Nazarene University	18 Years	
Mata, Ramona	Career Services Manager	M.A. Management	Bellevue University	20 Years	
Molina, Cynthia	Director of Admissions	AA	Jacksonville University	13 Years	
Reyes, Brenda	Director of Education	MBA	University of Phoenix	12 Years	
Salinas, Maria	Director of Financial Aid	BA Human Resources	University of the Incarnate Word	11 Years	
Reyes, Jessica	Business Instructor	ABD, MSIS	Capella University	25 Years	FT
Singh, Amardeep	Business Instructor	MBA	University of the Incarnate Word	4 Years	FT
Cepeda, Joel	CMVO Instructor	BA Psychology	San Diego State University	5 Years	FT
Smith, Nathaniel	CMVO Instructor	High School Diploma		14 Years	FT
Torres, Luisa	Online Learning Specialist	Master of Arts	Our Lady of the Lake University	5 Years	FT
Cano, John	HVAC Instructor	AAS AC & Heating	St Phillips College	21 Years	FT
Lesley, Dallas	HVAC Instructor	Commercial AC	St Phillips College	15 Years	FT
Lorch, Steven	HVAC Instructor	High School Diploma		33 Years	FT
Aguilar, John	IT Instructor	M.Ed.	University of Texas El Paso	15 Years	FT
Cantu, Cenovio	Medical Instructor	CPT/NHA RMA/AMT	UT Pan American/S.A. College of MA	19 Years	FT
Guillen, Irma	Medical Instructor	BS Health Care and Administration	Ashworth College	7 Years	FT
Sims-Bonds, Glynis	Medical Instructor	MHA	Webster University	23 Years	FT
Ortiz Peredo, Jose Francisco	Welding Instructor	Combination Welding	Western Technical College	8 Years	FT
Williams, Allen	Welding Instructor	Welding Inspection	NWIS Training School	5 Years	FT7

San Antonio South Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Lokey, Cheryl	Campus Director	BBA Marketing	Delta State University	33 Years	
Tobler Michael	Assistant Campus Director	BBA Management	Langston University	18 Years	
Gawronski, Danielle	Director of Career Services Senior	MA Educational Leadership	Concordia university of Portland	19 Years	
Hernandez, Marisela	Financial Aid Manager	BBA Management	Texas A&M	7 Years	
Carrizales, Rafael	Program Director	Certificate for Diesel & Heavy Mechanics	Texas State Technical College	35 Years	
Blanquiz, George	Business Instructor	MA Business Administration	University of the Incarnate Word	35 Years	FT
Medina, Tamalyn	Business Instructor	AA Psychology	San Antonio Jr. College	35 Years	FT

Adkins, Jennifer	Online Learning Specialist	MA Education	Walden University	15 years	FT
Vega, Lidia	Medical Instructor	BA Biology	Our Lady of the Lake University	20 Years	FT
Harding, Darryl	Medical Instructor	Vocation Nurse Certificate	Health Institute of San Antonio	17 Years	FT
Lopez, Rodney	Medical Instructor	Certificate for Medical Assistant	Southwest School of Medical Assistants	28 Years	FT
Belshaw, Kim	Nurse Instructor	Vocational Nurse Certificate	Laredo Community College	25 years	FT
Lindsay, Deborah	Program Director	MS Nursing	Gwynedd Mercy University	35 Years	PT

Waco Campus Faculty and Staff

Name	Business Title	Education (Degree)	Name of College/University	Years of Experience	FT/PT Instructor
Hawkins, Roy	Campus Director	B.S. Public Policy	Penn State University	29 Years	
Adams, Ricky	Director of Admissions	MBA	Keller Graduate School of Management	11 years	
Christodoulides, Zacharias	Director of Education	BSEE/MSEE	Texas A&I University	25 Years	
Gutierrez, Lisa	Director of Financial Aid	High School Diploma		14 Years	
Hill, Toni	Medical Instructor	B.S. Allied Health	Victory University	10 Years	FT

SOUTHERN CAREERS INSTITUTE LOCATIONS

Southern Careers Institute (TWC# S0470)
1701 W. Ben White Blvd, Suite 100, Austin, Texas 78704
Phone (512) 432-1400 Fax (512) 432-1401

Branch Campus Locations

Southern Careers Institute (TWC# S3380)
935 N. Expressway, Brownsville, Texas 78520
Phone (956) 550-9962 Fax (956) 541-4890

Southern Careers Institute (TWC# S0640)
2422 Airline Road, Corpus Christi, Texas 78414
Phone (361) 994-3700 Fax (361) 994-3701

Southern Careers Institute (TWC# S4333)
6963 NW Loop 410, San Antonio, Texas 78238
Phone (210) 706-1600 Fax (210) 706-1601
(North Campus Location)

Southern Careers Institute (TWC# S3379)
1122 Morgan Blvd., Harlingen, Texas 78550
Phone (956) 364-7300 Fax (956) 412-0919

Southern Careers Institute (TWC# S0630)
1500 North Jackson Road, Pharr, Texas 78577
Phone (956) 687-1415 Fax (956) 687-3400

Southern Careers Institute (TWC# S0708)
238 SW Military Drive, Suite 101, San Antonio, Texas 78221
Phone (210) 977-1000 Fax (210) 977-1001
(South Campus Location)

Southern Careers Institute (TWC# S5414)
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