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Main Campus

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

Branch Campuses

Southern Careers Institute (TWC# S3380)
935 N. Expressway
Brownsville, Texas 78520
Phone (956) 335-0539 Fax (956) 541-4890

Southern Careers Institute (TWC# S0630)
1500 North Jackson Road
Pharr, Texas 78577
Phone (956) 632-2700 Fax (956) 632-2701

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 (North Campus Location)
Phone (210) 706-1600 Fax (210) 706-1601

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

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

Southern Careers Institute (TWC# S5414)
3700 S IH-35, Suite A
Waco, TX 76706
Phone (254) 265-9700 Fax (254) 265-9701

Instructional Service Center
Bryan Federal Prison Camp
1100 Ursuline Ave.
Bryan, Texas 77803

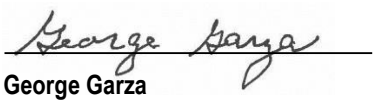
Corporate Office
1701 Directors Boulevard, Suite 800
Austin, Texas 78744
Phone: (512) 437-7500 Fax (512) 437-7501

Mission Statement

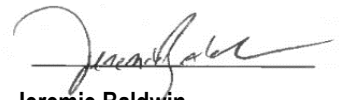
Our mission is to be a leading talent producer by delivering employer-tailored training.

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

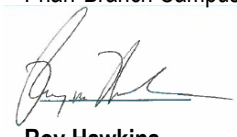
Delilah Olivares
Campus Director
Austin Main Campus



George Garza
Campus Director
Pharr Branch Campus

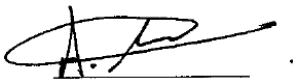


Jeremie Baldwin
Senior Campus Director
Brownsville Branch Campus

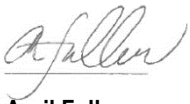


Roy Hawkins
Campus Director
San Antonio North Branch Campus

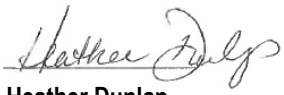
Ronald Wright
Campus Director
Corpus Christi Branch Campus



Amardeep Singh
Campus Director
San Antonio South Branch Campus



April Fuller
Campus Director
Harlingen Branch Campus



Heather Dunlap
Assistant Campus Director
Waco Branch Campus

Approved and Regulated by the Texas Workforce Commission,

Career Schools and Colleges, Austin, Texas

Southern Careers Institute ("SCI") 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, mode of delivery, curriculum, policies, procedures, tuition, hours of classes, the school calendar, and other materials listed in the publication or herein attached or inserted. The complete SCI catalog comprises this catalog and all addenda throughout the publication year. It is each student's responsibility to know the information presented in this school catalog, in any supplements and addenda to the catalog. 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.

Table of Contents

ACCREDITATIONS, LICENSES, AND APPROVALS

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
https://www.twc.texas.gov/programs/career-schools-colleges

Southern Careers Institute is authorized to offer a Registered Nurse degree program by the Texas Board of Nursing (TBON):

Texas Board of Nursing
1801 Congress Avenue, Suite 10-200
Austin, Texas 78701
(512) 305-7400
hyyps://www.bon.texas.gov

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
https://www.highered.texas.gov/

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

APPROVED TESTING SITES

NATIONAL HEALTHCAREER ASSOCIATION (ALL CAMPUS 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 and Coding Specialist.

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.

PROMETRIC NURSE AIDE
Some SCI campuses are approved Prometric Nurse Aide testing sites.

SOUTHERN CAREERS INSTITUTE PROGRAMS

Programs	Austin (Main)	Brownsville	Corpus Christi	Harlingen	Pharr	San Antonio North	San Antonio South	Waco	BFPC
Associate of Applied Science									
AAS in Management (T/D)	X	X	X	X	X	X	X	X*	
AAS in Computer Science Management (D)	X[D]								
AAS in Healthcare Management (D)	X[D]							X[D]	
AAS in Nursing		X							
Diploma									
Administrative Assistant (T/D)							X*		
Business Accounting Specialist (T/D)	X[D]	X*		X*	X	X*	X		
Business Administration (T/D)	X[D]	X*	X*	X*	X	X*	X		
CDL-A (T/H)	X				X	X		X	
CDL-B (T/H)	X*				X*	X*		X*	
Computer Support Specialist (T/D)	X[D]	X							
Cyber Security (T/D)						X[D]			
Data Science (T/D)	X[D]					X[D]			
Electrical Technician (T/H)	X*	X				X			
HVAC (T/H)	X			X		X		X	X
Medical Assistant (T/H)	X	X	X	X	X	X	X	X	
Medical Billing and Coding Specialist (T/D)	X[D]	X	X	X	X	X	X		
Medical Office Specialist (T/D)				X*	X*		X*		
Pharmacy Technician (T/H)		X	X		X		X		
Software Developer (T/H/D)						X[D]			
UI/UX Designer	X[D]								
Welding (T/H)	X		X	X	X	X			
Cosmetology Operator (T/H)		X	X				X		X
Esthetician (T/D)		X	X						
Lash Technician (T)		X*							
Nail Technician (T)		X*							
Certificate									
Nurse Aide (T/H)		X	X		X		X	X	X

** Not currently enrolling*

[D] Distance Education only

T = Traditional - A program that requires all instructional hours to be completed on campus.

H = Hybrid - A program that makes available less than 100% of its required instructional education hours via distance education (online learning).

D = Distance Education - A program that makes available 100% of its required instructional hours via distance education (online learning).

TUITION BY PROGRAM

Unless otherwise listed, tuition includes student textbooks if applicable (programs may not include textbooks).

Programs	Credential / Est. Weeks (based on shift)	Clock Hours	Quarter Credits	Tuition	Other Fees	Registration	Total Cost
Associate of Applied Science in Management	Associate / 45	1080	92	$22,100.00	N/A	N/A	$22,100.00
Associate of Applied Science in Computer Science Management	Associate / 51	1080	94	$22,100.00	N/A	N/A	$22,100.00
Associate of Applied Science in Healthcare Management	Associate / 51	1060	92	$22,100.00	N/A	N/A	$22,100.00
Associate of Applied Science in Nursing	Associate / 75	1590	103	$40,170.00	$300.00^	N/A	$40,470.00
Administrative Assistant	Diploma / 27 or 39	650	46	$13,950.00	N/A	N/A	$13,950.00
Business Accounting Specialist	Diploma / 33 or 48	806	61	$18,450.00	N/A	N/A	$18,450.00
Business Administration	Diploma / 33 or 48	800	62	$18,450.00	N/A	N/A	$18,450.00
CDL-A	Diploma / 8 to 24	160		$ 4,330.00	$1,100.00*	$70.00	$ 5,500.00

CDL-B	Diploma / 4 to 6	73		$ 830.00	$1,100.00*	$70.00	$ 2,000.00
Computer Support Specialist	Diploma / 27	720	58	$13,950.00	N/A	N/A	$13,950.00
Cyber Security	Diploma / 33	700	51	$15,800.00	N/A	N/A	$15,800.00
Data Science	Diploma / 33	700	51	$15,800.00	N/A	N/A	$15,800.00
Electrical Technician	Diploma / 27	720	49	$13,950.00	$260.00**	N/A	$14,210.00
HVAC	Diploma / 36	942	74	$20,025.00	N/A	N/A	$20,025.00
Medical Assistant	Diploma / 36 or 54	978	69	$18,450.00	N/A	N/A	$18,450.00
Medical Billing and Coding Specialist	Diploma / 36 or 51	926	68	$18,450.00	N/A	N/A	$18,450.00
Medical Office Specialist	Diploma / 30 or 45	780	57	$16,450.00	N/A	N/A	$16,450.00
Mobile Application Developer	Diploma / 33	700	51	$15,800.00	N/A	N/A	$15,800.00
Pharmacy Technician	Diploma / 33 or 45	848	65	$18,450.00	N/A	N/A	$18,450.00
Software Developer	Diploma / 33	700	52	$15,800.00	N/A	N/A	$15,800.00
UI/UX Designer	Diploma / 33	720	51	$15,800.00	N/A	N/A	$15,800.00
Welding	Diploma / 27	700	43	$13,950.00	$300.00**	N/A	$14,250.00
Nurse Aide	Certificate / 5	100		$ 1,200.00	N/A	N/A	$ 1,200.00

*Physical / Drug Test– out-of-pocket pay by student

**Electrical Technician Tool Kit and Welding Tool Kit – out-of-pocket pay by student

^Includes kit, four scrub sets, and lab coat

OTHER CHARGES	
Paid to SCI (included in tuition)	
TSBP Pharmacy Technician trainee registration	$53.00
Pharmacy Technician fingerprint session	$45.00
BLS Certification (Included in MA program tuition/not included in Nurse Aide program tuition)	$25.00
Paid to SCI (separate from tuition)	
Pre-nursing Pathway Courses (includes five pre-requisite courses, one TEAS test and prep booklet, and a background check)	$950.00
Student ID replacement	$5.00
Diploma replacement	$5.00
Official transcript (first one is no charge)	$2.00
Additional scrubs (priced by size)	$15.50 - $16.00
Additional polo shirts (S – 4XL)	$12.75
Laptop / tablet rental fee (non-refundable)	$80.00
Laptop / tablet replacement fee	$220.00
Laptop / tablet charger replacement fee	$40.00
CDL-A and CDL-B Contingency Charges	
Failure to notify of cancellation at least 24 hours prior to a scheduled training block	$50.00
No call/no show for a scheduled training block or notification of cancellation less than 24 hours to scheduled training block	$70.00
Per each additional training block	$50.00
Paid to Third Parties (amounts may be variable by provider)	
TX Commercial Learners Permit (CDL-A and -B students pay Department of Public Safety (DPS) directly	$25.00
TX CDL-A / B license test (CDL-A and -B students pay DPS directly)	variable
Second Motor Vehicle Record (CDL-A and -B students pay DPS directly)	variable
TDLR Registration Fee (HVAC and Electrician students pay TDLR)	$20.00
Watch with second hand (Nurse Aide students pay retailer directly)	$15.00 and higher
Immunization record fee (Nurse Aide students pay physician or clinic)	$5.00
Immunization fees (Nurse Aide students pay city / county immunization clinic)	$15.00 PPD $85.00 MMR $140.00 varicella
NURSING – NCLEX-RN	$200,00
NURSING – TBON Application Exam Eligibility	$125.00
NURSING – Drug screen	Variable
NURSING – Immunizations	Variable

ADMISSION

The admissions process depends on a truthful exchange of information between the applicant and SCI staff. SCI admits students without regard to race, gender, sexual orientation, gender identity and expression, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law, and within any programmatic requirements. SCI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status. Any applicant not accepted for admission will be notified and no charges will apply.

Prior to the student's start date, the student must:

- Visit the school and tour the campus (if enrolling in a program that will have on-campus classes); and
- Complete an interview with a licensed representative in the Admissions department.

To be considered for acceptance, potential students must:

- Be at least 16 years of age (AAS in Nursing requires at least 17 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 (by virtue of co-signing the enrollment agreement).
- Provide SCI with verifiable official documentation of completion of secondary education within 21 calendar days of starting school (see program exceptions below in Programmatic Requirements).
  - Graduates of a public high school recognized by the state of location will provide a copy of a verifiable diploma documenting successful completion of public high school. The diploma generally bears the seal and official signatures of either state or local school officials and includes the date of graduation. Graduates of a public high school may provide a high school transcript in lieu of a diploma. The specific graduation date (month/day/year of graduation) and that the individual is a graduate must be on the transcript. In either case, the high school graduation date MUST be prior to the date of enrollment.
  - Graduates of a non-public high school, including home schools, will provide a copy of a verifiable high school or home school transcript documenting successful completion of private school or home schooling at the high school level. The specific graduation date (month/day/year of graduation) and that the individual is a graduate must be on the transcript. The high school graduation date MUST be prior to the date of enrollment. Students who declare Texas home school graduation must complete and provide the SCI Home School Form.
  - A copy of a verifiable certificate denoting achievement of a recognized high school equivalency credential. The certificate generally includes a state seal and official signatures and includes the date the credential was awarded. The GED credential cannot be earned via the internet or through a correspondence program.
  - A verifiable copy of diploma document or official transcript indicating completion of an associate degree. 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.
  - Foreign Credentials that must be evaluated for equivalency to a United States HS diploma at the student's expense. The credential 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.
- Prospective students must provide criminal history information. Any prospective student who has a convicted or pending felony violent crime, who has a convicted or pending felony drug crime of a serious nature (i.e., drug trafficking), who is a registered sex offender, and/or who has any sex offense convictions of any degree, or a pending felony sexual case is not eligible for enrollment in any program. SCI reserves the right to conduct criminal background checks on applicants or active students, notwithstanding programmatic requirements.
- (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.

After satisfying the admissions requirements, students will complete all required paperwork, including an Enrollment Agreement (to be signed by parent or guardian if the student is under the age of 18).

SEMINAR ADMISSION REQUIREMENTS

To be considered for acceptance, applicants must provide documentation of the following requirements:

- HVAC Installer Technician and HVAC Service Technician Seminar applicants must have at least one year of work experience.
- Pipefitter I Seminar applicants must have at least one year of work experience or a diploma or certificate from a Welding or

Plumbing program (documentation must be provided upon enrollment).

- It is strongly recommended that students in the above-listed seminars have a valid, state-issued driver's license that will be required for employment.
- CDL Passenger Endorsement Seminar requires a current CDL-A or CDL-B license.
- CDL-E Automatic Restriction Removal requires a CDL license with an Automatic Only restriction.
- CDL Refresher Seminar requires a CDL-A license.
- CDL-B to -A Upgrade Seminar requires a current CDL-B license.
- Nursing Pathway should have prior Allied Health training experience.

PROGRAM-SPECIFIC REQUIREMENTS

CDL-A and CDL-B

Students may enroll in and start this program by meeting the following additional requirements**:**

Be at least 21 years old by the day of the start. An exception may be made for applicants at least 18 years old who have written documentation of truck-driving employment from their employer.
Provide the Admissions representative with their current, valid Texas driver's license without limiting restrictions before signing the enrollment agreement.
Provide SCI with a valid Commercial Learner's Permit within 28 calendar days of starting school or be reversed from their enrollment. The 21-day reverse start status does not apply to this program.
Regardless of funding type, if the student does not provide a Commercial Learner's Permit (CLP) within 28 calendar days of starting the program or does not progress in the program after starting, the student will be reversed and is liable for a non-refundable amount no less than $1,170. All students are liable for the $1,100 Other Charges and $70 Registration Fee if student fails to begin training. Beyond the initial 30 hours of in-course training, 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.
Be a U.S. citizen or, if not a U.S. citizen, provide evidence of lawful presence as a U.S. National, Lawful Permanent Resident, Refugee, or Asylee (for a complete list of acceptable verification documents for non-U.S. citizens, visit https://www.dps.texas.gov/section/driver-license/us-citizenship-or-lawful-presence-requirement).
Provide a copy of their current Motor Vehicle Record with no convictions in the past three (3) years of any of the following: driving under the influence (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 (this list may not be exhaustive) before signing the enrollment agreement. NOTE: The student will have to obtain a second Motor Vehicle Record no earlier than 30 days prior to the CDL test, at their own expense (the cost is variable).

Valid proof of high school graduation is not required for enrollment in this program unless the student is using agency or other funding sources that require proof of high school graduation or the equivalent. If so, this must be provided by day 28 of the student's enrollment (see allowable proof of graduation above).

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Students must:

Provide proof of U.S. citizenship, alien status, or legal residency.
Pass a criminal background check required by the Texas Board of Nursing (TBON).
Provide a negative 10-panel drug screen (including alcohol) dated no later than 30 days prior to the start date of term one.
Provide a Statement of Health Clearance from a physician dated no later than 30 days prior to the start date of term one. • Verifies ability to stand for long periods of time and to lift and support a person weighing at least 100 pounds.
Pass the Test of Essential Academic Skills (TEAS): Reading, Math, Science, and English and Language Usage prior to enrollment. • The test must be taken on the campus. • A maximum allowed three attempts within a 12-month period to achieve a passing score. • Thirty days are required between retesting attempts. • A passing score is valid for 12 months from the date of testing.
Successfully complete an interview with the Nursing Program Director or designee prior to enrollment.
Successfully complete Term One pre-requisite courses at SCI or equivalent courses taken at another postsecondary institution (see Transfer Credit section) with a minimum grade of "C" in each course, completed within the five (5) years prior to the start date of term one:

• GEN 101 English I • BIO 120 Anatomy and Physiology I • BIO 120-L Anatomy and Physiology I Lab • CLSC 2429 Clinical Microbiology in Healthcare • GEN 108 Algebra I

If the number of qualified applicants exceeds the number of available seats, students will be admitted according to their TEAS scores and grade point average in the Term One pre-requisite courses.

PHARMACY TECHNICIAN

In addition to the general admission requirements above, to be eligible for approval of externship in a retail or hospital pharmacy, students must be registered with the Texas State Board of Pharmacy ("TSBP") 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 $45.00.

These fees are included in the program tuition. Students who withdraw and do not complete the program and subsequently choose to apply to be a trainee will be responsible to pay the fees directly to the TSBP.

TSBP registration may take up to six (6) months to complete. Students are required to complete the application and fingerprinting process after the first three-week course at SCI. Background checks will be conducted and students who have convictions and/or deferred adjudications may not be approved for admission. The pharmacy board also reviews certain types of misdemeanors that may result in denial of registration or additional requirements by the board.

HEATING, VENTILATION, & AIR CONDITIONING (HVAC)

Applicants in the HVAC program will sign a release for a criminal history and employability background check conducted by the school. Students who do not pass the background check will have their enrollment terminated. It is strongly recommended that students in this program have a valid, state-issued driver's license that will be required for employment.

ELECTRICAL TECHNICIAN

Applicants in the Electrical Technician program will sign a release for a criminal history and employability background check conducted by the school. Students who do not pass the background check will have their enrollment terminated. It is strongly recommended that students in this program have a valid, state-issued driver's license that will be required for employment.

NURSE AIDE

Students must:

Provide documentation of satisfactory completion of at least the 8th grade (replaces proof of graduation requirement above).
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 HHS *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 and/or vaccination record which may include current PPD or chest x-ray two rubeola, one rubella, and one mumps vaccination, flu vaccine, and/or COVID-19 vaccine. This list is not all inclusive and is based on clinical site requirements.
Immunization documentation costs between $5 (records only) and $240 (all required immunizations) at a student's city or county immunization clinic. Personal physician rates vary for records and immunizations.
Self-identify the ability to stand for long periods of time and to lift and support a person weighing at least 100 pounds.

ENGLISH PROFICIENCY

SCI does not provide English as a second language ("ESL") 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 prove English proficiency by providing documentation of one of the following:

Graduation from an English-speaking secondary institution
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)
Advanced 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
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

VETERANS AND SERVICE MEMBERS

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fees owed to the institution.

However, in the first six weeks of enrollment (from start date) and to qualify for this provision, such students will:

- Provide confirmation that the student has applied for VA Benefits (which could be a copy of the Certificate of Eligibility {COE} or the confirmation screen from eBenefits).

Students using military and VA education benefits are required to submit all post-secondary institution transcripts, a military transcript, or Joint Service Transcript (JST), and a DD214 (when applicable) no later than day 21 of their enrollment. SCI will use the submitted to conduct a mandatory evaluation of all potential transfer credits for which the veteran or service member wishes to utilize his/her benefits.

Students must provide transcripts within six (6) weeks to continue to have their training certified for monthly housing allowance. This requirement does not apply to degree-seeking VA students.

TECHNOLOGY/RESOURCE REQUIREMENTS

Some individual programs have program-specific technology requirements (see individual program outlines starting on page 39).
To be admitted to a program that includes virtual or online learning, students must:

Have regular, daily access to a computer (Minimum: PC/Laptop (Windows 8 or newer), or MacBook (OS X or newer), with 4GB ram, 256GB HD, and a Core i5 processor);
Have a computer with: • Speakers and a microphone – built-in, plug-in, or wireless Bluetooth • A webcam or HD webcam
Have regular, daily access to the Internet - broadband wired or wireless (3G or 4G/LTE)
Possess the ability to use a computer, access e-mails, use a web browser (Firefox, Google Chrome, or Safari), and use the Learning Management System
Have word processing software such as Microsoft Word or OpenOffice to apply APA format and save documents in PDF format for submission.

NEW STUDENT ORIENTATION

Orientation supports a successful transition into SCI. Prior to beginning their programs, all new students will attend an orientation session to hear about the campus and the learning experience. They are also introduced to the administrative staff, the faculty, and other students. The campus department directors explain available student support and clarify students' responsibilities and expectations.

ONLINE LEARNING ORIENTATION

Students who are registered for courses that are delivered via distance education will also attend an online orientation. This orientation provides students with an introduction to the learning platform and skills necessary to be a successful online learner. Standards of behavior regarding postings, plagiarism, online etiquette, and attendance are covered. Students will gain access to online courses after passing the required online orientation, which does not affect the student's grade point average (GPA) or satisfactory academic progress.

RE-ENTRY / RETURN FROM PRIOR WITHDRAWAL / RE-ENROLL

Students who previously attended but withdrew before graduating, and who wish to return to the same program at the same campus, may re-enter upon review and approval by the Director of Education. Prior academic history, conduct history, and outstanding financial obligations will be reviewed. SCI reserves the right to refuse re-entry to any student based upon any of these factors or others such as space availability. To qualify as a re-enter, the re-entry start date must be within 365 calendar days of the last date of attendance in the prior enrollment. Students who withdraw from the AAS in Nursing program must appeal to re-enter and may be accepted for re-entry into a subsequent cohort of the program.

A student may attempt to re-enroll in the same or a different program at any SCI campus no more than twice (three total enrollments) in a six-month period defined as the six months from the first start date of the first enrollment. The student enrollment count includes **cancel** (pre-start), **cancel** (day 4), **reverse**, and **withdraw**. After the third enrollment, a student must wait at least six months from the third enrollment start date to enroll a fourth time. All additional attempts after the fourth enrollment require waiting at least 12 months between enrollment start dates.

Re-entry students must meet all admission requirements in effect at the time of re-entry including background check (except the CDL-A and CDL-B registration fees, and any kit the student obtained that meets the standard of the current kit). Students re-entering within 180 days of the prior enrollment last date of attendance will be charged the tuition amount charged during the prior enrollment. Students re-entering outside of 180 days will be charged the tuition amount currently stated in the catalog. Tuition will be charged for remaining courses only; there will be no charge for credits already earned.

For students who return to a substantively revised version of the same program, a percentage will be applied for determining charges in the re-entry enrollment. Re-entry students who successfully completed at least 50% of the credits in the prior program version will not be charged more than 50% of the current program at the current tuition rate. Re-entry students who completed less than 50% of the credits in the prior program version will be charged for 100% of the remaining credits in the new program version (after appropriate credit for prior course completion is applied.)

An academically dismissed student may not apply for re-entry until the next full evaluation period (in most programs, two (2) three-week courses). A student dismissed for violating attendance policy may apply for re-entry after sitting out of school for a minimum of three (3) weeks, but at least one course period. Students wishing to re-enter with a most recent SAP status of Academic and Financial Aid Probation (AFAP), must successfully appeal to re-enter. Students' SAP status will be AFAP upon re-entry and must fulfill all the requirements of the appeal.

Prior SCI students who re-enter from withdrawal to complete a program or re-enroll after withdrawal or graduation to enter a new program, may receive credits for courses completed in prior enrollment(s). Association of credits will not be applied for SCI enrollments prior to January 1, 2013.

READMISSION FOR MILITARY SERVICE MEMBERS

Southern Careers Institute (SCI) acknowledges that students may be temporarily unable to attend classes or pause their studies to perform mandatory military service. Once the military obligation is concluded, SCI encourages such students to resume their education and ensures a timely readmission process.

This policy applies to Service members who are unable to attend classes for more than 30 consecutive days due to military service and Service members who are unable to attend classes for less than 30 days due to military service when such an absence would result in a withdrawal from school.

In accordance with federal regulations, 34 C.F.R. § 668.18, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), SCI will readmit servicemembers who seek readmission to a program that was interrupted due to a uniformed service obligation.

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five years.

A returning student will be permitted to reenroll in the same academic program unless the student requests a later date of reenrollment or requests and agrees to a different program. If the exact program no longer exists, the student must be admitted to the program that is most similar, unless the student requests and agrees to admission to a different program. Returning students will be reenrolled with the same number of completed credits or hours if a clock hour program, and academic standing as the last academic year of attendance.

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended unless veteran's education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees exceeding what other students in the program are charged.

If SCI determines that a returning student is not prepared to resume the program or is unable to complete the program, SCI must make reasonable efforts (refresher courses, remedial training, etc.) to enable the student to resume or complete the program at no additional cost to the student. If such efforts are unsuccessful or place an undue hardship on the school, SCI is not required to readmit the student.

Students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves), and who wish to return to their program, are not eligible for readmission under the requirements in this policy. However, service members who do not meet readmission requirements under this policy may remain eligible for readmission under general re-entry requirements.

SCI-to-SCI CAMPUS TRANSFER

Students who previously attended an SCI campus who wish to enroll at a different SCI campus are subject to all current admissions requirements. If the student earned grades in any courses that associate to the program at the new campus, all earned grades will transfer (A, B, C, F, and W). SCI reserves the right to refuse campus transfer enrollment for any student based upon the attendance, academic, financial, or conduct history of the student.

VISITORS

The schools are not open to the public. Visitors are subject to the rules and regulations of the campus, must sign in at the reception desk, and be accompanied by an employee. Children under the age of 16 must always be accompanied by an adult. The schools are open only during posted business hours.

FINANCIAL AID

Financial assistance may be a combination of grants and loans that supplement the student's contribution to funding their education. 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. Grant aid is available to students who qualify, and it does not have to be paid back.

SCI participates in the following Federal Student Aid programs with eligibility determined by completing the Free Application for Federal Student Aid ("FAFSA"):

- Federal Pell Grant
- Iraq and Afghanistan Service Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- William D. Ford Direct Loan Program

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 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, amounts based on the program and the amount of financial aid the student may be receiving. Failure to keep all payments current may result in dismissal from school.

VETERANS BENEFITS

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

It is the student's responsibility to notify the office of Financial Aid of any changes in course load. Students receiving VA benefits and requesting Leaves of Absence will experience an interruption of benefits and will be reported to the VA office. The VA office will be notified when the student returns from the Leave of Absence as scheduled.

MILITARY TUITION ASSISTANCE

The Department of Defense (DoD) Tuition Assistance (TA) program provides financial assistance to Service members for voluntary off-duty education programs in support of professional and personal self-development goals. TA is available for courses that are offered in the classroom or by distance learning and are part of an approved academic degree or diploma program. Service members who are interested in using TA should begin the process by contacting their Educational Services Officer (ESO) or military counselor within their military service branch.

LOAN DEFAULT PREVENTION

Making regular payments on student loans builds a strong credit record and helps avoid collection activities. Being in default has negative consequences including denial of new loans, poor credit reports, possible wage garnishment, seizure of tax returns, and refusal by the school to release transcripts.

During *entrance counseling*, financial aid staff explains how both federal student loans and the master promissory note function, emphasizes the importance of repaying all loans, describes the consequences of default, and shows borrowers sample monthly repayment amounts based on their program of study. Financial literacy is also discussed to help students better understand how to manage debt.

Exit counseling is the opportunity to clear up any misconceptions that students may have about their loan obligations. During the exit counseling process, completers are educated on how to understand and repay loans, avoid default, and make finances a priority. Thorough exit counseling is a cornerstone of the institution's default prevention plan and is mandatory.

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 2026, 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 the student's initial funding level selection and matriculation of all transfer credits from 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 SCI students who enroll and attend a SCI campus within six (6) months of their high school graduation with a GPA of 3.5 or higher on a 4.0 scale (or the equivalent). 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 complete the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, submit the *High School Best Scholarship* application, and provide 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 Operator, Esthetician, Barber, CDL-A, CDL-B, or Nurse Aide programs, or any seminars.

Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the calendar year. The 2026 maximum of $500,000 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 an SCI campus within six (6) months 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 complete the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and submit the *High School Scholarship* application and provide 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 cash programs (Esthetician, Barber, CDL-A, CDL-B, and Nurse Aide) or seminars. It is available for the Cosmetology Operator program. Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. The 2026 maximum of $500,000 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. The 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 application 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* of up to $1,100. The *Military Grant* is for military members (Active, Veteran, and Retired), their spouses, and dependents and provides funding to attend a program of study at SCI. The student is eligible to participate if enrolled at SCI using benefits from one of the following programs:

1. MGIB Montgomery GI Bill®[l], 9/11 GI Bill®[l], Forever GI Bill®[l]
2. Vocational Rehabilitation & Employment Service Program
3. Tuition Assistance for Active Duty
4. My Career Advancement Account (MyCAA)
5. Survivors & Dependents Educational Assistance (DEA)
    - Education benefits eligibility paperwork (Certificate of Eligibility-COE, eBenefits, VA.gov printout, or Chapter 31 PO)
    - If the total amount of aid (minus Pell Grant) received exceeds the cost of tuition and fees, the scholarship amount will be reduced by the excess amount.
    - Be actively attending at time of scholarship disbursement. Withdrawn students lose eligibility for future scholarship disbursements in the withdrawn enrollment. Additionally, a paid scholarship disbursement will be proportionally adjusted for current term in which a student withdraws.

[l]*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs ("VA"). More information about education benefits offered by the VA is available on the U.S. Government GI Bill® website (https://www.benefits.va.gov/gibill).*

DREAM 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 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 2026, and who commit to continuous enrollment. 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 the sponsor's contribution with an additional grant for a student who is sponsored by another organization. If the student is eligible for the 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 the 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 365 days prior to the start date, and meet SAP requirements, are eligible for the grant.

WOMEN IN TECH GRANT

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 meet the requirements of the grant which are: aspiring female programmers who are applying for technical related programs and have a valid U.S. photo ID (current U.S. passport, valid U.S. Visa, or current state-issued ID/driver's license). 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. The grant is 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. The grant is reserved for applicants with high expected family contribution and willing to invest in their career at enrollment. The grant is available only 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.

VOCATIONAL REHABILITATION

Vocational Rehabilitation (VocRehab) has several programs to assist individuals pursuing new career paths. The purpose of VocRehab is to align employment opportunities for persons who, because of accident, disease, or congenital deformity, have an impairment that constitutes a barrier to employment or preparation for it. For detailed information concerning these programs contact the local vocational office, which can be found via https://webp.twc.state.tx.us/services/VRLookup/.

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Participants must be deemed eligible for Workforce Innovation and Opportunity (WIOA) services prior to enrollment at SCI. The objective of WIOA is to provide training for individuals who wish to develop their occupational and job-seeking skills needed to obtain employment. For detailed information concerning these programs, contact the nearest local workforce center, which can be found via https://www.twc.texas.gov/directory-workforce-solutions-offices-services. Students participating in WIOA funding must have provided verifiable POG upon enrollment.

REFUND POLICY

Refund computations will be consistent with the Texas Workforce Commission, Career Schools and Colleges (TWC), Council on Occupational Education (COE), and federal Return of Title IV Funds (R2T4) requirements, refund policy guidelines, and are based on scheduled clock hours of attendance through the last date of attendance. The determination of refunds will be calculated based on the most advantageous refund to the student.

REVERSE START POLICY

A 21-day reverse start may be applied to students enrolling in SCI programs (see Program Specific Requirements – CDL-A and CDL-B, for exceptions). If during the first 21 days of the student's enrollment, the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, the student may do so without incurring any tuition-related expense or Federal Student Loan debt (for Nurse Aide/seminar students, the charges are prorated). If the student confirms intent to

continue enrollment by attending any class within or beyond the 21-day period, the student may be subject to all tuition charges on the enrollment agreement.

On calendar day 25 or beyond, 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 be categorized in the permanent record as "RS."

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight local time 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 ($50 for asynchronous online programs), 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 online seminars).

REFUND OF FEDERAL TITLE IV AID POLICY

SCI participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (R2T4) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to SCI. If a balance is owed to SCI, a student will have to make payment arrangements.

In compliance with federal regulations, SCI will determine how much Federal student financial assistance that the student has earned or not earned when a student who is a Title IV recipient withdraws from SCI. The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by SCI and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. The Return of Title IV Funds calculation may result in the student owing a balance to the Federal Government and, in some cases, to SCI. If the amount received from federal funds is more than the amount earned, then a return will be made within forty-five (45) days of the date of determination, which is the date SCI has determined that the student has officially or unofficially withdrawn.

For the purpose of determining the amount to be returned, if any, the student shall be deemed to have withdrawn from the program when any of the following occurs: (a) The student notifies SCI of your withdrawal or the actual date of withdrawal; (b) SCI terminates the student's enrollment; (c) The student fails to attend classes for 14 consecutive calendar days (excluding scheduled breaks and holidays); (d) The student fails to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance. Provisions (a) and (b) are considered official withdrawals, provisions (c) and (d) are considered unofficial withdrawals.

Students who withdraw may be subject to both institutional and federal refund calculations. Institutional refunds under TWC or COE policy may differ from federal R2T4 requirements. In cases where Title IV funds are returned to the U.S. Department of Education, the student may owe a balance to SCI. SCI will notify the student of any resulting balance due.

Withdrawal Before 60%: For Title IV recipients, SCI applies the R2T4 calculation when a student withdraws before completing 60% of the period. For standard term programs (e.g., Nursing), the denominator is the total calendar days in the term, excluding scheduled breaks of 5 or more days. For nonterm programs, the denominator is based on scheduled clock hours and weeks of instructional time. If a student is due a Post-Withdrawal Disbursement (PWD), SCI will notify the student (or parent for PLUS loans) within 30 days of determination of withdrawal and disburse funds within 45 days, consistent with federal deadlines. After the 60% point in the payment period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%: For a student who is terminated or withdraws after the 60% point in time, there are no unearned funds. However, SCI will still calculate the Institutional Refund and RT24 for financial aid recipients.

To calculate the amount earned for credit-hour programs, SCI will determine the percentage by dividing the number of calendar days the student completed in the payment period as of the last day of attendance by the total number of calendar days in the payment period. Any scheduled break of 5 days or more is not counted in the total calendar days of the payment period. To calculate the amount earned for clock hour programs, SCI will determine the percentage by dividing the number of clock hours the student attended in the payment period as of the last day of attendance by the total number of clock hours the student was scheduled to have attended in the payment period. If a return results from the calculation, federal policy requires that these unearned funds be returned to the applicable Title IV financial aid fund source. Funds are returned to the Title IV Programs in the following federally mandated order consistent with 34 CFR 668.22(i): (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS loan; (4) Federal Pell Grants; (5) Federal Supplemental Education Opportunity Grant (SEOG); (6) other grant or loan assistance authorized by Title IV of the HEA, as amended.

For the AAS in Nursing program and other standard term programs, R2T4 calculations will be based on the number of calendar days in the term. Students who withdraw before completing 60% of the term are subject to an R2T4 calculation. Modular withdrawal exemptions do not apply to the AAS in Nursing program and other standard term programs unless courses are offered in modules within a standard term.

If more Federal Title IV student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. SCI will notify the student within 30 days of the date of determination of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal Title IV financial assistance funds to be received. The student or parent, in the case of Federal Direct PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, SCI may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees, and with the student's authorization, SCI may automatically use the grant funds for other educationally related charges. Any balance of grant funds that may be available will be offered to the student. SCI will make a post-withdrawal disbursement of any loan funds the student accepts within 180 days from the date SCI determined the student withdrew.

If the Federal Title IV student financial assistance funds need to be returned, the institution must return a portion of or all the unearned funds equal to the lesser of the institutional charges multiplied by the percentage of unearned Federal Title IV student financial assistance funds, or the entire amount of unearned funds. If there are remaining unearned Federal Title IV financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. SCI will notify the student as to the amount owed and how and where it should be returned.

SUMMARY

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 than was earned, the excess funds must be returned. SCI follows refund rules established by the Texas Workforce Commission (TWC), Council on Occupational Education (COE), and federal Return of Title IV Funds (R2T4) requirements. Refunds and returns of Title IV funds are processed within 45 calendar days from the date of determination of withdrawal, in accordance with 34 CFR 668.22(j).

For standard term programs such as the AAS in Nursing program, refunds and R2T4 calculations are performed on a payment period basis, consistent with federal requirements. 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, the student earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all the assistance for the period is earned. Refunds are processed automatically, and students are not required to request a refund for the refund to be made.

INSTITUTIONAL REFUND POLICY

1. Refund computations will be based on the scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and SCI holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last day of attendance if the student is terminated by SCI;
    b. The date of the receipt of written notice from the student; or
    c. Fourteen (14) consecutive calendar days following the last date of attendance excluding scheduled breaks and holidays.
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 SCI, not more than $100 in nonrefundable administrative fees shall be retained by SCI for the entire residence program or $50 for an asynchronous distance education program.
4. If a student enters a residence or synchronous hybrid education program and withdraws or is otherwise terminated, SCI may retain not more than $100 in nonrefundable administrative fees 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 based on the total number of hours in the portion of the course or program for which the student has been charged.
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. Refunds computations will be based on the number of lessons in the program. Refunds/returns due to or on behalf of the student will be refunded to the following programs/sources in the following prioritized order consistent with 34 CFR 668.22(l):
    1. Unsubsidized Federal Direct Student Loan
    2. Subsidized Federal Direct Student Loan
    3. Federal Direct Plus Loan
    4. Federal Pell Grant
    5. FSEOG
    6. Other federal, state, private, or institutional sources of aid
    7. The student

    Examples of common refund situations/comparisons are available at the campus financial aid office. Students who have questions about Title IV program funds 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 at www.studentaid.ed.gov.
8. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. Kits, tools, and books, once opened or used, are non-refundable. All charges for such items must be itemized on the Enrollment Agreement to comply with Texas Workforce Commission rules. 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. 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 SCI; b. If the course of instruction is discontinued by SCI and this prevents the student from completing the course; or c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of SCI, or representations by the owner or representatives of SCI. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

RETAKE FEE – AAS in NURSING & SEMINAR COURSES

Students enrolled in the AAS in Nursing program or seminar courses who are required to retake a course will be charged a $75 retake fee for each repeated course. This fee is non-refundable and must be paid prior to the start of the repeat course.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

1. A student of SCI who withdraws from SCI 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 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 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 other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the programs; 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.

2. 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.

REFUND POLICY FOR TUITION ASSISTANCE (TA) FOR ACTIVE-DUTY MILITARY STUDENTS

In accordance with the Department of Defense MOU Section 3.E(2), ensuring TA refund policies are disclosed and applied consistently, this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% point of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided if the student's last day of attendance is on or before the 60% attendance date. Unearned TA funds will be returned on a prorated basis, depending on the length of the course.

To determine the amount of TA that needs to be returned, the institution determines the number of days attended based on last date of attendance and then divides that by the number of days in the course to determine the percentage of TA that was earned by the student. 100% of the TA will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. If the student completed less than the 60% completion rate, Southern Careers Institute (SCI) determines how much TA the student has earned and for how much the military branch may be invoiced.

Should there be any remaining TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student. SCI will begin the Return of Unearned Tuition Assistance Funds calculation process when a TA recipient withdraws from a course. This process may result in a student owing the school for unpaid tuition and fees.

SEMINAR – INSTITUTIONAL REFUND POLICY

A registrant who completes at least one-half of the course, who is dissatisfied with the course and wishes a refund must request a refund and provide a reasonable basis for the registrant's dissatisfaction not later than the 14th day after the date the course is concluded.

COUNCIL ON OCCUPATIONAL EDUCATION REFUND POLICY

The Council on Occupational Education (COE) refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Institutional refunds under TWC or COE policy may differ from federal R2T4 requirements. In cases where refunds exceed balance, the student may owe a balance to SCI. SCI will notify the student of any resulting balance due and billed accordingly. The effective date of termination is above. If tuition is collected in advance of entrance and if after expiration of the 72-hours cancellation privilege the student does not begin class, not more than $100 shall be retained by SCI ($50 for asynchronous distance education programs).

The student will be issued instructional supplies, books, or materials at the time these materials are required by the program. However, if a student does not qualify for any tuition assistance, enrolls in individual courses, and/or withdraws from the institution before payment has been made, books will be billed accordingly to the student. Once these materials have been issued "used," no refund will be granted.

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

- An applicant is not accepted for enrollment.
- If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of SCI, or misrepresentations by the owner or representative of SCI.
- The program of study is discontinued by SCI, and this prevents the student from completing the program.

ACADEMICS

COURSE CREDITS

The quarter credit hour is the unit of academic measurement used for SCI programs. It represents an established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. One quarter hour of credit comprises:

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

The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments. Examples:

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

Lecture, laboratory, or externship hours, as indicated on each course syllabus, represent hours used to determine total credits awarded in the course. Learning new material may require a minimum of five (5) additional outside hours for every 20 hours spent in lecture or laboratory. The outside hours are also indicated on the syllabus. 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. The outside hours may vary for students in a degree program.

TRANSFER OF CREDIT TO SCI

Students may transfer course credit for up to 75% of the total credits in a program from other post-secondary institutions accredited by an agency recognized by the US Department of Education. Transfer of credit will be awarded based on an evaluation of the official academic transcript(s). It is strongly recommended that students request transfer credit when starting their programs.

Credit may be provisionally granted for financial aid packaging using unofficial transcripts but will be verified only upon receipt of official transcripts no later than the 21st calendar day of the student's enrollment. If official transcripts are not received, the transfer credit determination will be revoked. Students may be required to provide the previous institution's course syllabus or school catalog containing course descriptions. SCI does not offer remedial courses and will not accept transfer credit for these courses. Transfer credit evaluation determinations are final. Transfer courses receive a grade of "TR."

Courses will be eligible for transfer consideration if:

- The student has not taken the course at SCI with any grade posted,
- The final grade is the equivalent of "C" or better,
- Credits were completed within the past five (5) years except for credits that were completed for General Education courses within the past 10 years,
- The transfer course content matches the SCI course and/or program objectives and is comparable in nature, and
- The course applies to the graduation requirements of the program.

FOREIGN TRANSCRIPTS

Prospective students who wish to submit academic coursework completed outside of the U.S. for transfer consideration must have their transcripts translated and evaluated by an educational credential evaluation service. Foreign transcripts in English, while not requiring translation, must be evaluated. 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

SCI utilizes the Joint Services Transcript (JST) that provides documented evidence to colleges and universities of professional military education, training and occupation experiences achieved by service members and veterans.

PROFICIENCY CREDIT

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 upon the student's score of three (3) or better on the AP examination. The student must provide an official transcript showing their test scores for credit to be awarded. Credit for military training or standardized testing classes receive a grade of "PR." Credits applied through articulation agreement will receive a grade of "PR."

PROGRAM TRANSFERS WITHIN THE INSTITUTION

Students who wish to change their program, or who have previously withdrawn from SCI and wish to return in a different program, must request a program transfer. Program transfers cannot occur during a course. Previously attempted SCI courses that apply to the new program will be applied to the student's new academic record, including all academic grades earned (A, B, C, F, and W).

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Acceptance of credits earned at SCI is determined solely by the receiving institution. Students who may wish to transfer after attending SCI are encouraged to contact the school they wish to attend to determine if their credits, certificate, diploma, or degree will transfer. **SCI does not guarantee the transferability of credits earned at SCI.**

CAMPUS ADMINISTRATIVE SCHEDULE

Monday - Thursday	8:00am – 8:00pm
Friday	8:00 am – 5:00pm
Saturday	9:00am – 1:00pm (may vary by location)
Sunday	CLOSED

CLASS SCHEDULES

SCI programs offer three-week modules scheduled continuously. The extern module is six weeks. Total class hours required for completion of a certificate, diploma, or degree program are variable. Schedules below are representative and may vary by campus/program.

For ground programs on flex schedule, assignments and in-person lab classes are scheduled on two set days a week to provide structure and consistency. Lectures are completed online through video instruction and should be watched before attending hands-on labs to ensure students are prepared. These lectures can be viewed at any time of day, allowing students flexibility while maintaining readiness for practical application.

The AAS in Nursing program consists of five 15-week terms. There are 4-5 didactic and clinical courses in each term each scheduled for the full 15 weeks. Courses repeated due to prior failure may be scheduled for less than the full 15 weeks.

MONDAY – THURSDAY

Class Segment	Allied Health/Business	Nurse Aide Evening	Allied Health/Business	Computer Support Specialist
Class	8:00 am – 8:50 am	5:30 pm – 6:20 pm	6:00 pm – 6:50 pm	Synchronous lectures two days each week Asynchronous LMS remainder of schedule
Break	8:50 am – 9:00 am	6:20 pm – 6:30 pm	6:50 pm – 7:00 pm	
Class	9:00 am – 9:50 am	6:30 pm – 7:20 pm	7:00 pm – 7:50 pm	
Break	9:50 am – 10:00 am	7:20 pm – 7:30 pm	7:50 pm – 8:00 pm	
Class	10:00 am – 11:20 am	7:30 pm – 8:20 pm	8:00 pm – 9:20 pm	
Break	11:20am – 11:50am*	8:20 pm – 8:30 pm	9:20 pm – 9:30 pm	
Class	11:50 am - 12:40 pm	8:30 pm – 9:20 pm	9:30 pm – 10:20 pm	
Break	12:40 pm – 12:50 pm	9:20 pm – 9:30 pm	10:20 pm -10:30 pm	
Class	12:50 pm – 1:40 pm	9:30 pm – 10:30 pm	10:30 pm – 11:10 pm	
Break	1:40 pm – 1:50 pm			
Class	1:50 pm – 3:10 pm			

*Lunch

MONDAY – FRIDAY

Class Segment	Welding/Electrical/ HVAC morning**	Welding Afternoon	Welding/Electrical/ HVAC evening	Nurse Aide Morning	Nurse Aide Afternoon	CDL-A
Class	8:00 am – 9:20 am	12:20 pm – 1:40 pm	6:00 pm – 7:20 pm	8:00 am – 8:50 am	1:00 pm – 1:50 pm	Units 1 & 3 are asynchronous LMS Units 2 & 4 are yard / road driving
Break	9:20 am – 9:30 am	1:40 pm – 1:50 pm	7:20 pm – 7:30 pm	8:50 am – 9:00 am	1:50 pm – 2:00 pm	
Class	9:30 am – 10:20 am	1:50 pm – 2:40 pm	7:30 pm – 8:20 pm	9:00 am – 9:50 am	2:00 pm – 2:50 pm	
Break	10:20 am – 10:30 am	2:40 pm – 2:50 pm	8:20 pm – 8:30 pm	9:50 am – 10:00 am	2:50 pm – 3:00 pm	
Class	10:30 am – 11.20 am	2:50 pm – 3:40 pm	8:30 pm – 9:20 pm	10:00 am – 10:50 am	3:00 pm – 3:50 pm	
Break	11:20am – 11:50am*	3:40pm – 4:00 pm*	9:20 pm – 9:30 pm	10:50 am – 11:00 am	3:50 pm – 4:00 pm	
Class	11:50 am – 12:40 pm	4:00 pm – 4:50 pm	9:30 pm – 10:20 pm	11:00 am – 12:00 pm	4:00 pm – 5:00 pm	
Break	12:40 pm – 12:50 pm	4:50 pm – 5:00 pm	10:20 pm – 10:30 pm			
Class	12:50 pm – 1:40 pm	5:00 pm – 5:50 pm	10:30 pm – 11:20 pm			

*Lunch

AAS in Nursing Program

MONDAY - FRIDAY	
Class	8:00 am – 8:50 am
Break	8:50 am – 9:00 am
Class	9:00 am – 9:50 am
Break	9:50 am – 10:00 am
Class	10:00 am – 10:50 am
Break	10:50 am – 11:00
Class	11:00 am – 11:50 pm
Break	11:50 am – 12:00 pm
Class	12:00 pm – 12:50 pm
Break	12:50 pm – 1:00 pm
Class	1:00 pm – 1:50 pm

For the AAS in Nursing program, students are required to attend all scheduled on-campus classes to learn and demonstrate mandated clinical competencies. These competencies must be mastered in the classroom and skills lab before being applied at assigned clinical sites, with clinical hours required by regulatory and accrediting bodies.

Clinical experiences will vary according to the associated courses in the term, and will occur on Thursday, Fridays, and or Saturdays. The scheduled day(s) will likely change each term. Students must be prepared to attend on the days assigned by the clinical sites, as flexibility is essential and reflects the expectations of real-world nursing practice.

2026 COURSE START & END DATES

The course end dates are always the Sunday date, although the last date for attendance and grades in each course will vary by program (Thursday, Friday, Saturday, or Sunday).

PROGRAMS	
Start Date	**End Date**
1/5/2026	1/25/2026
1/26/2026	2/15/2026
2/16/2026	3/8/2026
3/9/2026	4/5/2026
4/6/2026	4/26/2026
4/27/2026	5/17/2026
5/18/2026	6/7/2026
6/8/2026	6/28/2026
6/29/2026	7/19/2026
7/20/2026	8/9/2026
8/10/2026	8/30/2026
8/31/2026	9/20/2026
9/21/2026	10/11/2026
10/12/2026	11/1/2026
11/2/2026	11/22/2026
11/23/2026	12/13/2026
12/14/2026	1/17/2027

NURSE AIDE	
Start Date	**End Date**
1/26/2026	3/8/2026
3/9/2026	4/26/2026
4/27/2026	6/7/2026
6/8/2026	7/19/2026
7/20/2026	8/30/2026
8/31/2026	10/11/2026
10/12/2026	11/22/2026
11/23/2026	1/17/2027

CDL-A & CDL-B			
Start Date	**End Date**	**Start Date**	**End Date**
1/5/26	1/11/26	7/6/26	7/12/26
1/12/26	1/18/26	7/13/26	7/19/26
1/19/26	1/25/26	7/20/26	7/26/26
1/26/26	2/1/26	7/27/26	8/2/26
2/2/26	2/8/26	8/3/26	8/9/26
2/9/26	2/15/26	8/10/26	8/16/26
2/16/26	2/22/26	8/17/26	8/23/26
2/23/26	3/1/26	8/24/26	8/30/26
3/2/26	3/8/26	8/31/26	9/6/26
3/9/26	3/22/26	9/7/26	9/13/26
3/23/26	3/29/26	9/14/26	9/20/26
3/30/26	4/5/26	9/21/26	9/27/26
4/6/26	4/12/26	9/28/26	10/4/26
4/13/26	4/19/26	10/5/26	10/11/26
4/20/26	4/26/26	10/12/26	10/18/26
4/27/26	5/3/26	10/19/26	10/25/26
5/4/26	5/10/26	10/26/26	11/1/26
5/11/26	5/17/26	11/2/26	11/8/26
5/18/26	5/24/26	11/9/26	11/15/26
5/25/26	5/31/26	11/16/26	11/22/26
6/1/26	6/7/26	11/23/26	11/29/26
6/8/26	6/14/26	11/30/26	12/6/26
6/15/26	6/21/26	12/7/26	12/13/26
6/22/26	6/28/26	12/14/26	12/20/26
6/29/26	7/5/26	1/4/27	1/11/27

2026 HOLIDAY CALENDAR			
Holiday	**Start**	**End**	**Make up Day**
MLK Day	1/19/2026		1/23/26 (1/24/26 M-F Classes)
Presidents Day	2/16/2026		2/20/26 (2/21/26 M-F Classes)
Spring Break	3/16/2026	3/22/2026	
Good Friday	4/3/2026		3/28/26 M-F Classes
Memorial Day	5/25/2026		5/29/26 (5/30/26 M-F Classes)
Independence Day	7/3/2026		7/11/26 M-F Classes
Labor Day	9/7/2026		9/11/26 (9/12/26 M-F Classes)
Thanksgiving	11/26/2026	11/27/2026	12/4/26 (12/5 & 12/12/26 M-F Classes)
Winter Break	12/19/2026	1/3/2027	

2026 CALENDAR - AAS IN NURSING PROGRAM			
Term Start Date	**Term End Date**	**Breaks and Holidays**	**Make up Days** (dependent on clinical schedules)
4/6/2026	7/19/2026	Memorial Day (Monday, 5/25) Independence Day (Friday, July 3)	Memorial Day (5/28, 5/29, or 5/30) Independence Day (7/11, 7/12, or 7/13)
7/20/2026	11/1/2026	Labor Day (Monday, 9/7)	Labor Day (9/10, 9/11, or 9/12)
11/2/2026	2/28/2027	Thanksgiving (Thursday, 11/26 - Sunday, 11/29) Winter Break (Sunday, 12/20/26 – 1/3/2027) Presidents Day (Monday, 2/15/27)	Thanksgiving (12/3, 12/4, or 12/5) Presidents Day (2/18, 2/19, or 2/20)
3/1/2027	6/20/2027	Includes one week of spring break - TBD. Good Friday (Friday, 3/26) Memorial Day (Monday, 5/31)	Good Friday (3/18, 3/19, or 3/20) Memorial Day (6/3, 6/4, or 6/5)
6/21/2027	10/3/2027	Independence Day (Monday, July 5) Labor Day (Monday, 9/6)	Independence Day (7/8, 7/9, or 7/10) Labor Day (9/9, 9/10, or 9/11)

SEMINAR SCHEDULES

These seminars are offered on campus. The schedules will vary by campus and will be assigned at the time of enrollment.

SEMINAR	WEEKS	HOURS PER WEEK	WEEKLY SCHEDULE	TOTAL CONTACT HOURS
HVAC Installer Technician	4	40	Monday – Friday, 8:00 am – 5:00 pm	160
HVAC Service Technician	8	40	Monday – Friday, 8:00 am – 5:00 pm	320
Pipefitter I	16	10	Saturday, 8:00 am – 6:30 pm	160
CDL Passenger Endorsement Seminar (requires a current CDL-A or CDL-B license)	2	est. 19.5	Variable	39
CDL-E Automatic Restriction Removal (requires a current CDL license with an Automatic Only restriction)	1	est. 9	Variable	9
CDL Refresher Seminar (requires a current CDL-A license)	4	est. 14.75	Variable	59
CDL-B to -A Upgrade Seminar (requires a current CDL-B license)	10	est. 14	Variable	140
Nursing Pathway	15	est. 16	Variable	240

SCHOOL CLOSINGS

When the school is closed due to extreme weather, utilities issues, or emergency situations, the Campus Director will communicate the school closure using one or more of the following: text, email, PSAs on TV, social media, website updates, etc. The resumption of operations will be communicated using the same means.

Class days and times will be subject to change, and make-up time for closures or holidays may be scheduled on Fridays and/or Saturdays. All makeup days due to holiday closures must occur during the module that the holiday occurs.

In the event of any weather condition that could cause hazardous or risky travel conditions, students should use good judgment concerning whether to attend class at their campus.

DIRECTED STUDY

A directed study course is allowed for an individual student due to extenuating circumstances that prevent the student from taking the course in a regularly scheduled classroom setting. The course must be in the student's program of study and is taught by a qualified instructor. Directed Studies are not available to students in their first two courses. Students who previously failed the course require Director of Education approval based on unique and extreme circumstances.

The directed study course follows the standard course syllabus and requires a signed learning agreement between the student and the instructor that defines meeting times and attendance and course requirements and must be approved by the Director of Education. Directed study courses are unavailable for the CDL-A, CDL-B, Nurse Aide, or AAS in Nursing programs, and seminars.

EXTERNSHIP

In the programs that have an externship, it is the final academic course in the program, and upon completion will be awarded a grade of "A" (pass) or "F" (fail). Students will start attending their assigned externship site on the first business day following their final didactic course. All externship site hours are scheduled for completion within six (6) weeks to pass the course and graduate from the program.

Externship schedules should be 40 hours per week. Externship hours are usually available only during the day (including for evening students), are not restricted to regular business hours, and may require distance commutes, different shifts, or weekend work. Students must plan to be available for the externship schedule/location. Externships are unpaid and may not exceed 40 hours per week.

PROGRAM	COURSE HOURS	WEEKS
Administrative Assistant	90	6 weeks
Business Accounting Specialist	86	6 weeks
Business Administration	80	6 weeks
Medical Assistant	178	6 weeks
Medical Billing and Coding Specialist	146 site / 20 certification prep	6 weeks
Medical Office Specialist	140	6 weeks
Pharmacy Technician	168	6 weeks

Students must comply with all health and safety requirements and procedures established by the facility hosting the externship including, but not limited to, any additional requirements such as medical testing, trained skills, background checks, and immunization requirements of the facility. Costs incurred from these requirements are not part of the published tuition or fee charges for the affected programs. Students have the right to decline a site due to additional requirements, although declining a site may delay program completion, and students may be asked to work with the school to find their own site.

Pharmacy Technician externship only: 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 within the first six (6) weeks of enrollment.

ATTENDANCE

Students are expected to attend each class meeting for every scheduled class, and to contact their instructor in advance if they are going to be absent.

The following attendance requirements apply to all diploma and degree programs:

- Attendance records reflecting absences are maintained by the school. Any agency that provides educational financial assistance to a student will receive accurate and complete student attendance and progress information.
- Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
- Completing make-up work does not eliminate a previous absence. If allowed, it may be evaluated for credit. It is the student's responsibility to contact instructors for assignments during the absence, and to be current with schoolwork. Absence from school does not excuse program obligations required for satisfactory academic progress.

ATTENDANCE VIOLATIONS

The following violations apply to all programs (except Cosmetology Operator, Esthetician, and Barber - see separate catalog):

Percent Absent

Students who exceed 20% absence for the scheduled hours in a program of more than 200 hours will be dismissed immediately from school and may not be considered for re-entry for a minimum of three (3) full weeks, but at least one full course period.

Students who exceed 25% absence for the scheduled hours in a program of 41 to 200 hours will be dismissed immediately from school and may not be considered for re-entry for a minimum of three (3) full weeks, but at least one full course period.

Consecutive Days Absent

A student absent for 14 consecutive calendar days (excluding scheduled Spring and Winter breaks) will be dismissed immediately from school and may not be considered for re-entry for a minimum of three (3) full weeks, but at least one full course period.

In an online course, a student will be dismissed from school if a student fails to actively participate and qualify for attendance for 14 consecutive calendar days (excluding scheduled Spring and Winter breaks).

In a seminar course, a student will be dismissed for more than one scheduled class day of absence.

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

AAS in Nursing Program – Additional Attendance Requirements

General Expectations

- Attend all classes, labs, and clinical experiences.
- Arrive on time and equipped to learn.
- Return promptly from breaks and stay until dismissed.
- Students must attend at least 50% of the scheduled hours of the class to be awarded any attendance.
- Late arrival, early departure, or late return from breaks will be tracked.

Course Absence Consequences

- ≥10% absence: Written Warning (classroom/lab).
- 25% absence: Withdrawal from course.

Clinical Experience Absence

- 15 minutes late: Sent home and marked absent for the full day.
- Leave prior to scheduled end of clinical experience: Marked absent for the full day.

MAKE-UP ATTENDANCE

Work for make-up attendance must be approved by the Director of Education in the cases of unique mitigating circumstances. Attendance cannot be earned in advance of the class date and must apply to absence in a single course (current or most recent). Make-up hours are used to determine the last day attended except for the purpose of calculating return to Title IV. In those cases, the last day attended will be the last scheduled day attended. The following requirements apply to make up work for attendance:

1. No more than 5% of the total course time hours for a program may be made up.
2. It is supervised by an instructor qualified for the course being made up.
3. It requires the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.
4. It must occur no later than the final attendance/grade day of the course (Thursday, Friday, Saturday, or Sunday, dependent on the program).
5. It must 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.
6. It must be signed and dated by the student to acknowledge the make-up session (the work completed).
7. Make-up attendance is not available for seminar students.

LEAVE OF ABSENCE ("LOA")

A student may request an LOA (in writing) for specific and extreme circumstances. The requested LOA will be considered for approval only if submitted on or before the beginning date of the leave, and if the school is offering a course needed by the student on the proposed return date. A student is limited to two leaves of absence (including military leaves), to a total of not more than 75 calendar days in a 12-month period (starting on the first day of the first LOA). A student who fails to return from an approved LOA on or before the scheduled and return date will be dismissed from school.

Taking an LOA may alter the student's course sequence and will extend the time in the program. If an LOA extends beyond 30 days, or is taken for a non-medical reason, taking the LOA will reduce a student's grant eligibility. It will likely increase indebtedness to the school due to the reduced grant eligibility. Financial aid eligibility will not only be affected for the period in which the leave is taken but for subsequent grading periods also. The student must continue making in-school payments while on LOA.

Leaves of absence are not available for the CDL-A, CDL-B, AAS in Nursing, or Nurse Aide programs, or seminars.

VOLUNTARY WITHDRAWAL FROM SCHOOL

Students who wish to withdraw from school will notify the Director of Education (or designee), or Registrar, either verbally or in writing. The withdrawal will be effective as of the date of the verbal request, the postmark date on a mailed request, or the send date of an electronic notification. Only the student may request to be withdrawn unless express written authorization is provided to a third-party representative.

NAME AND CONTACT INFORMATION UPDATES

At the time of application for admission, individuals must provide their legal name as it appears on their social security card. After submission of the application for admission, any name changes must be reported in writing to the Registrar. In the case of a legal name change, a copy of the court order for the change must be provided to the Registrar. It is the student's responsibility to inform SCI of any change in address or contact information, or to update address or contact information.

GRADES

Grade	Description	Satisfactory Academic Progress Calculations			Grade Points
		Included in Credits Earned	Included in Credits Attempted	Included in CGPA	
A	**Excellent (90-100)**	**Yes**	**Yes**	**Yes**	**4**
	The student has satisfactorily met course requirements and earned credit for the course.				
B	**Above Average (80 - 89)**	**Yes**	**Yes**	**Yes**	**3**
	The student has satisfactorily met course requirements and earned credit for the course.				
C	**Average (70 - 79)**	**Yes**	**Yes**	**Yes**	**2**
	The student has satisfactorily met course requirements and earned credit for the course.				

F	**Failing (Below 70)**	**No**	**Yes**	**Yes**	**0**
	The student has not satisfactorily met course requirements and must repeat the course for credit.				
W	**Withdrawal**	**No**	**Yes**	**No**	**N/A**
	The student withdraws on or before the last day of a grading period.				
TR	**Transfer Credit**	**Yes**	**Yes**	**No**	**N/A**
	The student passed a similar course at another institution and earned the equivalent of a grade of 'C' or higher.				
Pass	**Pass**	**Yes**	**Yes**	**No**	**N/A**
	The student met the requirements for successful completion of the course				
Fail	**Fail**	**No**	**Yes**	**No**	**N/A**
	The student did not meet the requirements for successful completion of the course				
EXT	**Extend**	**No**	**Yes**	**No**	**N/A**
	The student did not complete the required site hours by the end of the first six-week externship course.				
L	**Leave of Absence**	**No**	**No**	**No**	**N/A**
	Academic leave				
PR	**Proficiency Credit**	**Yes**	**Yes**	**No**	**N/A**
	The student passed a proficiency test to earn credit for the class or is included in an articulation agreement				
R	**Repeated Course**	**No**	**Yes**	**No**	**N/A**
	The grade replaces the prior earned "F" grade (to be replaced by the grade earned in the repeat course)				
RS	**Reverse Start**	**No**	**No**	**No**	**N/A**
	The student discontinued enrollment during the first 21 days of enrollment				
INC*	**Incomplete**	**No**	**Yes**	**No**	**N/A**
	**See note below for incomplete grade applicability*				
X	**Null**	**No**	**No**	**No**	**N/A**
	The course was interrupted and discontinued due to a natural emergency/disaster, or there was administrative error				

** When the student withdraws for non-academic reason: The grade of "I" may be awarded if, 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 student's academic status. Under Title 40, Texas Administrative Code, Section 807.171-175, a student receiving a grade of "I" is permitted to re-enroll in the program during the 12-month period following the date the student withdraws to complete incomplete subjects without payment of additional tuition.*

Students whose enrollments are cancelled prior to posting attendance do not receive a grade.

GRADES - AAS IN NURSING

Grade	Description	Satisfactory Academic Progress Calculations			Grade Points
		Included in Credits Earned	Included in Credits Attempted	Included in CGPA	
A	**Excellent (90-100)**	**Yes**	**Yes**	**Yes**	**4**
	The student has satisfactorily met course requirements and earned credit for the course.				
B	**Above Average (80 - 89)**	**Yes**	**Yes**	**Yes**	**3**
	The student has satisfactorily met course requirements and earned credit for the course.				
C	**Average (74.5 - 79)**	**Yes**	**Yes**	**Yes**	**2**
	The student has satisfactorily met course requirements and earned credit for the course.				
F	**Failing (Below 74.5)**	**No**	**Yes**	**Yes**	**0**
	The student has not satisfactorily met course requirements and must repeat the course for credit.				
W	**Withdrawal**	**No**	**Yes**	**No**	**N/A**
	The student withdraws on or before the last day of a grading period.				
TR	**Transfer Credit**	**Yes**	**Yes**	**No**	**N/A**
	The student passed a similar course at another institution and earned the equivalent of a grade of 'C' or higher.				
PR	**Proficiency Credit**	**Yes**	**Yes**	**No**	**N/A**
	The student passed a proficiency test to earn credit for the class or is included in an articulation agreement				
R	**Repeated Course**	**No**	**Yes**	**No**	**N/A**
	The grade replaces the prior earned "F" grade (to be replaced by the grade earned in the repeat course)				
RS	**Reverse Start**	**No**	**No**	**No**	**N/A**
	The student discontinued enrollment during the first 21 days of enrollment				
INC*	**Incomplete**	**No**	**Yes**	**No**	**N/A**
	**See note above for incomplete grade applicability*				

X	Null	No	No	No	N/A
	The course was interrupted and discontinued due to a natural emergency/disaster, or there was administrative error				

GRADE APPEALS

Students who disagree with the final grade earned may:

1. Discuss with the instructor within three (3) calendar days after grades are final; or
2. Appeal the grade with the Director of Education within five (5) calendar days after grades are final.

The Director of Education will review the reasons for the appeal and make a final determination within two (2) calendar days of receiving the student's appeal. The Director of Education's determination will be final.

REPEATING A COURSE

When a student takes the same course more than once, all grades assigned remain on the student's transcript, but only the latest grade earned is included in the cumulative grade point average calculation. All courses count as credits attempted toward Maximum Time Frame (MTF). Students will not be charged for repeat courses (except in the AAS in Nursing program and seminars).

Final grades are available for students to view in the student portal at the end of each course. It is the student's responsibility to review his/her grades for accuracy during the course and at the end of each grading period.

SEMINAR GRADES

Trades seminar courses are pass / fail, and students must earn a minimum of 70% to pass the seminar course. CDL seminars require a minimum of 80% to pass the seminar course. The Nursing Pathway Seminar only will be awarded letter grades as indicated below:

Grade	Description	Grade Points
A	**Excellent (90-100)**	**4**
	The student has satisfactorily met course requirements and earned credit for the course.	
B	**Above Average (80 - 89)**	**3**
	The student has satisfactorily met course requirements and earned credit for the course.	
C	**Average (70 - 79)**	**2**
	The student has satisfactorily met course requirements and earned credit for the course.	
F	**Failing (Below 70)**	**0**
	The student has not satisfactorily met course requirements and must repeat the course for credit.	

PROGRESS EVALUATIONS

Final grades are available for students to view in the student portal at the end of each course. It is the student's responsibility to review his/her grades for accuracy during the course and at the end of each grading period.

SATISFACTORY ACADEMIC PROGRESS ("SAP")

Title IV financial aid recipients must maintain satisfactory academic progress in their program. The academic factors reviewed at specified evaluation points (generally, every six weeks for most programs) to determine if a student is meeting SAP requirements are qualitative (cumulative grade point average) and quantitative (rate of progress determined as a ratio of credits earned to credits attempted). Students must meet **both** benchmarks at each evaluation point and must be able to complete their program of study within maximum time frame, which is defined as 1.5 times the published length of the program as measured in credit hours. These SAP requirements do not apply to clock hour programs or seminars.

SAP BENCHMARKS	QUANTITATIVE	QUALITATIVE
% of Total Program Credits Attempted	Minimum ROP needed for SAP MET status	Minimum GPA needed for SAP MET status
<33.00%	50.00%	1.5
33.00% to 49.99%	60.00%	2.0
50.00% and above	66.66%	2.0

SAP FOR THE CDL-A and CDL-B PROGRAMS

The CDL-A program is taken on a Pass/Fail basis. Students must achieve a minimum of 80% 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. A student who fails a unit will be placed on academic probation for the following unit. The school will advise the student placed on probation prior to the student starting the next unit. 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 will be dismissed from school.

Maximum time frame (MTF) for the CDL-A program is 24 weeks in program to complete. A student who fails two units will be dismissed for exceeding MTF. Maximum time frame (MTF) for the CDL-B program is 9 weeks in program to complete.

MAXIMUM TIME FRAME

Maximum time frame (MTF) for a credit hour program is 1.5 times the credit hours, and 1.5 times the clock hours for a clock hour program. If, at any point, the school determines that the student cannot complete the program in the MTF allowed, the student will be dismissed from school and when applicable, will lose eligibility for Title IV financial aid.

SAP BENCHMARK STATUSES

Academic and Financial Aid Warning (AFAW)

The first time a student fails to meet one or both SAP benchmarks the student will be notified and placed on AFAW status for one evaluation period, during which the student will remain federal financial aid eligible. A student in this status will be advised, and the terms of AFAW improvement plan will be documented and maintained in the student's file.

Financial Aid and Academic Probation (AFAP)

A student who does not meet one or both SAP measurements for a second consecutive evaluation period will be dismissed from school. With a successful dismissal appeal, the student will be placed on Academic and Financial Aid Probation, retaining federal financial aid eligibility. The student must agree to an academic plan supporting the student's path to satisfactory academic benchmarks by the end of the subsequent evaluation period. A student will be reinstated to good standing at the end of the evaluation period upon meeting both SAP benchmarks. If the student does not meet the terms of the plan, the student will be dismissed from school.

SAP APPEALS

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, or a minimum of six weeks, whichever is longer, has passed. To file an appeal, a student must complete the SAP Appeal Form available from the Director of Education.

The SAP appeal must include the reasons for poor academic performance and the ways in which these reasons have been mitigated. 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 circumstances.

If the SAP Appeal is denied, the student will be dismissed from SCI. If the SAP appeal is approved, SCI will place the student on AFAP and provide an academic plan for the student to ensure that the student can return to good standing in the plan's timeframe. The plan will include academic advising, and strategies/resources to support student success. If at any evaluation point the student fails to meet the terms of the plan, the student will be dismissed. 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. A student on AFAP is eligible for financial aid while the terms of the plan are met.

APPEAL DUE TO EXCEEDING MAXIMUM TIME FRAME

At the point at which a student cannot complete a program within the MTF, the student will be dismissed from school and lose Title IV financial aid eligibility. A student dismissed for exceeding MTF may appeal to re-enter to a program by requesting the SAP appeal process. They may submit a re-entry SAP appeal to return to a start date at least six (6) weeks (two full course periods) after the prior LDA. If the campus approves the student's re-entry appeal and the student agrees to an academic plan, the campus will then submit an escalated appeal request.

If the escalated appeal request is approved, the student will be allowed a single attempt to re-enter and complete the program. The same process will apply if the student wishes to re-enter to a different program from which he/she exceeded MTF. The student will be responsible for working with the financial aid department to determine program payment. If the student fails to meet any academic plan requirement, the student will be dismissed from school with no further appeals. If the escalated appeal is denied, the student may not return to complete the program. The escalated appeal determination is final.

STUDENT CODE OF CONDUCT

The SCI Student Code of Conduct (Code) standards promote individual and social responsibility and establish the school's authority to fairly enforce responsive disciplinary actions. The goal of the Code is to maintain the highest standards of a safe campus environment and promote a positive, professional learning experience for all students, faculty, and staff. Students are expected to behave professionally, courteously, and in a manner consistent with the Code.

Students who commit misconduct, exhibit a lack of integrity (e.g., cheating or falsification of attendance), or exhibit inappropriate behaviors will be subject to disciplinary action. A committee of no less than the Director of Education and one other Director or instructor will determine the outcome of the consideration. Should the violation occur on an externship or clinical site, the Director of Career Services will serve as the second Director on the Code of Conduct committee. The determination will be documented in the student's permanent academic file. If the student disagrees with the determination, he/she may follow the grievance procedure in this catalog (start with step 3).

The committee's determination may lead to the suspension or dismissal of the student. Suspension is temporary and for a relatively short, defined timeframe during which absences from class will be tracked and included in the calculation of absence percentage. A student who is dismissed is withdrawn from school and will have to appeal to be considered for re-entry to school.

All Code of Conduct requirements apply to all SCI students, whether attending on-campus, online, or externship classes. Additionally, every student is subject to federal and state laws, as well as county and city ordinances. Students on externship are also subject to any site workplace rules and requirements.

An offense related to a person is committed when a student:

- Acts in a manner to interfere with another student's right to gain an education.
- Fails to respect the privacy of other members of the class and other students.
- Fails to respect the diversity of opinions among the instructor and members of the class and respond to them in a courteous manner.
- Intentionally or knowingly, without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
- Threatens by any means, intimidates, or uses physical or sexual force in a manner that endangers the health or safety of another person, or which reasonably causes another person to be fearful of physical or emotional harm.
- Engages in harassing or bullying behaviors toward another person.
- Engages in any activity related to other persons that is prohibited by law or court order.
- Engages in vulgarity, foul language, and/or lack of respect for peers, instructors, and/or SCI staff members.

An offense related to the operation of SCI is committed when a student:

- Engages in illegal, obscene, or indecent conduct on SCI property, in a SCI virtual classroom, at an extension site such as externship, or at a SCI-sponsored event.
- Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or the authorization of appropriate SCI officials.
- Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or SCI.
- Intentionally or negligently damages or destroys property owned by, or in the possession of, another person or SCI.
- Engages in solicitation in or on SCI property, or involving the use of SCI property, unless such solicitation is approved by appropriate SCI officials.
- Intentionally acts to impair, interfere with, or obstruct the orderly conduct processes and functions of SCI.
- Violates the Internet Access and Usage policy.
- Enters or uses SCI facilities, property, or equipment without consent or authorization.
- Commits a computer-related offense.
- Acts in a manner that brings the name or reputation of SCI into disrepute.
- Smokes/uses e-cigarettes or tobacco dip in the building or within 25 feet of any entrance.

An offense related to welfare, health or safety is committed when a student:

- Misrepresents their criminal conviction history to SCI.
- Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, illegal chemical or biological agents or other dangerous articles or substances injurious to persons or property.
- Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on SCI property.
- Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facility when a fire alarm is activated.
- Fails to comply with directions of School personnel acting in the performance of their duties.
- Fails to leave a building, streets, walks, driveways, or other facilities of SCI when directed to do so by a SCI official having just cause to do so.
- Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
- Is charged with, or convicted of felony violent criminal or sex offenses such that the school administration determines that the continued presence of the student would constitute a threat or danger to the students, faculty, or staff of SCI.
- Doesn't report such a conviction to the school within ten (10) days of receiving the conviction.
- Is charged with, or convicted of, a violation of the SCI Alcohol and Drug policy.

DRUG & ALCOHOL-FREE SCHOOLS

All campuses are designated as drug- and alcohol-free. Upon enrollment and annually, the school will provide each student with the SCI Drug and Alcohol Prevention Program policy containing information on the penalties associated with drug-related offenses (located on the SCI Website: https://scitexas.edu/consumer-info/). The possession, sale, furnishing, or use of alcohol or controlled substances on campus is prohibited.

In compliance with the Drug Free Schools and Communities Act of 1989, SCI provides the following information regarding the use of illicit drugs and the abuse of alcohol in its Policy on Alcohol and Drugs:

1. SCI disciplinary actions (internal sanctions),
2. Applicable local, state, and federal laws (external sanctions),
3. Health risks associated with the use of drugs and abuse of alcohol, and
4. Drug/alcohol counseling and rehabilitation programs.

A student that violates the SCI prohibition on controlled substances or alcohol is subject to disciplinary action up to and including immediate suspension or dismissal from SCI, and legal implications including criminal prosecution, fine and/or imprisonment. Potential readmission is subject to the Campus Director's approval.

The Student Code of Conduct specifically prohibits the following:

Alcohol - Use, consumption, possession, furnishing, manufacturing, or distribution of alcoholic beverages, open containers, or public intoxication is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

Drugs - Use, transmission, possession, or attempts to do any of these previous acts, or be under the influence of any controlled substance or dangerous drug as defined by law, abusable glue, aerosol paint, or any other volatile chemical substance for inhalation, performance-enhancing substance including steroids, any designer drug, or any intoxicant or mood-changing, mind-altering, or behavior-altering drug, is prohibited on campus or off premises at an SCI-sponsored activity, function, or event. The transmittal, sale, or attempted sale of what is represented to be any of the before-listed substances shall also be prohibited under this policy.

Illegal Substances/Drugs - Use, possession, sale, manufacturing, or distribution of narcotics or other controlled substances except as expressly permitted by law. Any drugs and or paraphernalia found to be in the students' possession will be the student's possession whether he or she has purchased or furnished the items in question. Items confiscated will not be returned. Illegal use includes:

a. Illegal or improper use of prescription medicines including steroids. All prescription medicines must be kept in their original bottle and must have the prescription from the doctor noted on the bottle.
b. Possession of drug paraphernalia, including but not limited to water pipes, scales, needles, clips, rolling papers, bongs etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade, even as props for filming.
c. Legal substances used in an improper manner (e.g., ingesting a cleaning chemical, inhaling other chemical substances for the purpose of intoxication).

PLAGIARISM POLICY

Plagiarism is defined as the act of using words and/or ideas from another person or source without giving proper acknowledgment to that person or source.

A student plagiarizes by:

- Submitting someone else's work as their own
- Copying words or ideas from someone else without giving credit by using proper in-text citations and a works cited page.
- Failing to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page.
- Submitting work in which the student's ideas and content contribution constitute less than 40% of the work, even when including proper in-text citations.

Plagiarism will result in a failing grade for the assignment and may result in dismissal from school.

ACADEMIC ADVISING

Students' educational progress, including grades, attendance, and conduct, are reviewed on a regular basis. The school provides tutoring and academic advising for students who are experiencing academic difficulties. These students receive an advising that helps them to identify their obstacles and challenges and provides strategies to support improvement and success.

DRESS CODE

On-Campus Classes

Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance that would be expected in the student's career field. When attending classes at the campus in programs that provide scrubs/uniforms, smocks or shirts, students must wear their unaltered, appropriately sized school-issued uniforms. Personal protective equipment (PPE) must be worn in the labs as required.

Students found in violation of the dress code, whether on campus or online, will be subject to disciplinary action.

ALLOWED (program-specific)	**NOT ALLOWED**
Uniforms issued by the school – well-fitting appropriate size	Non-SCI scrubs
Neat, clean, and free of wrinkles	Wrinkled, dirty, stained, torn
Lab jacket	Hoodies, sweatshirts, other jackets (unless class is held outside)
T-shirts: solid color, short- or long-sleeve	T-shirts: embellished, no text (words) or images, tank top
Shirts/Blouses/Skirts/Dresses: business attire	Unprofessional attire; no crop-tops
Pants must be clean, fit properly and appropriate length, and be in good condition.	Extra-long or sagging pants, shorts, ripped/torn jeans
Closed-toe shoes or tennis shoes (preferably non-cloth in lab)	Sandals, flip-flops, or Crocs with holes
Adornments	
Jewelry – minimal, no dangling earrings. Earlobe gauges must be in a neutral color.	Large hoop or dangling earrings, spike, bar or extreme pierced cartilage jewelry, necklaces, bracelets.
Jewelry in piercings sufficiently small and unobtrusive to not interference with the student's ability to function or academically perform.	Jewelry in piercings (oral and dermal) that may impede classroom or lab safety, or the student's ability to academically perform, must be removed.
Tattoos in the classroom setting. * *Students will be required to follow the externship/clinical site dress code regarding tattoos (this may include having to completely cover all visible tattoos.)	Tattoos that include images or words that may be offensive or vulgar to others (at the discretion of the Campus Director).
Personal Hygiene	
Fingernails – clean, short, smooth, unchipped polish	False/pointed/enhanced (length) nails
Hair – natural tones, clean, neat, off the collar and all pulled back from the face. Long hair secured in the back.	Unnatural hair colors, unsecured hair Head coverings such as hats, caps, or bandanas
Beards/mustaches neat and closely trimmed	Any extreme facial hair
Makeup – minimal, natural-looking, professional	Extreme or dark colors, heavy make-up
Clean, no heavy scent	Offensive body odor, cigarette smells, heavy cologne, or after-shave

Additional programmatic dress code requirements may apply. Additional dress code requirements for students in the AAS in Nursing program are included in the Nursing Student Handbook.

All student attire must be tasteful in appearance and conducive to the educational and public-facing environments. Students on externship must comply with the dress code requirements at the site.

Live Virtual Classes

Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance on camera.

ALLOWED	**NOT ALLOWED**
Neat and clean appearance and grooming	Unkempt hair, wrinkled/torn clothing
T-shirts: solid color, short- or long-sleeve	T-shirts: embellished, no text (words) or images, tank top
Shirts/Blouses/skirts/dresses/pants: business attire	Unprofessional attire, no loungewear, or pajamas

GRADUATION REQUIREMENTS

Students must meet the following diploma/degree requirements to graduate from the program:

- Students must successfully complete all courses in the program of study within the allowable maximum time frame.
- Transfer of credit from another institution or proficiency credit may be used to qualify as successful completion of a course. A minimum of twenty-five percent (25%) of credit hours must be completed at SCI.
- A student must earn a cumulative grade point average of 2.0 for all course work completed at SCI.

Graduation ceremonies are typically held twice per year. Students complete an application to graduate and be approved to participate.

STUDENT SERVICES

STUDENT RESOURCES

The student services department is dedicated to assisting students in meeting their educational goals. The following list is some of the student services that are available:

- Tutoring (may be initiated by the student or the instructor)
- Attendance Advising
- Academic Advising

SCI does not provide housing or dormitories.

SCI also provides students with referrals and contact information for community resources helping with needs such as the following.

- Housing
- Childcare
- Employment
- Transportation
- Mental health services
- Alcohol and drug counseling

CAREER SERVICES

Career Services are available for both graduates and active students. Attention is given to matching graduates with prospective employers and positions that are compatible with their entry-level career goals, qualifications, and experience. **SCI does not guarantee employment or a specific starting salary upon graduation, completion, or withdrawal from SCI.**

Career Services staff:

- Strive to meet with every student prior to graduation for an exit interview that includes the development of a customized job search profile, creation of a marketable entry level resume and a mock interview assessment.
- Provide resume writing assistance, interview preparation, and advising on professional development and job search skills.
- Maintain an engaged presence in the local community and positive relationships with employers to be an advocate for students and graduates and assist in the interview and hiring process.
- Share best practices for establishing a professional identity in social media which includes professional networking sites, job boards, and affinity groups with an emphasis on quality content and ethical conduct.

After graduation, graduates not yet employed in their field of training are expected to actively search for training-related employment, and to remain in close contact with Career Services. SCI reserves the right to contact a graduate's employer by telephone, e-mail, social media, texting, or postal mail to verify graduate employment information. Securing employment upon graduation is the responsibility of the student.

LEARNING 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.

NOTIFICATIONS

STUDENT GRIEVANCE PROCEDURE

The SCI grievance procedure provides a prompt, equitable, and impartial process for resolving student grievances**.** It is available to any student who believes that a school decision or action, or the action of another student or third party, has adversely affected his or her status, rights, or privileges at SCI. This process will be followed to resolve the grievance reasonably and impartially.

Student grievances will be addressed confidentially, unless maintaining confidentiality impedes the ability to investigate the attempt to address the student's concerns. Information will be shared only with those necessary when attempting to resolve the concerns. No reprisals of any kind will be made by any party or by any member of the SCI administration against any party involved.

During this grievance procedure it may be determined that discrimination, retaliation, or a code of conduct violation has occurred, or an inappropriate academic decision has been made. If so, the adverse academic decision may be reversed, and appropriate corrective and remedial action may be taken up to termination of employment for an SCI faculty or staff member, dismissal of a student, or termination of the relationship with a third party. Training for supervisors, employees, and/or students, may be implemented to prevent a reoccurrence.

The e-mail addresses to be used for reporting grievances to the Directors of Education and Campus Directors are:

Campus	Director of Education E-mail	Campus Director E-mail
Austin	Austin.DOE@scitexas.edu*	Austin.CD@scitexas.edu*
Brownsville	Brownsville.DOE@scitexas.edu	Brownsville.CD@scitexas.edu
Corpus Christi	CorpusChristi.DOE@scitexas.edu	CorpusChristi.CD@scitexas.edu
Harlingen	Harlingen.DOE@scitexas.edu	Harlingen.CD@scitexas.edu
Pharr	Pharr.DOE@scitexas.edu	Pharr.CD@scitexas.edu
San Antonio North	SanAntonio-North.DOE@scitexas.edu	SanAntonio-North.CD@scitexas.edu*
San Antonio South	SanAntonio-South.DOE@scitexas.edu	SanAntonio-South.CD@scitexas.edu
Waco	Waco.DOE@scitexas.edu	Waco.CD@scitexas.edu

** Students enrolled in distance education programs included, as program-applicable.*

1. Students may notify the Director of Education of grievances/complaints involving another student or a third party by using the email address above. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.
2. If the student has attempted unsuccessfully to resolve a grievance/complaint directly with a school employee, the student should then bring the concerns to the Director of Education. The Director of Education will investigate the claim and attempt to resolve the issue. Resolution may include a mediated conversation between involved parties.
3. Grievances/complaints not resolved with the Director of Education may be escalated to the Campus Director by submitting a written statement to the Campus Director email address above. The written statement includes:
   - The student's specific concerns or allegations
   - The date that the student met with the SCI faculty or staff member as outlined in Step 1 above (if applicable)
   - The outcome of the meeting with the SCI faculty or staff member as outlined in Step 1 above (if applicable)
   - The date that the student met with the Director of Education as outlined in Step 2 above.
   - The outcome of the meeting with the Director of Education or staff member as outlined in Step 2 above.
   - The outcome that the student seeks.

Within five (5) calendar days of receipt of the student's written statement, the Campus Director will:

- Meet with the student to discuss the grievance, and
- Investigate and conduct a hearing to give all parties an opportunity to present evidence and provide statements relevant to the matter.

The Campus Director will provide a written decision providing findings, conclusions, and reasoning within three (3) calendar days after the hearing. A written copy of the decision will be provided to the student in person or by email. The student's original written complaint and the Campus Director's decision will be retained in the files of all parties involved (faculty files for faculty and academic files for students).

If, after following the process above (or when circumventing the process) a student remains unsatisfied with the outcome, and wishes to escalate their concerns further, the student may then direct their grievance and requests to:

Southern Careers Institute
Attn: Compliance
1700 Directors Blvd, Ste. 800
Austin, TX 78744
(512)-437-7500
compliance@scitexas.edu

The student may also contact:
The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

A student in a diploma program may also file a complaint with:
Texas Workforce Commission
Career Schools and Colleges
101 E. 15th Street
Austin, TX 78778-0001
(800) 628-5115
https://www.twc.texas.gov/partners/career-schools-colleges-resources

A student in the AAS in Nursing program may also file a complaint with:
Texas Board of Nursing
Enforcement
1801 Congress Avenue, Suite 10-200
Austin, TX 78701
(512) 305-6838
complaints@bon.texas.gov

A student in a degree program may also file a complaint with:
Texas Higher Education Coordinating Board ("THECB")
Office of General Counsel
P. O. Box 12788
Austin, TX 78711-2788
StudentComplaint@thecb.state.tx.us transfer

All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities will also include a signed Authorization to Disclose Medical Record Information form.

A student who is not a resident of Texas may also file a complaint with:
The National Council for State Authorization Reciprocity Agreements (NC-SARA) provides students with access to distance education programs across state lines. If a student believes that an NC-SARA regulation has been violated may submit a complaint to:

https://nc-sara.org/student-complaints

CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state regarding registered sex offenders. Information may be requested from the Department of Public Safety about convicted sex crime offenders. The internet sources for public record information on sex offender registrations in Texas are https://publicsite.dps.texas.gov/SexOffenderRegistry or https://www.dps.texas.gov/section/crime-records.

The Campus Sex Crimes Prevention Act also requires that sex offenders who are required to register in the state to provide notice of each institution of higher education in the state at which the offender is employed, enrolled, or carries on a vocation. SCI recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, SCI does not disseminate sex offender registry information to students. SCI will work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

SEXUAL HARASSMENT

SCI is committed to maintaining a learning environment that is free from inappropriate conduct based on sex. It is SCI's policy to provide an educational and working environment for its students and staff that is free from sexual harassment. Sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Any student who thinks that he or she has been subjected to sexual harassment misconduct by another student, member of the faculty or staff, or a campus visitor or contractor, is encouraged to immediately file a complaint through the Title IX process.
Sexual Harassment is conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to a SCI education program or activity,
- An employee of the school conditioning the provision of an aid, benefit, or service of SCI on an individual's participation in unwelcome sexual conduct, or
- Sexual assault (including fondling, incest, rape, or statutory rape), dating violence, domestic violence, or stalking as those terms are defined in the Violence Against Women Act (VAWA).

TITLE IX PROCESS

Anyone who believes they are the victim of sexual harassment has the option to file a complaint with the SCI's Title IX Coordinator if the harassment involves a student or employee, visitor, or contractor of the school. A formal complaint is made by the written submission of complete documentation of an alleged sexual harassment incident(s) to the Title IX Coordinator.

Documentation must include:

- Date(s) and time(s) of the alleged incident(s);
- Location and names of individuals involved in the alleged incident(s);
- Specific details of what happened and resulting effects related to the incident(s);
- Names of any witnesses to alleged incident(s);
- Any action taken following the incident(s);
- A physical or digital signature of the Complainant. A Formal Complaint may not be filed anonymously. The grievance process requires that the Complainant's identity must be disclosed to the Respondent.

Title IX Coordinator

The person with authority to initiate investigation of the complaints of sexual harassment process and ensure equitable, non-biased treatment of all parties. The Title IX Coordinator must not have a conflict of interest or bias toward either the Complainant or the Respondent.

Linda Bates
Director of Compliance
1701 Directors Blvd., Suite 800
Austin, TX 78744
512-437-7500
compliance@scitexas.edu

Students may also contact the U.S. Department of Education, office for Civil Rights to complain of a sex discrimination or sexual harassment including sexual violence; see: https://www.hhs.gov/civil-rights/filing-a-complaint/complaint process/index.html

NON-DISCRIMINATION POLICY

SCI does not deny admission or discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, veteran's status, or sexual orientation. SCI does not make pre-admission assumptions or inquiries regarding an individual's disability.
SCI admits students of any race, color, national and ethnic origin or other protected characteristics to all rights, privileges, programs, and activities generally made available to students, and is non-discriminatory in its administration of educational policies, scholarship and loan programs, and other school-administered programs.

In addition, the institution complies with the Civil Rights Act of 1964, related Executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990, and all applicable state civil rights laws.

Questions regarding the ADA or Section 504 should be directed to:

ADA/Section 504 Coordinator
Jody Cohen
Vice President of Compliance
compliance@scitexas.edu

INTERNET ACCESS AND USAGE POLICY

The use of SCI internet access equipment is intended for SCI-related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by SCI. Distribution of confidential information about staff members, customers, and SCI is strictly prohibited.

SCI reserves the right to audit information that is accessed through the Internet to ensure that non-business-related use of SCI equipment does not impact business needs. Personal use of the Internet is limited and supervised.

SCI does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law. SCI prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

DISTANCE EDUCATION IDENTITY VERIFICATION AND PRIVACY

All instructors and students are assigned a user ID in the Learning Management System (LMS), and each will create an alphanumeric password that will be a unique identifier in the distance learning environment. The purpose of this identification is to enable the security of data processing in maintaining student records. Multifactor authentication is utilized to verify and reinforce the identity of staff and student when accessing the LMS.

This combination of user ID and password identifies faculty and students to the system on each subsequent course visit. To maintain a secure distance learning environment, users will:

- Accept responsibility for the security of their personal passwords.
- Maintain student information separate from others within the LMS and protected from outside intruders.
- Protect faculty information from student views within the LMS and from outside intruders.
- Disclose a password compromise to college staff as soon as possible.

In addition to these requirements, online faculty and staff shall maintain familiarity with FERPA regulations and may not disclose confidential student information in an unauthorized manner. All student information in the LMS is confidential and access is granted to a limited number of administrators only.

NOTICE OF SCI POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and photocopying, may subject students and individuals to civil and criminal liabilities. Almost all the music, movies, television shows, software, games, and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, and news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software, and other copyrighted materials is likely not to be considered a 'fair use" and may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

SCI's policies regarding copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. SCI's policies prohibit use of the SCI computer network and instructional equipment to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission).

NOTIFICATION OF RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" 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 arrange 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 the 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their 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:

    U.S. Department of Education
    Student Privacy Policy Office
    400 Maryland Avenue, SW
    Washington, DC 20202-8520
    https://studentprivacy.ed.gov/file-a-complaint

FERPA permits the disclosure of education records, without the 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 require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A post-secondary 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 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, 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.
- In compliance with FERPA and the Buckley Amendment, SCI gives notice that the following types of "directory information" may be released to the public and agencies without the written consent of the student: the student's first name, last initial, program of study, and graduation date.

  If a student does not want their 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.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the public, the 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 them. 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.

ANNUAL SECURITY REPORT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (the "Clery Act"), SCI publishes an Annual Security Report ("ASR"). The ASR contains information and crime statistics for the previous three calendar years regarding crimes that occurred on campus and on public property within, or immediately adjacent and accessible to the campus. The report also contains information regarding campus security and personal safety topics such as crime prevention, fire safety, crime reporting policies, the Policy on Alcohol and Drugs, and other information related to safety and security. The ASR is available to students on SCI's website at https://scitexas.edu, accessed using the Campus Crime Report hyperlink.

Pursuant to Section 30.06, Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411 Government Code (concealed handgun law), may not enter any campus property with a concealed handgun (Tex. Penal Code Ann. § 30.06©(3)).

PERSONAL PROPERTY

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

ARBITRATION AND WAIVER OF JURY TRIAL DISCLOSURE

Southern Careers Institute ("SCI") utilizes binding arbitration to resolve most disputes with students. Except as otherwise provided by law or noted in the sections below, any dispute between a student and SCI, including its parent entities, subsidiaries, officers, directors, or employees, or any dispute that SCI may bring against a student, shall be resolved through final and binding arbitration rather than through litigation in court.

Arbitration shall be administered by the American Arbitration Association (AAA) under its Consumer Arbitration Rules and decided by a single arbitrator. Arbitration hearings will be conducted in the city where the SCI campus attended by the student is located.

Borrower Defense to Repayment Claims

In accordance with U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f), SCI does not rely on pre-dispute arbitration agreements or waivers of the ability to participate in class action lawsuits to limit a student's ability to bring certain claims.

Specifically:

1. SCI will not use any arbitration agreement to prevent a student from bringing a lawsuit in a court of law related to the making of a Federal Direct Loan or the educational services provided by SCI for which the loan was obtained.
2. SCI will not use any agreement to prevent a student from participating in a class action lawsuit in a court of law based on such claims.
3. Whether a claim falls into this category will be determined by a court of competent jurisdiction, not an arbitrator.

These provisions apply only to claims related to the making of a Federal Direct Loan or to the provision of educational services for which the loan was obtained.

NC-SARA Complaint Process Exception

For students enrolled in distance education programs under the State Authorization Reciprocity Agreement (SARA), SCI will not enforce its arbitration agreement for complaints that fall within the scope of the SARA Policy Manual and that are submitted through the SARA student complaint process.

Students who qualify under this provision may submit complaints through their home state's SARA portal agency. Additional information about this process and links to file complaints are available at: https://nc-sara.org/sara-student-complaints-0.

Waiver of Jury Trial

By enrolling in SCI, students acknowledge that disputes subject to arbitration under this policy will not be resolved through litigation in a court of law and that the right to a trial by jury is waived for such disputes.

RECORDS RETENTION AND MAINTENANCE

Admissions material submitted to SCI becomes property of SCI. Originals, except for diplomas or foreign transcripts, will not be returned to the student. An admission file will be considered complete if the material required for enrollment has been received. In accordance with SCI policy, admissions applications and supporting documentation for students who applied, but did not start, will be retained for a period of one year. Transcripts are kept indefinitely.

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, third party access to records or copies of the documents therein will not be permitted without written consent of the student. Validation of written consent will be required prior to the release of information in the record. A reasonable period (not to exceed 5 business days) may take place before records are available.

PROGRAMS – ASSOCIATE OF APPLIED SCIENCE DEGREE

The following program of study is approved and regulated by the Texas Higher Education Coordinating Board, 1200 East Anderson Lane, Austin, TX 78722, the Texas Workforce Commission, Career Schools, 101 East 15th Street, Austin, Texas 78778-0001, and the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Ste. 325, Atlanta, Georgia 30350, (800) 917-2081

Credit hours for certificate, associate, or diploma programs are converted using the following method:

- One quarter credit is awarded for each 10 clock hours of lecture.
- One quarter credit is awarded for each 20 clock hours of laboratory.
- One quarter credit is awarded for each 30 clock hours of externship.

All courses are designated as one of three types:

Ground – a course conducted 100% face-to-face on campus (or designated location) with synchronous work and attendance.

Virtual – a course that may be any combination of live virtual, face-to-face on campus, and asynchronous work.

Online – a course conducted 100% asynchronously virtual, with no live virtual component.

Synchronous – training is face-to-face, whether in person or in a virtual environment (such as Zoom®). Attendance is quantified by presence in the training.

Asynchronous – training is self-directed and has no live/face-to-face component. Attendance is quantified by achieving the defined activity benchmark.

Associate of Applied Science degree programs are delivered via distance education (online).

NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES

Associate of Applied Science in Computer Science Management

Associate of Applied Science in Healthcare Management

Associate of Applied Science in Management

Associate of Applied Science in Nursing

ASSOCIATE OF APPLIED SCIENCE IN COMPUTER SCIENCE MANAGEMENT

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Create computer programs to access and analyze data.
- Demonstrate ethical standards for computer professionals.
- Use critical thinking and problem-solving skills to create computer programs.
- Demonstrate foundational and object-oriented programming skills.

The Associate of Applied Science in Computer Science Management program is offered via distance education delivery. The AAS in Computer Science Management equips students with the required technical skills and introduces students to application development, theory, and design for computer systems. This program teaches students to develop algorithms using computational theory and the use of operating systems, compiler design, and software engineering with applied projects and analysis.

Graduates may qualify for a variety of jobs, including front end web developer, back-end web developer, full stack developer, computer support specialist, computer programmer, and network and computer systems administrator.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CSV103	Customer Service		40 / 0 / 0	4.0
MAC103	Communication		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
CIS196	Computer Fundamentals		40 / 20 / 0	5.0
CIS198	Coding Fundamentals		40 / 20 / 0	5.0
CIS200	Introduction to Computer Science		40 / 20 / 0	5.0
CIS202	Computer Programming-Front End	CIS198	40 / 20 / 0	5.0
CIS204	Security		40 / 20 / 0	5.0
CIS206	JAVA Programming	CIS202	40 / 20 / 0	5.0
CIS208	Database Fundamentals	CIS206	20 / 40 / 0	4.0
CIS210	Data Analytics	CIS208	40 / 20 / 0	5.0
CIS212	Computer Programming-Back End	CIS208	40 / 20 / 0	5.0
CIS214	Cloud Computing	CIS204	40 / 20 / 0	5.0
CIS216	Artificial Intelligence		40 / 20 / 0	5.0
CIS218	Machine Learning	CIS208	40 / 20 / 0	5.0
GEN101	English		60 / 0 / 0	6.0
GEN103	Introduction to Psychology		60 / 0 / 0	6.0
GEN105	Introduction to Biology		60 / 0 / 0	6.0
GEN108	Algebra I		60 / 0 / 0	6.0
		TOTALS	**800 / 280 / 0**	**94**

Total Clock Hours: 1080

Estimated Completion Time: 51 weeks

▸ GR = ground; LV = live virtual; OL = online

ASSOCIATE OF APPLIED SCIENCE IN HEALTHCARE MANAGEMENT

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Plan, establish, and implement policies.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening and electronic media.
- Demonstrate the ability to lead by using team building skills and facilitating collaborative behaviors in the accomplishment of group goals and objectives.

- Demonstrate good work habits, time management and self-discipline.
- Recognize and appropriately respond to ethical, legal, and strategic concerns relating to human resource and organizational management.
- Function within an ethical and legal framework appropriate for a managed care environment.
- Apply business practices to the health care setting.

The Associate of Applied Science in Healthcare Management program is offered via distance education delivery. It provides training in healthcare management for students wishing to strive for promotion opportunities in the healthcare industry.

This program provides a concentrated focus on the critical role of healthcare managers in business operations. Students gain knowledge and skills in organization, effective planning, managing the flow of information in a healthcare facility by scheduling staff and patients, budgeting funds and resources, and seeking ways to improve patient care while meeting the organizational objectives of the healthcare facility. These skills are needed for entry-level jobs on the non-clinical side of medical facilities.

Graduates may pursue careers such as Healthcare Manager, Health Services Administrator, Patient Services Coordinator, and Clinical Coordinator, in a variety of medical settings.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS101	Word Processing		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
OFF102	Office Procedures II		20 / 20 / 0	3.0
JOB103	Career Readiness		20 / 20 / 0	3.0
MAC103	Communication		40 / 0 / 0	4.0
MED130	Anatomy & Physiology I		40 / 0 / 0	4.0
MED131	Anatomy & Physiology II		40 / 0 / 0	4.0
MED132	Medical Terminology		40 / 0 / 0	4.0
MED133	Diseases of the Human Body		10 / 30 / 0	2.5
MED134	Electronic Health Records I		10 / 30 / 0	2.5
MED135	Electronic Health Records II		10 / 30 / 0	2.5
MED137	Medical Insurance & Billing		20 / 20 / 0	3.0
MED136	Medical Law and Ethics		40 / 0 / 0	4.0
BUS110	Management Principles		20 / 20 / 0	3.0
BUS111	Human Resources		20 / 20 / 0	3.0
GEN101	English		60 / 0 / 0	6.0
GEN104	Principles of Sociology		60 / 0 / 0	6.0
GEN105	Introduction to Biology		60 / 0 / 0	6.0
GEN108	Algebra I		60 / 0 / 0	6.0
MGT120	Business Law		20 / 20 / 0	3.0
MGT200	Leadership		20 / 20 / 0	3.0
MGT210	Fundamentals of Healthcare Finance		10 / 30 / 0	2.5
MGT220	Contemporary Issues in Healthcare		60 / 0 / 0	6.0
		TOTALS	**780 / 280 / 0**	**92**

Total Clock Hours: 1060

Estimated Completion Time: 51 weeks

ASSOCIATE OF APPLIED SCIENCE IN MANAGEMENT

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate supervision of other workers.
- Provide guidance in management operations.
- Plan, establish, and implement policies.
- Communicate effectively and professionally in business situations through physical or virtual presence, writing, speaking, listening and electronic media.
- Demonstrate the ability to lead by using team building skills and facilitating collaborative behaviors in the accomplishment of group goals and objectives.
- Demonstrate good work habits, time management and self-discipline.
- Recognize and appropriately responding to ethical, legal, and strategic concerns relating to human resource and organizational management.

The Associate of Applied Science in Management program is offered via both traditional and distance education delivery. It provides training in management for students wishing to pursue an entry-level career in business enterprise, to acquire general business skills for entrepreneurial pursuits, or to strive for promotion opportunities if currently in the field. The training includes general business skills with a focus on accounting and 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.

Students train on computer equipment using 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.

Graduates may pursue careers as supervisors, general managers, office managers, facilities managers, management trainees or service representatives in other fields based on prior education or work experience coupled with this general management degree.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
ACC101	Accounting Foundations		40 / 0 / 0	4.0
ACC102	Accounting II	ACC101	40 / 0 / 0	4.0
ACC105	Bookkeeping	ACC101	20 / 20 / 0	3.0
ACC106	Business Reporting	ACC101	20 / 20 / 0	3.0
ACC111	Payroll	ACC101	30 / 10 / 0	3.5
BUS112	Computerized Financial Reporting	ACC101	20 / 20 / 0	3.0
BUS101	Business Communication		10 / 30 / 0	2.5
BUS123	Business Operations		20 / 20 / 0	3.0
CIS101	Word Processing		20 / 20 / 0	3.0
CIS102	Spreadsheets		20 / 20 / 0	3.0
CIS103	Application Presentation & Sharing		10 / 30 / 0	2.5
CIS114	Introduction to Databases		40 / 0 / 0	4.0
CSV103	Customer Service		40 / 0 / 0	4.0
GEN101	English		60 / 0 / 0	6.0
GEN104	Principles of Sociology		60 / 0 / 0	6.0
GEN105	Introduction to Biology		60 / 0 / 0	6.0
GEN108	Algebra I		60 / 0 / 0	6.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
BUS110	Management Principles		20 / 20 / 0	3.0
BUS111	Human Resources		20 / 20 / 0	3.0
MGT120	Business Law		20 / 20 / 0	3.0

OFF101	Office Procedures I		40 / 0 / 0	4.0
OFF102	Office Procedures II		20 / 20 / 0	3.0
		TOTALS	**760 / 320 / 0**	**92**

Total Clock Hours: 1080

Estimated Completion Time: 45 weeks

▸ GR = ground; LV = live virtual; OL = online

ASSOCIATE OF APPLIED SCIENCE IN NURSING

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate clinical judgement and reasoning as outcomes of critical thinking and a clinical problem-solving process when providing safe nursing care in diverse healthcare environments

AAS in Nursing graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) to enter nursing practice in a variety of healthcare settings. Graduates will be prepared to exercise sound clinical judgment to improve the health of individuals, families, and communities in complex and culturally diverse environments.

Graduates may pursue careers registered nurses.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Clinical Hours	Quarter Credit Hours
Term 1				
GEN101	English 1		60 / 0 / 0	6.0
BIO120	Anatomy & Physiology I		40 / 0 / 0	4.0
BIO120L	Anatomy & Physiology I Lab		0 / 20 / 0	1.0
CLSC2429	Clinical Microbiology in Healthcare		40 / 20 / 0	5.0
GEN108	Algebra I		60 / 0 / 0	6.0
			200 / 40 / 0	**22.0**
Term 2				
BIO122	Anatomy & Physiology II	BIO120	40 / 0 / 0	4.0
BIO122L	Anatomy & Physiology II Lab	BIO120-L	0 / 20 / 0	1.0
NUR201	Foundational Nursing Concepts of Adult Health, Skills I and Clinical	GEN101, GEN108, BIO120, BIO120L, CLSC2949	50 / 50 / 60	9.5
NUR202	Pharmacology		40 / 0 / 0	4.0
NUR203	Health Assessment	GEN101, GEN108, BIO120, BIO120L, CLSC2949	20 / 20 / 0	3.0
			150 / 90 / 60	**21.5**
Term 3				
NUR301	Common Concepts of Adult Health and Skills II		50 / 50 / 0	7.5
NUR302	Clinical Common Medical/Surgical	NUR201, NUR202, NUR203	0 / 0 / 120	4.0
GEN103	Introduction to Psychology		60 / 0 / 0	6.0
NUR303	Mental Health		30 / 0 / 0	3.0
NUR304	Clinical Mental Health	NUR201, NUR202, NUR203	0 / 0 / 60	2.0
			140 / 50 / 180	**22.5**
Term 4				
NUR401	Complex Concepts of Adult Health		50 / 0 / 0	5.0
NUR402	Clinical Complex Medical Surgical	NUR302, NUR304	0 / 0 / 120	4.0
NUR403	Nursing Care of Maternal/Infant/Pediatric		50 / 30 / 0	6.5
NUR404	Clinical Maternal/Infant/Pediatric	NUR302, NUR304	0 / 0 / 60	2.0
			100 / 30 / 180	**17.5**

Term 5				
NUR501	Advanced Concepts of Adult Health and Skills III		50 / 30 / 0	6.5
NUR502	Clinical Advanced Medical Surgical	NUR402, NUR404	0 / 0 / 120	4.0
NUR503	Professional Nursing: Leadership, Culture and Development	NUR402, NUR404	50 / 0 / 0	5.0
NUR504	Clinical Professional Nursing: Leadership, Culture and Development	NUR402, NUR404	0 / 0 / 120	4.0
			100 / 30 / 240	**19.5**

TOTALS	**690 / 240 / 660**	**103.0**

Total Clock Hours: 1590

Estimated Completion Time: 75 weeks

PROGRAMS – DIPLOMA

The following programs of study are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001. Programs are accredited by the Commission of the Council on Occupational Education, www.council.org, 7840 Roswell Rd., Bldg. 300, Suite, 325, Atlanta, Georgia 30350, (800) 917-2081.

Credit hours for certificate, associate, or diploma programs are converted using the following method:

- One quarter credit is awarded for each 10 clock hours of lecture.
- One quarter credit is awarded for each 20 clock hours of laboratory.
- One quarter credit is awarded for each 30 clock hours of externship.

All courses are designated as one of three modalities:

Ground – a course conducted 100% face-to-face on campus (or designated location) with synchronous work and attendance.

Virtual – a course that may be any combination of live virtual, face-to-face on campus, and asynchronous work.

Online – a course conducted 100% asynchronously virtual, with no live virtual component.

Students enrolled at ground campuses may have courses in any of the above modalities.

Synchronous – training is face-to-face, whether in person or in a virtual environment (such as Zoom). Attendance is quantified by presence in the training.

Asynchronous – training is self-directed and has no live/face-to-face component. Attendance is quantified by achieving the defined activity benchmark.

NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES

Administrative Assistant

Business Accounting Specialist

Business Administration

CDL-A

CDL-B

Computer Support Specialist

Cyber Security

Data Science

Electrical Technician

HVAC

Medical Assistant

Medical Billing and Coding Specialist

Medical Office Specialist

Pharmacy Technician

Software Developer

UI/UX Designer

Welding

Nurse Aide

ADMINISTRATIVE ASSISTANT

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate use of various computer applications.
- Demonstrate professionalism in written and oral communication.
- Create documents such as letters, memoranda, and reports.
- Maintain databases.
- Analyze and evaluate information.

The Administrative Assistant program is offered via traditional delivery and distance education delivery. It is designed to prepare graduates for a career in the office environment by providing specialized instruction in computer applications, office procedures, and business communication. Students train on computer equipment utilizing software to learn to create documents such as letters, memoranda, and reports, and databases used for management, and analysis and evaluation of information. Students also receive instruction in the techniques of finding and retaining a job.

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

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
ACC101	Accounting Foundations		40 / 0 / 0	4.0
BUS101	Business Communication		10 / 30 / 0	2.5
CIS101	Word Processing		20 / 20 / 0	3.0
CIS102	Spreadsheets		20 / 20 / 0	3.0
CIS103	Application Presentation & Sharing		10 / 30 / 0	2.5
CIS104	Integrated Applications		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
KEY102	Keyboarding II	KEY101	10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
OFF102	Office Procedures II		20 / 20 / 0	3.0
OFF103	Executive Assisting		10 / 30 / 0	2.5
JOB142	Administrative Assistant Externship (final course)		0 / 0 / 90	3.0
		TOTALS	**310 / 250 / 90**	**46.5**

Total Clock Hours: 650

Estimated Completion Time: 27 weeks (morning/afternoon shifts) or 39 weeks (evening shift)

▸ GR = ground; LV = live virtual; OL = online

BUSINESS ACCOUNTING SPECIALIST

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate a deep understanding of accounting principles, theories, concepts, and applications.
- Communicate accounting information.
- Apply accounting knowledge to analyze and solve accounting problems.
- Perform standard accounting tasks at each step of the accounting cycle.
- Utilize QuickBooks to create standard business reports used for collection, management, and evaluation of information.
- Prepare income statements, statement of owner's equity, and balance sheets.
- Assess how business risks relate to risks in internal controls, financial reporting, and/or audit.

The Business Accounting Specialist program is offered via traditional delivery and distance education delivery. It 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.

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.

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

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
ACC101	Accounting Foundations		40 / 0 / 0	4.0
ACC102	Accounting II	ACC101	40 / 0 / 0	4.0
ACC105	Bookkeeping	ACC101	20 / 20 / 0	3.0
ACC106	Business Reporting	ACC101	20 / 20 / 0	3.0
ACC111	Payroll	ACC101	30 / 10 / 0	3.5
BUS112	Computerized Financial Reporting	ACC101	20 / 20 / 0	3.0
BUS101	Business Communication		10 / 30 / 0	2.5
BUS123	Business Operations		20 / 20 / 0	3.0
CIS101	Word Processing **		20 / 20 / 0	3.0
CIS102	Spreadsheets **		20 / 20 / 0	3.0
CIS103	Application Presentation & Sharing **		10 / 30 / 0	2.5
CIS114	Introduction to Databases **		40 / 0 / 0	4.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
OFF102	Office Procedures II		20 / 20 / 0	3.0
JOB141	Externship (final course)		0 / 0 / 86	2.5
		TOTALS	**460 / 260 / 86**	**61.5**

Total Clock Hours: 806

Estimated Completion Time: 33 weeks (morning/afternoon shifts) or 48 weeks (evening shift)

▸ GR = ground; LV = live virtual; OL = online

BUSINESS ADMINISTRATION

PROGRAM OBJECTIVES

After completing this program, graduates will be able to demonstrate:

- A basic understanding of how contemporary businesses work. (Understanding what the business/organization does, how it does it, how it is organized, and what work gets done in the respective functions).
- Effective in-person communication techniques appropriate for a business setting.
- Effective communication in writing.
- Proficiency in the use and application of current business tools, such as email, internet and company-specific databases or software.
- Basic organization and project management skills.
- Recognition of basic concepts and theories related to business ethics and social responsibility.
- Knowledge of the ethical behavior appropriate to specific business situations.
- Recognition of entrepreneurial opportunities for new business ventures and evaluating their potential for business success.
- Understanding of the implementation issues including financial, legal, operational, and administrative procedures involved in starting new business ventures.

The Business Administration 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. 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.

Graduates may pursue careers as assistants, clerks, aides, coordinators, or office specialists in a variety of businesses.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
ACC101	Accounting Foundations		40 / 0 / 0	4.0
BUS101	Business Communication		10 / 30 / 0	2.5
BUS102	Business Law		40 / 0 / 0	4.0
BUS110	Management Principles		20 / 20 / 0	3.0
BUS111	Human Resources		20 / 20 / 0	3.0
BUS112	Computerized Financial Reporting	ACC101	20 / 20 / 0	3.0
BUS120	Starting Your Own Business		40 / 0 / 0	4.0
BUS121	Financial Management	ACC101	30 / 10 / 0	3.5
BUS122	Marketing & Sales		40 / 0 / 0	4.0
BUS123	Business Operations		20 / 20 / 0	3.0
CIS101	Word Processing **		20 / 20 / 0	3.0
CIS102	Spreadsheets **		20 / 20 / 0	3.0
CIS103	Application Presentation & Sharing **		10 / 30 / 0	2.5
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
JOB143	Business Externship (final course)		0 / 0 / 80	2.5
TOTALS			**480 / 240 / 80**	**62.5**

Total Clock Hours: 800

Estimated Completion Time: 33 weeks (morning/afternoon shifts) or 48 weeks (evening shift)

▸ GR = ground; LV = live virtual; OL = online

CDL-A

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Sit for the Class A Commercial Driver's License.
- Operate commercial vehicles in both intra-state and interstate transportation.

The CDL-A program is offered via both traditional delivery and distance education delivery. This program is designed to prepare individuals for jobs in the transportation industry. Students may 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, which qualifies drivers to operate commercial vehicles in both intra-state and interstate transportation.

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

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

Course Number	Course Title	Pre-Reqs	Theory / Lab	Clock Hours
CMV101-1	Basic Operation & Basic Control of a Commercial Vehicle		15 / 0	15
CMV101-2	Proficiency Development I (20 three-hour blocks)	CMV101-1	0 / 60	60
CMV101-3	Systems, Procedures, Reporting, and Activities	CMV101-1	43 / 0	43
CMV101-4	Proficiency Development II (14 three-hour blocks)	CMV101-1	0 / 42	42
		TOTALS	**58 / 102**	**160**
Total Clock Hours: 160 **Estimated Completion Time**: 8 - 24 weeks				

CDL-B

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Sit for the Class B Commercial Driver's License.
- Operate Class B heavy straight vehicles in both intrastate and interstate transportation.

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 B Commercial Driver's License. The Class B CDL qualifies drivers to operate commercial vehicles in both intrastate and interstate transportation.

Students will train on a standard cab tractor.

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

Course Number	Course Title	Pre-Reqs	Theory / Lab	Clock Hours
CDLB101-1	Class B EDLT Theory - 1		46 / 0	46
CDLB101-2	Proficiency Development Range (6 three-hour blocks)	CDLB101-1	0 / 18	18
CDLB101-3	Class B EDLT Theory - 3	CDLB101-1	0 / 9	9
		TOTALS	**46 / 27**	**73**
Total Clock Hours: 73 **Estimated Completion Time**: 4 - 6 weeks				

COMPUTER SUPPORT SPECIALIST

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Provide technical assistance, technical support, and/or advice to computer users.
- Troubleshoot computer software and hardware.
- Answer user inquiries regarding computer software or hardware operation to resolve problems.
- Oversee the daily performance of computer systems.
- Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.
- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.
- Develop training materials and procedures or train users in the proper use of hardware or software.
- Refer major hardware or software problems or defective products to vendors or technicians for service.
- Enter commands and observe system functioning to verify correct operations and detect errors.
- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following design or installation specifications.
- Prepare evaluations of software or hardware and recommend improvements or upgrades.

The Computer Support Specialist program is offered via traditional delivery and distance education delivery. It 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, Internet, software applications, help desk concepts and problem solving, and principles of customer service.

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.

Computer requirements:

- PC (Windows 10/11) or Mac (Big Sur or Monterey) laptop. 8GB ram, 512GB HD, Intel Core i5, AMD Ryzen 5.

Graduates may find entry-level employment as a help desk coordinator, help desk specialist, PC technician, desktop support technician, software trainer, software installer, computer applications specialist, or computer support special.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS108	Computing Essentials		70 / 10 / 0	7.5
CIS112	Operating Systems**	CIS108	50 / 30 / 0	6.5
CIS113	Computer Hardware**	CIS108	30 / 50 / 0	5.5
CIS131	Productivity Tools	CIS112, CIS113	30 / 50 / 0	5.5
CIS191	Certification Preparation I	CIS112, CIS113, CIS121	60 / 20 / 0	7.0
CIS121	Networking**	CIS191	40 / 40 / 0	6.0
CIS141	Security	CIS191	60 / 20 / 0	7.0
CIS161	Help Desk	CIS191	70 / 10 / 0	7.5
CIS192	IT Career Preparation	CIS131, CIS141, CIS161	30 / 50 / 0	5.5
		TOTALS	**440 / 280 / 0**	**58.0**

Total Clock Hours: 720

Estimated Completion Time: 27 weeks

** Includes 3rd party certification preparation

▸ GR = ground; LV = live virtual; OL = online

CYBER SECURITY

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Implement and maintain procedures and processes used in all types of business, governmental, non-profit environments.
- Apply practical skills in security basics, networks basics and defense, and web security to interpret and investigate security incidents.
- Evaluate and communicate the human role in security systems emphasizing ethics, social engineering vulnerabilities and training.
- Analyze and resolve security issues in networks and computer systems to secure an IT infrastructure.
- Develop policies and procedures to manage enterprise security risks.

The Cyber Security program is offered via traditional delivery and distance education delivery. It provides training for an entry-level career in the 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.

Computer requirements:

- **Minimum:** PC (Windows 10/11) or Mac (Big Sur or Monterey) laptop. 8GB ram, 512GB HD, Intel Core i5, AMD Ryzen 5, Intel Chip should be at least 6th generation (6500 or higher)/ Quad core.
- **Recommended:** PC (Windows 10/11) or Mac laptop(Big Sur or Monterey). 16GB ram, 1TB SSD, Intel Core i7, AMD Ryzen 7
- **Professionals:** PC (Windows 10/11) or Mac(Big Sur or Monterey). 32-64 GB ram, 2-8TB SSD, Intel Core i9, AMD Ryzen 9/Threadripper
  **Current Macs with M1 or M2 mobile chips will require students to purchase their own software.
- **Tablets and Chromebooks do not meet requirements and will not be acceptable to use.**

Graduates may pursue careers as a cyber security specialist, computer network architect, cryptographer, forensic computer analyst, information security analyst, penetration tester, security architect, security management specialist, or security systems administrator.

Course Number	Course Title	Pre-reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CSO100	Security Foundations		30 / 30 / 0	4.5
CSO101	Networking Foundations		30 / 30 / 0	4.5
CSO102	System Administration		30 / 30 / 0	4.5
CSO103	Network Defense	CSO100, CSO101	30 / 30 / 0	4.5
CSO104	Cryptography and Access Management		30 / 30 / 0	4.5
CSO105	Logging and Monitoring	CSO102	30 / 30 / 0	4.5
CSO106	Programming Foundations		30 / 30 / 0	4.5
CSO107	Web Application Security & Project Management		30 / 30 / 0	4.5
CSO108	Threats and Vulnerabilities	CSO100, CSO101	30 / 30 / 0	4.5
CSO110	Group Project (final course)		50 / 110 / 0	10.5
		TOTALS	**320 / 380 / 0**	**51.0**

Total Clock Hours: 700

Estimated Completion Time: 33 weeks

▸ GR = ground; LV = live virtual; OL = online

DATA SCIENCE

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Apply mathematical principles to the analysis of data.
- Analyze large data sets in the context of real-world problems.
- Develop and implement data analysis strategies based on theoretical principles, ethical considerations, and detailed knowledge of the underlying data.
- Demonstrate an understanding of appropriate research methods used to collect and analyze data for decision-making and communications; inclusive of traditional and digital forms of communication.
- Demonstrate an ability to articulate, assess and apply appropriate theories and principles of information management.
- Demonstrate presentation proficiency for written, oral, and visual communications in traditional and digital forms of communication.

The Data Science Program is offered via distance delivery and prepares students for an entry-level career in Data Science and analysis. The program is on the statistical and computational techniques required to gain meaningful business insights from data in any industry. The program includes training in statistics, computer programming, data visualization, data modeling, big data, and machine learning.

Computer requirements:

- Minimum: PC (Windows 10/11) or Mac (Big Sur or Monterey) laptop. 8GB ram, 512GB HD, Intel Core i5, AMD Ryzen 5, or Apple Intel or M1 Chipsets, Quad core.
- Recommended: PC (Windows 10/11) or Mac laptop (Big Sur or Monterey). 16GB ram, 1TB SSD, Intel Core i7, AMD Ryzen 7, or Apple M1/M1 Pro Chipsets.
- Professionals: PC (Windows 10/11) or Mac (Big Sur or Monterey). 32-64 GB ram, 2-8TB SSD, Intel Core i9, AMD Ryzen 9/Threadripper, or Apple M1 Max Chipsets.

Tablets and Chromebooks do not meet requirements and will not be acceptable to use.

Graduates may pursue careers as a business intelligence analyst, data or business analyst, data scientist, data engineer, marketing or finance analyst, or database administrator.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
DSO101	Basic Statistics		30 / 30 / 0	4.5
DSO102	Statistical Programming		30 / 30 / 0	4.5
DSO103	Metrics and Data Processing		30 / 30 / 0	4.5
DSO104	Data Wrangling and Visualization	DSO101, DSO108, DSO109	30 / 30 / 0	4.5
DSO105	Intermediate Statistics	DSO101, DSO102, DSO108, DSO109	30 / 30 / 0	4.5
DSO106	Machine Learning and Modeling	DSO102, DSO108, DSO109	30 / 30 / 0	4.5
DSO107	Introduction to Big Data	DSO102, DSO104, DSO109	30 / 30 / 0	4.5
DSO108	Databases		30 / 30 / 0	4.5
DSO109	Programming Foundations		30 / 30 / 0	4.5
DSO110	Group Project (final course)		50 / 110 / 0	10.5
		TOTALS	**320 / 380 / 0**	**51.0**

Total Clock Hours: 700

Estimated Completion Time: 33 weeks

ELECTRICAL TECHNICIAN

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Achieve theoretical knowledge and skills on installation, operation, maintenance, and repair of electrical apparatus and systems such as residential, and commercial.
- Apply practical skills with DC/AC motors and controls, and electrical distribution panels.
- Apply practical construction skills in the principles of electronics and electrical systems, wiring, power transmission, safety, appliances, estimation, testing, inspection, and use of applicable codes and standards.
- Install, maintain, and repair electrical equipment and systems in a safe, competent, and professional manner.
- Utilize cooperation skills with other trades in the installation of electrical wiring and equipment.

The Electrical Technician program is offered via traditional delivery and distance education delivery. 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.

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.

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.

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.

Graduates may work in roles such as electrician helper, general service & repairs technician, maintenance technician, electrician apprentice, commercial/industrial helper, general electrician helper, and controls technician.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
TRD100	Trade Safety & Construction Basics		60 / 20 / 0	7.0
ELC120	Electrical Theory & Concepts of Wiring	TRD100	60 / 20 / 0	7.0
ELC121	Motors, Controls, Maintenance & Troubleshooting	TRD100	30 / 50 / 0	5.5
ELC122	Residential Wiring, Grounding & Bonding	TRD100	10 / 70 / 0	4.5
ELC123	Conductors & Electrical Distribution	TRD100	10 / 70 / 0	4.5
ELC124	Lighting Systems & Programmable Controllers	TRD100	20 / 60 / 0	5.0
ELC125	Electrical Components & Equipment	TRD100	20 / 60 / 0	5.0
ELC126	Electrical Calculations & Commercial Wiring	TRD100	20 / 60 / 0	5.0
ELC127	Electrical Applications & Specialized Installation	TRD100	40 / 40 / 0	6.0
		TOTALS	**270 / 450 / 0**	**49.5**

Total Clock Hours: 720

Estimated Completion Time: 27 weeks

▸ GR = ground; LV = live virtual; OL = online

HVAC

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Install, maintain, and repair essential temperature control equipment found in homes and businesses.
- Apply practical construction skills on variety of trouble shooting equipment addressing issues prevalent in the HVAC arena.
- Demonstrate the ability to work effectively as a team member with various construction trades and personnel.
- Effectively describe the construction process as it applies to residential buildings.
- Apply practical construction skills in HVAC.
- Communicate written, verbal, and visual information as it relates to the HVAC trade.

The HVAC program is offered via traditional delivery and distance education delivery. 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 the future of the HVAC field. Students will train on a wide variety of cooling and heating systems common to the industry and will also receive instruction on piping using a wide variety of materials. Instruction will include a variety of trouble shooting equipment addressing issues graduates will face in the field.

Graduates may become Certified HVAC Technicians after *"24 months of air conditioning and refrigeration-related work under the supervision of a licensed air conditioning and refrigeration contractor"*, and Licensed HVAC Contractors after *"48 months of practical experience in air-conditioning and refrigeration-related work under the supervision of a licensed air conditioning and refrigeration contractor".*

Graduates may be eligible to become registered HVAC technician through the Texas Department of Licensing and Regulation (TDLR), and may find entry-level employment in residential or commercial fields in roles such as maintenance and repair technicians, heating and air conditioning mechanics and installers, heating, air conditioning, and refrigeration mechanics and installers, home appliance repairers, industrial machinery mechanics, refrigeration mechanics and installers, installation, maintenance, and repair workers.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
TRD100	Trade Safety & Construction Basics		60 / 20 / 0	7.0
HVC102	Introduction to HVAC	TRD100	70 / 10 / 0	7.5
HVC103	Heating and Cooling	TRD100	30 / 50 / 0	5.5
HVC104	Venting and Ducting	TRD100	20 / 60 / 0	5.0
HVC105	HVAC Electrical	TRD100	30 / 50 / 0	5.5
HVC106	Diagnostics and Maintenance	TRD100	50 / 30 / 0	6.5
HVC107	Hydronics	TRD100	30 / 50 / 0	5.5
HVC108	Troubleshooting	TRD100	50 / 30 / 0	6.5
HVC109	Commercial and Industrial Systems	TRD100	60 / 20 / 0	7.0
HVC110	Quality and Conservation	TRD100	50 / 30 / 0	6.5
HVC111	System Design and Construction	TRD100	40 / 40 / 0	6.0
HVC112	Crew Leadership and Placement (final course)		62 / 0 / 0	6.0
		TOTALS	**552 / 390 / 0**	**74.5**

Total Clock Hours: 942

Estimated Completion Time: 36 weeks

▸ GR = ground; LV = live virtual; OL = online

MEDICAL ASSISTANT

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate entry-level skills, knowledge, and behavior competence in content, administrative, and clinical functions, and procedures.
- Demonstrate professionalism and awareness of patient concerns and needs while providing quality care.
- Recognize and respond to written, verbal, and nonverbal communication, while gathering, documenting, and assessing patient information, with the use of electronic health records systems, to execute quality patient care.

The Medical Assistant program is offered via both traditional delivery and distance education delivery. 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 may 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 may develop skills and competencies further by participating in an externship in a clinic, laboratory, physician's office, or hospital.

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.

Graduates may find entry-level employment in a hospital, emergency/urgent care facility, clinic, doctor's office (front office included), chiropractor's office, podiatrist's office, public health departments, a correctional facility, state/federal facilities, or in other offices in a medical environment. Entry-level positions include medical assistant, COVID screener, medical front office, phlebotomist, medical receptionist, COVID tester, and unit secretary.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS101	Word Processing **		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
MAC103	Communication		40 / 0 / 0	4.0
MED107	Foundational Body Systems		40 / 0 / 0	4.0
MED108	Vital Body Systems		40 / 0 / 0	4.0
MED109	Transformative Body Systems		40 / 0 / 0	4.0
MED110	Electronic Records for Medical Practice		10 / 30 / 0	2.5
MED111	Utilizing Electronic Records Systems		10 / 30 / 0	2.5
MED112	Billing & Insurance for Medical Offices		20 / 20 / 0	3.0
MED114	Telemedicine Communication		10 / 30 / 0	2.5
MED115	Medical Law and Ethics		40 / 0 / 0	4.0
MED120	Electrocardiogram **		20 / 20 / 0	3.0
MED121	Medication & Parenteral Administration		20 / 20 / 0	3.0
MED122	Phlebotomy: Special Collections**		20 / 20 / 0	3.0
MED123	Phlebotomy: Venipuncture Procedures**		20 / 20 / 0	3.0
MED124	Common Clinical Procedures		10 / 30 / 0	2.5
MED125	Special Clinical Procedures		10 / 30 / 0	2.5
MED126	Electrocardiogram II **		10 / 30 / 0	2.5
OFF101	Office Procedures I		40 / 0 / 0	4.0
JOB138	Medical Assistant Externship (final course)		0 / 0 / 178	5.5
		TOTALS	**480 / 320 / 178**	**69.5**

Total Clock Hours: 978

Estimated Completion Time: 36 weeks (morning/afternoon shifts) or 54 weeks (evening shift)

** Includes 3rd party certification preparation

▸ GR = ground; LV = live virtual; OL = online

MEDICAL BILLING AND CODING SPECIALIST

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Perform accounts receivable functions in a medical office, hospital, healthcare facility or healthcare-related company.
- Prepare and file health insurance billing for medical offices, insurance companies, or billing companies.
- Perform billing/collection procedures in a medical office, hospital, or healthcare facility.
- Prepare and file insurance claims in a medical setting.
- Interpret billing guidelines surrounding private and/or managed care insurance plans in a medical setting.
- Understand insurance benefits, coverage, and limitations.
- Apply CPT, ICD-10, and HCPCS coding guidelines to identify diagnoses, procedures, and patient medical records.
- Recognize and respond to written, verbal, and nonverbal communication, while gathering, documenting, and assessing patient information, with the use of electronic health records systems, to execute quality patient care.

The Medical Billing and Coding Specialist program is offered via traditional delivery and distance education delivery. The objective of the Medical Billing and Coding Specialist 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.

Students train on computer equipment using software to create documents and maintain databases. Students are 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.

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 attorneys' offices, at insurance companies, third-party billers, or other businesses that require knowledge of billing and coding. Entry-level positions include medical insurance billing and coding clerk, medical front office clerk, medical receptionist, medical claims processor, insurance coordinator, medical records clerk eligibility clerks, billing clerk, patient service specialist, patient access representative, scheduler, or admitting clerk.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS101	Word Processing **		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
MED107	Foundational Body Systems		40 / 0 / 0	4.0
MED108	Vital Body Systems		40 / 0 / 0	4.0
MED109	Transformative Body Systems		40 / 0 / 0	4.0
MED110	Electronic Records for Medical Practice		10 / 30 / 0	2.5
MED111	Utilizing Electronic Records Systems		10 / 30 / 0	2.5
MED112	Billing & Insurance for Medical Offices		20 / 20 / 0	3.0
MED113	Billing & Collections for Medical Coders		20 / 20 / 0	3.0
MED114	Telemedicine Communication		10 / 30 / 0	2.5
MED115	Medical Law and Ethics		40 / 0 / 0	4.0
MED116	Intro to Medical Coding		30 / 10 / 0	3.5
MED117	Medical Coding for Foundational Body Systems	MED116	20 / 20 / 0	3.0
MED118	Medical Coding for Vital Body Systems	MED116	20 / 20 / 0	3.0
MED119	Medical Coding for Transformative Body Systems	MED116	20 / 20 / 0	3.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
JOB139	Medical Billing & Coding Specialist Externship (final course)		0 / 20 / 146	5.5
		TOTALS	**490 / 290 / 146**	**68.0**

Total Clock Hours: 926

Estimated Completion Time: 36 weeks (morning/afternoon shifts) or 51 weeks (evening shift)

** Includes 3rd party certification preparation

▸ GR = ground; LV = live virtual; OL = online

MEDICAL OFFICE SPECIALIST

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Use technology to perform administrative tasks required for day-to-day operations in a medical setting.
- Produce accurate business documents.
- Apply professional and ethical standards within a healthcare setting.
- Recognize and respond to written, verbal, and nonverbal communication, while gathering, documenting, and assessing patient information, with the use of electronic health records systems, to execute quality patient care.

The Medical Office Specialist program is offered via both traditional delivery and distance education delivery. The objective of the Medical Office Specialist program is to train students to acquire 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 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.

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.

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

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS101	Word Processing**		20 / 20 / 0	3.0
CIS102	Spreadsheets**		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
KEY101	Keyboarding		10 / 30 / 0	2.5
MAC103	Communication		40 / 0 / 0	4.0
MED107	Foundational Body Systems		40 / 0 / 0	4.0
MED108	Vital Body Systems		40 / 0 / 0	4.0
MED109	Transformative Body Systems		40 / 0 / 0	4.0
MED110	Electronic Records for Medical Practice		10 / 30 / 0	2.5
MED111	Utilizing Electronic Records Systems		10 / 30 / 0	2.5
MED112	Billing & Insurance for Medical Offices		20 / 20 / 0	3.0
MED114	Telemedicine Communication		10 / 30 / 0	2.5
MED115	Medical Law and Ethics		40 / 0 / 0	4.0
OFF101	Office Procedures I		40 / 0 / 0	4.0
OFF102	Office Procedures II		20 / 20 / 0	3.0
JOB140	Medical Office Specialist Externship (final course)		0 / 0 / 140	4.0
		TOTALS	**420 / 220 / 140**	**57.0**

Total Clock Hours: 780

Estimated Completion Time: 30 weeks (morning/afternoon shifts) or 45 weeks (evening shift)

** Includes 3rd party certification preparation

▸ GR = ground; LV = live virtual; OL = online

PHARMACY TECHNICIAN

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Function in the role of a primary pharmacy technician under the direction of the pharmacist.
- Receive prescription or medication orders and get all necessary and pertinent information to process the orders.
- Perform calculations required to fill prescription and medication orders, including conversions of measurement systems.
- Correctly process prescription/order forms.
- Compound prescription/medication orders as required.
- Completely and accurately record and document each phase of the process of filling, distributing, and obtaining reimbursements/payments for prescription/medication orders.
- List brand and generic names of a minimum of 200 commonly used prescription drugs, their uses, how they work, and side effects if any; correlate their actions with the functions of the body systems on which they act.
- Maintain medication and inventory control systems.
- Participate effectively in quality assurance programs.

The Pharmacy Technician program is offered via both traditional delivery and distance education delivery. 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 may 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.

Students train in classrooms that simulate various pharmacy settings by providing equipment and supplies found in a pharmacy. Students also use computers throughout their training.

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. To be eligible for employment as a Pharmacy Technician, students must successfully pass a nationally approved certification exam and register with the Texas State Board of Pharmacy as an Initial Technician.

Graduates may find entry-level employment in hospitals, clinics, retail pharmacies, wholesale pharmacies, and pharmaceutical companies as either a pharmacy aide, pharmacy technician or designated hitter.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
CIS101	Word Processing **		20 / 20 / 0	3.0
CSV103	Customer Service		40 / 0 / 0	4.0
JOB103	Career Readiness		20 / 20 / 0	3.0
MAC103	Communication		40 / 0 / 0	4.0
MED107	Foundational Body Systems		40 / 0 / 0	4.0
MED108	Vital Body Systems		40 / 0 / 0	4.0
MED109	Transformative Body Systems		40 / 0 / 0	4.0
MED114	Telemedicine Communication		10 / 30 / 0	2.5
PHM102	Profession of Pharmacy		40 / 0 / 0	4.0
PHM103	Pharmacy Processes		30 / 10 / 0	3.5
PHM104	Compounding		30 / 10 / 0	3.5
PHM105	Pharmacy Settings		30 / 10 / 0	3.5
PHM106	Pharmacy Administration		30 / 10 / 0	3.5
PHM107	Pharmacology for Foundational Body Systems		20 / 20 / 0	3.0
PHM108	Pharmacology for Vital Body Systems		20 / 20 / 0	3.0
PHM109	Pharmacology for Transformative Body Systems		20 / 20 / 0	3.0
PHM110	Math for Pharmacy Technicians		40 / 0 / 0	4.0
JOB137	Pharmacy Technician Externship (final course)		0 / 0 / 168	5.5

TOTALS	**510 / 170 / 168**	**65.0**

Total Clock Hours: 848

Estimated Completion Time: 33 weeks

**Includes 3rd party certification preparation

▸ GR = ground; LV = live virtual; OL = online

SOFTWARE DEVELOPER

PROGRAM OBJECTIVES

After completing this program, graduates 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
- Implement server-side functionality using a back-end programming language.
- Build and deploy standalone console applications.
- Use a front-end framework such as Angular or React to produce interactive UIs.
- Build web enabled applications using a web framework.
- Build service-oriented, n-tier applications.
- Develop SQL and NoSQL based database applications.

The Software Developer program is offered via distance education delivery. Students will be trained on full stack web development, languages, and frameworks.

Computer requirements:

- Minimum: PC (Windows 10/11) or Mac (Big Sur or Monterey) laptop. 8GB ram, 512GB HD, Intel Core i5, AMD Ryzen 5, or Apple Intel or M1 Chipsets. Quad core.
- Recommended: PC (Windows 10/11) or Mac laptop (Big Sur or Monterey). 16GB ram, 1TB SSD, Intel Core i7, AMD Ryzen 7, or Apple M1/M1 Pro Chipsets.
- Professionals: PC (Windows 10/11) or Mac (Big Sur or Monterey). 32-64 GB ram, 2-8TB SSD, Intel Core i9, AMD Ryzen 9/Threadripper, or Apple M1 Max Chipsets

Tablets and Chromebooks do not meet requirements and will not be acceptable to use.

Graduates may find entry-level employment as a .NET developer, app developer, back-end web developer, front-end web developer, full-stack web developer, java developer, software developer, software engineer, or web developer.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
SWD100	Coding from Scratch		40 / 20 / 0	5.0
SWD101	Front End Foundations	SWD100	40 / 20 / 0	5.0
SWD102	Programming Foundations	SWD100	40 / 20 / 0	5.0
SWD103	Front End Frameworks	SWD100	40 / 20 / 0	5.0
SWD104	Back End Foundations	SWD102	40 / 20 / 0	5.0
SWD105	Database Foundations	SWD102	20 / 40 / 0	4.0
SWD106	Mobile Apps and Responsive Design	SWD103, SWD104, SWD105	30 / 30 / 0	4.5
SWD107	Agile Project Management and Career Skills	SWD103, SWD104, SWD105	20 / 40 / 0	4.0
SWD108	Deployment and Web Security	SWD102	20 / 40 / 0	4.0
SWD109	Group Project (final course)		50 / 110 / 0	10.5
	TOTALS		**340 / 360 / 0**	**52.0**

Total Clock Hours: 700

Estimated Completion Time: 33 weeks

UI/UX DESIGNER

PROGRAM OBJECTIVES

Students completing this course will develop skills in the following areas:

- Summarize and demonstrate all stages of the UI/UX development process.
- User research, defining a project's strategy, scope, and information architecture, as well as developing sitemaps and wireframes.
- A foundational understanding of HTML, CSS, JavaScript, and Back-end foundational web structures.
- Best practices and conventions in UX design and apply them to create effective and compelling screen-based experiences for websites or apps.

The UI/UX Design brings a design-centric introduction to user interface and user experience design, and offers pragmatic, skill-based instruction centered around a visual communications aspect, rather than one on one focus on marketing or programming alone. Within the 33-week course, students will summarize and demonstrate all stages of the UI/UX development process, from ideation to defining a client project's strategy, scope, and information architecture, to developing research sitemaps and wireframes. Students will learn about current best practices and conventions in UI/UX design and apply them to create effective and compelling screen-based experiences for websites or apps. Students will also be given an introduction to coding basics and frameworks through coding languages and frontend and backend foundations.

The UI/UX Designer program is delivered via distance education delivery.

Computer Requirements:

- Minimum: Windows PC or MacBook computer. 4GB ram, 256GB HD, Core i5
  - It is advised that your computer is less than 5 years old.
- Recommended: MacBook laptop, 8GB ram, 256GB SSD, Core i5 or ARM.
  - We recommend a Mac over a PC, as some design programs used within course instruction are only available on Mac.

Additional Resources:

- Adobe Creative Cloud (monthly subscription costs apply)
- Students are expected to supply notebooks, pens, pencils, highlighters, folders, ring binders, calculators, USB storage devices, and other general supplies as needed to aid in the collection and storage of information in their courses. Any special equipment or supplies will be communicated via the instructor by the first class meeting.
- Classes may utilize sources from Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, personal interviews, guest speakers, 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. Your instructor will provide specific information on resources that will be utilized/required in class to support content and aid in research.

Graduates may find employment as a UI/UX Designer.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
UIUX100	Design Thinking and Structures		20 / 40 / 0	4.0
UIUX101	Research Methods	UIUX100	40 / 20 / 0	5.0
UIUX102	Research Demonstration	UIUX101	20 / 40 / 0	4.0
UIUX103	Ideation and Strategy	UIUX100	20 / 40 / 0	4.0
UIUX104	Coding Structures		40 / 20 / 0	5.0
UIUX105	Front-End Theories and Practice	UIUX104	20 / 40 / 0	4.0
UIUX106	Interaction Design and Prototyping	UIUX105	50 / 100 / 0	10.0
UIUX107	Capstone Design (final course)		50 / 100 / 0	10.0
UIUX108	Presentation, Pitches, and Proposals		40 / 20 / 0	5.0
		TOTALS	**300 / 420 / 0**	**51.0**
Total Clock Hours: 720 **Estimated Completion Time**: 33 weeks				

WELDING

PROGRAM OBJECTIVES

After completing this program, graduates will be able to:

- Demonstrate skill in joining and cutting metal surfaces, arc welding, resistance welding, brazing, and soldering.
- Safely use tools and equipment.
- Demonstrate competent cutting procedures and welds to appropriate welding codes.
- Diagnose and cure common welding defects.
- Communicate clearly and effectively within a workplace context.
- Reason mathematically using methods appropriate to the profession.
- Demonstrate teamwork and/or workplace specific skills related to human relations.

The Welding program is offered via traditional delivery. Theory classes (20 hours each) may be offered via asynchronous distance education delivery method or traditional delivery method, while hands-on applications classes (60 hours each) are offered via traditional delivery only.

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.

Students will train using:

- 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 — Heli arc welding equipment; tungsten inert gas TIG welding equipment

Graduates may find entry-level employment in fabrication, cutting, soldering, or brazing as a welding apprentice, structural welder, welder helper, general welder, combo welder, metal fabricator and fitter, and machinist.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Quarter Credit Hours
TRD100	Trade Safety & Construction Basics		60 / 20 / 0	7.0
WEL120	Oxy-Fuel Cutting & Welding Fundamentals	TRD100	40 / 40 / 0	6.0
WEL121	Arc Cutting & Welding Standards	TRD100	20 / 60 / 0	5.0
WEL122	Shielded Metal Arc Welding - Plate	TRD100	0 / 80 / 0	4.0
WEL123	Shielded Metal Arc Welding – Plate and Pipe	TRD100	0 / 60 / 0	3.0
WEL124	Shielded Metal Arc Welding – Groove Welding	TRD100	0 / 80 / 0	4.0
WEL125	Gas Metal and Flux Core Arc Welding - Plate	TRD100	20 / 60 / 0	5.0
WEL126	Gas Metal and Flux Core Arc Welding – Plate and Pipe	TRD100	20 / 60 / 0	5.0
WEL127	Gas Tungsten Arc Welding – Plate and Pipe	TRD100	0 / 80 / 0	4.0
		TOTALS	**160 / 540 / 0**	**43.0**

Total Clock Hours: 700

Estimated Completion Time: 27 weeks

▸ GR = ground; LV = live virtual; OL = online

NURSE AIDE

PROGRAM OBJECTIVES

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 healthcare team.

The Nurse Aide program is offered via traditional delivery, preparing students with the knowledge, skills, and abilities essential for the provision of basic care to residents in long-term care facilities. 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.

Students must attend 100 hours to graduate. Students may not make up more than five (5) hours in the program to be eligible to sit for the NATCEP exam that is needed for employment. Students who are absent for more than five (5) hours from the program will be dismissed.

Graduates of this program are eligible to sit for the nurse aide certification exam for Texas. Nurse aides may be employed as nurse aides, providers, or CNAs in a variety of healthcare settings including long-term care and assisted living facilities, and rehabilitation centers.

Course Number	Course Title	Pre-Reqs	Theory / Lab / Extern Hours	Clock Hours
NUR100	Introduction to Long Term Care		11 / 5 / 0	16
Unit I	Introduction to Long Term Care			
NUR101	Nurse Aide I	NUR100	15 / 7 / 0	22
Unit II	Mental Health & Social Service Needs			
Unit III	Restorative Services			
Unit IV	Social Skills			
NUR102	Nurse Aide II	NUR100	14 / 8 / 0	22
Unit V	Personal Care Skills			
Unit VI	Basic Nursing Skills			
NUR103	Clinical Practice	NUR100, NUR101, NUR102	0 / 0 / 40	40
		TOTALS	**40 / 20 / 40**	**100**

Total Clock Hours: 100

Estimated Completion Time: 5 weeks

HVAC INSTALLER TECHNICIAN SEMINAR – On-campus

SEMINAR OBJECTIVES

After completing this seminar, students will be able to:

- Apply additional specific training for cooling, venting, and ducting techniques, and
- Apply additional training on HVAC electrical, metering and maintenance.

The HVAC Installer Technician Seminar prepares a student for additional training in the installation of HVAC systems and units. Successful completion of this seminar can prepare a student to work as an installer technician.

The seminar minimum is one student.

COURSE #	COURSE NAME
Trade Safety & Construction (8 hours)	
101	Safety
103	Hand Tools
HVAC for Installers (40 hours)	
3101	Installation
3106	Electricity
3206	Alternating Current
3301	Refrigerants and Oils
Cooling (8 hours)	
3107	Cooling
Venting & Ducting (40 hours)	
3103	Copper and Plastic Piping Practices
3104	Soldering and Brazing
3202	Chimneys, Vents, and Flues
3213	Sheet Metal Duct Systems
N/A	Condensate Drain Lines and Installation
HVAC Electrical (24 hours)	
3211	Heat Pumps
3313	Fasteners, Hardware, and Wiring Terminations
Metering & Maintenance (24 hours)	
3303	Metering Devices
3205	Leak Detection, Evacuation, Recovery, and Charging
Career Prep (16 hours)	
N/A	EPA Prep and Test
N/A	Service / Ticketing Systems
Total Clock Hours: 160 **Total Quarter Credits: 12.5** **Estimated Completion Time: 4 weeks**	

HVAC SERVICE TECHNICIAN SEMINAR – On-campus

SEMINAR OBJECTIVES

After completing this seminar, students will be able to:

- Establish trade safety protocols on the job,
- Obtain familiarity with HVAC essentials,
- Build skills with heating and cooling air distribution systems,
- Enhance knowledge base specific to compressor, heat pumps, wiring, control circuit, and motor troubleshooting, and
- Apply training on metering devices and maintenance equipment.

The HVAC Service Technician Seminar prepares a student for additional training as a HVAC service technician. Upon successful completion of this seminar the students' skills will be developed and enhanced.

The HVAC Service Technician Seminar is offered via on-campus and virtual delivery.

COURSE #	COURSE NAME
Trade Safety & Construction (80 hours)	
101	Safety
102	Construction Math
103	Hand Tools
104	Power Tools
107	Communication Skills
108	Employability Skills
HVAC (80 hours)	
3101	HVAC
3102	Trade Mathematics
3106	Electricity
3206	Alternating Current
3301	Refrigerants and Oils
Heating & Cooling (40 hours)	
3107	Cooling
3108	Heating
3109	Air Distribution Systems
Metering & Maintenance (24 hours)	
3303	Metering Devices
3215	Maintenance
HVAC Electrical (80 hours)	
3302	Compressors
3211	Heat Pumps
3313	Fasteners, Hardware, and Wiring Terminations
3314	Control Circuit and Motor Troubleshooting
Career Prep (16 hours)	
N/A	Soft Skills, Career Prep, EPA Prep and Test
Total Clock Hours: 320 **Total Quarter Credits: 26** **Estimated Completion Time: 8 weeks**	

PIPEFITTER I SEMINAR – On-campus

SEMINAR OBJECTIVES

After completing this seminar, students will be able to:

- Review hand tools and power tools necessary for pipefitting,
- Obtain familiarity with systems, valves, math, and fabrication of pipes,
- Establish best practices for riggings, standards, specification, installation, hangers and testing of pipefitting welding techniques and procedures.

The Pipefitter 1 Seminar prepares a student for specific training on pipefitting as a profession in the welding arena. Upon successful completion of this seminar the students' skills will be entry level in pipefitting.

The Pipefitter 1 Seminar is offered via on-campus delivery.

COURSE #	COURSE NAME
Orientation & Tools (10 hours)	
8101	Orientation to the Pipefitting Craft
8102	Pipefitting Hand Tools
8103	Pipefitting Power Tools
Systems, Valves, Math, & Fabrication (90 hours)	
8201	Piping Systems

8202	Drawings and Detail Sheets
8203	Identifying and Installing Values
8204	Pipefitting Math
8205	Threaded Pipe Fabrication
8206	Socket-Weld Pipe Fabrication
8207	Butt-Weld Pipe Fabrication
Riggings, Standards, Specifications, Installation, Hangers & Supports, and Testing (60 hours)	
8302	Rigging Practices
8303	Standards and Specifications
8306	Above-ground Pipe Installation
8307	Field Routing and Vessel Trim
8308	Pipe Hangers and Supports
8309	Testing Piping Systems and Equipment
Total Clock Hours: 160 **Total Quarter Credits: 10.5** **Estimated Completion Time: 16 weeks**	

HAZMAT ENDORSEMENT PREPARATION SEMINAR - Online

SEMINAR OBJECTIVES

After completing this seminar, students will be able to:

- Sit for the Hazmat endorsement exam, and
- Transport hazardous materials.

The Hazmat Endorsement Preparation Seminar prepares a student for the Hazmat endorsement exam. Upon successful completion of this seminar the student's information will be uploaded to the FMCSA Training Provider Registry allowing the student to sit for the exam. Upon successful completion of the exam the student will be qualified to transport hazardous material.

To obtain the Hazmat endorsement, completers must pass a Transportation Security Administration background check and a knowledge test. Additional information about obtaining a Hazardous Materials Endorsement can be found on the Texas Department of Public Safety website at https://www.dps.texas.gov/section/driver-license/hazardous-materials-endorsement-hme-commercial-driver-license-cdl.

Applicants must have a Commercial Driver's License and be over the age of 21 to enroll.

The Hazmat Endorsement Preparation Seminar is offered via distance education delivery.

Course Title	Clock Hours
Hazardous Materials Endorsement Preparation	4
Total Clock Hours: 4 **Estimated Completion Time: 1 Day**	

TANKER ENDORSEMENT PREPARATION SEMINAR - Online

SEMINAR OBJECTIVES

After completing this seminar, students will be able to:

- Improve and update current commercial driving skills, and
- Transport large volumes of liquid cargo.

The tanker endorsement applies to drivers who wish to drive a tanker truck with a Class A, B, or C commercial driver's license. Adding this endorsement to a current CDL requires passing a knowledge test about large volume liquid cargos.

Applicants must have a Commercial Driver's License and be over the age of 21 to enroll.

The Tanker Endorsement Preparation Seminar is offered via distance education delivery.

Course Title	Clock Hours
Tanker Materials Endorsement	2
Total Clock Hours: 2 **Estimated Completion Time: 1 Day**	

CDL PASSENGER ENDORSEMENT SEMINAR

SEMINAR OBJECTIVES

This program is designed for current holders of CDL-A or CDL-B licenses who are preparing to operate commercial motor vehicles for which a "P" endorsement is required.

Applicants must have a Commercial Driver's License.

This seminar is offered both in-truck and via distance education delivery.

Modality	Course Number	Course Title	Theory / Lab	Clock Hours
OL	PES 101-1	PES ELDT Theory	30 / 0	30
GR	PES 101-2	Proficiency Development Range	0 / 9	9
Total Clock Hours: 39 **Total Quarter Credits: 3** **Estimated Completion Time: 2 Weeks**				

PES101-1 PES ELDT Theory

Hours: Theory 30 / Laboratory 0 / Total / 30 Prerequisites: None

Students will gain a solid foundation of the theory portion of the required entry level driver training for the passenger endorsement as set forth by the Federal Motor Carrier Safety Administration.

PES 101-2 Proficiency Development Range

Hours: Theory 0 / Laboratory 9 / Prerequisites: PES 101-1

This course instructs individuals in vehicle orientation, pre-trip, enroute, and post-trip inspection baggage and/or cargo management, passenger safety awareness briefing, passenger management and railroad-highway grade crossings.

CDL-E AUTOMATIC RESTRICTION REMOVAL SEMINAR

SEMINAR OBJECTIVES

Applicants must have a Commercial Driver's License with an Automatic Only restriction.

This seminar is offered in-truck.

Modality	Course Number	Course Title	Theory / Lab	Clock Hours
GR	CDLE 101-1	Proficiency Development	0 / 9	9
Total Clock Hours: 9 **Estimated Completion Time: 1 Week**				

CDLE101-1 Proficiency Development

Hours: Theory 0 / Laboratory 9 / Total / 9

Individuals will receive training on the necessary driving skills to proficiently operate a commercial vehicle with manual transmission.

CDL REFRESHER SEMINAR

SEMINAR OBJECTIVES

The CDL Skills Refresher Seminar is designed to refresh the skills of a CDL-A driver that has not driven a commercial vehicle in a while and needs their road and range skills refreshed. This course also gives them the new ELDT theory now mandated by the FMCSA.

Applicants must have a Commercial Driver's License A.

This seminar is offered both in-truck and via distance education delivery.

Modality	Course Number	Course Title	Theory / Lab	Clock Hours
OL	CDLSR 101-1	Class A ELDT Theory	50 / 0	50
GR	CDLSR 101-2	Class A Behind The Wheel Refresher	0 / 9	9
Total Clock Hours: 59 **Total Quarter Credits: 5** **Estimated Completion Time: 4 Weeks**				

CDLSR101-1Class A ELDT Theory
Hours: Theory 50 / Laboratory 0 / Total / 50
Students will develop a solid foundation of the theory portion of the required Entry Level Driver Training for Class A drivers as set forth by the Federal Motor Carrier Safety Administration.

CDLSR101-2 Class A BTW Refresher
Hours: Theory 0 / Laboratory 10/ Total / 10
Individuals will be given time in both range and over-the road to refresh their driving skills. This will include pre-trip and post-trip inspection.

CDL-B to -A UPGRADE SEMINAR

SEMINAR OBJECTIVES
After completing this program, graduates will be able to:

- Sit for the Class A Commercial Driver's License
- Operate commercial vehicles in both Intra- and interstate transportation.

The CDL B to A seminar is offered in both traditional delivery and distance education delivery. This program is designed to meet the FMCSA requirements for drivers possessing a CDL-B license and looking to obtain their CDL-A license.

Applicants must have a Commercial Driver's License B.

This seminar is offered both in-truck and via distance education delivery.

Modality	Course Number	Course Title	Theory / Lab	Clock Hours
OL	CDLBA 101-1	Class B/A ELDT Theory	38 / 0	38
GR	CMVO 101-2	Proficiency Development I (20 three-hour blocks)	0 / 60	60
GR	CMVO 101-4	Proficiency Development II (14 three-hour blocks)	0 / 42	42
Total Clock Hours: 140 **Total Quarter Credits: 8.5** **Estimated Completion Time: 10 Weeks**				

CDLBA101-1 Class B/A ELDT Theory
Hours: Theory 38 / Laboratory 0 / Total / 38
Students will develop a solid foundation of the theory portion of the required Entry Level Driver Training for Class A drivers as set forth by the Federal Motor Carrier Safety Administration.

CMVO101-2 Proficiency Development I (20 three-hour blocks)
Hours: Theory 0 / Laboratory 60 / Total / 60 Prerequisites: CDLBA101-1
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 shifting. This course meets the requirements for the FMCSA ELDT range training.

CMVO101-4 Proficiency Development II (14 three-hour blocks)
Hours: Theory 0 / Laboratory 42/ Total / 42 Prerequisites: CDLBA101-1
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 and multiple lane roads, streets or highways. This course meets the requirements for the FMCSA ELDT Road training.

PROGRAM COURSE DESCRIPTIONS

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 the 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.

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.

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 establishing 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.

BIO120 Anatomy and 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. Students will learn the structure and function of the following systems: integumentary, skeletal, muscular, cardiovascular, blood, lymphatic and immune systems.

BIO120L Anatomy and Physiology I Lab
Hours: Theory 0 / Laboratory 20 / Total 20 / Quarter Credits 1.0 / Outside Hours 5 / Prerequisites: None
This virtual lab course complements the lecture content for BIO122 by providing interactive, hands-on experience with the structure and function of the human body. Students will engage with virtual models, simulations, and interactive exercises covering the respiratory, nervous, urinary, reproductive, digestive, endocrine systems, and special senses.

BIO122 Anatomy and Physiology II
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: BIO120
This course introduces the student to anatomy and physiology and the structure and function of the human body. Students will learn the structure and function of the following systems: respiratory, nervous, urinary, reproductive, digestive, endocrine systems and the special senses.

BIO122L Anatomy and Physiology II Lab
Hours: Theory 0 / Laboratory 20 / Total 20 / Quarter Credits 4.0 / Outside Hours 5 / Prerequisites: BIO120L
This virtual lab course complements the lecture content for BIO122 by providing interactive, hands-on experience with the structure and function of the human body. Students will engage with virtual models, simulations, and interactive exercises covering the respiratory, nervous, urinary, reproductive, digestive, endocrine systems, and special senses.

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 startups, licensing, operations, employees, and ethical practices will be covered.

BUS110 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 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. *Preparation for Certiport QuickBooks certification exam*.

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-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.

CDLB101-1 Class B ELDT Theory

Hours: Theory 46 / Laboratory 0 / Total / 46 Prerequisites: None

Students will gain a solid foundation of the theory portion of the required Entry Level Driver Training for Class B drivers as set forth by the Federal Motor Carrier Safety Administration.

CDLB101-2 Proficiency Development Range

Hours: Theory 0 /Laboratory 18 / Total 18 Prerequisites: CDLB101-1

This course instructs individuals in vehicle inspection pre-trip/enroute/ post-trip, straight line backing, alley dock backing (45/90 degree), off-set backing, parallel parking blind side, parallel parking sight side.

CDLB101-3 Proficiency Development Road

Hours: Theory 0 / Laboratory 9 / Total 9 Prerequisites CDLB101-1

This course instructs individuals on vehicle controls including: left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highway, shifting/transmission, communications/signaling, visual search, speed and space management, safe driver behavior, hours of service (hos) requirements, hazard perception railroad (rr)-highway grade crossing, night operation, extreme driving conditions, skid control/recovery, jackknifing, and other emergencies.

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 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 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 create integrated business, professional, and personal projects.

CIS108 Computing Essentials

Hours: Theory 70 / Laboratory 10 / Total 80 / Quarter Credits 7.5 / Outside Hours 20 / 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.

CIS112 Operating Systems

Hours: Theory 50 / Laboratory 30 / Total 80 / Quarter Credits 6.5 / Outside Hours 20 / Prerequisites: CIS108

This course will provide instruction on computer operating systems. Instruction related to basic commands or actions involved in file management, directory organization, system setup, software installation, and data security is included. (***Can sit for CompTIA A+ certification exam)*

CIS113 Computer Hardware

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: CIS108

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. (***Can sit for CompTIA A+ certification 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.

CIS121 Networking

Hours: Theory 40 / Laboratory 40 / Total 80 / Quarter Credits 6.0 / Outside Hours 20 / Prerequisites: CIS112, CIS113

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. (***Can sit for CompTIA Net+ certification exam)*

CIS131 Productivity Tools

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: CIS191

This course will introduce students to the basic level of computer instruction via the Command Line (PowerShell). Students will utilize application software to perform tasks including but not limited to entering commands, drafting documents, recording data, and communicating with others. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

CIS141 Security

Hours: Theory 60 / Laboratory 20 / Total 80 / Quarter Credits 7.0 / Outside Hours 20 / Prerequisites: CIS191

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.

CIS161 Help Desk

Hours: Theory 70 / Laboratory 10 / Total 80 / Quarter Credits 7.5 / Outside Hours 20 / Prerequisites: CIS191

This course will provide information and skills to support end-user clients in local and remote helpdesk support. The course will cover communication, problem solving, troubleshooting, and customer service as it relates to IT assistance.

CIS191 Certification Preparation I

Hours: Theory 60 / Laboratory 20 / Total 80 / Outside Hours 20 / Prerequisite: CIS112, CIS113 CIS121

This course will prepare students to the requirements for IT certifications for CompTIA A+ certification exams.

CIS192 IT Career Preparation

Hours: Theory 30 / Laboratory 50 / Total 80 / Outside Hours 20 / Prerequisite: CIS131, CIS141, CIS161

This course will prepare students for the requirements for IT certification exams. Career preparedness, importance, maintenance, training, and continuing education will be emphasized.

CIS196 Computer Fundamentals

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: None

Students will explore the practical application of computer technology and internet resources within the context of business operations. Topics covered include computer terminology, hardware components, software applications, information management, cybersecurity, and digital communication strategies.

CIS198 Coding Fundamentals

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: None

This course covers the fundamental concepts of coding and how to use HTML, CSS, and JavaScript to design and create visually appealing, user-friendly websites.

CIS200 Introduction to Computer Science

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: None

This course provides the foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system.

CIS202 Computer Programming – Front End

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: CIS198

This course covers several libraries for front-end web development, including jQuery, Angular.js, bootstrap, and material.

CIS204 Security

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: None

This course introduces students to ba*sic* security concepts, threat actors and attributes, organizational security, policy, procedures and frameworks, security controls business impact analysis, risk management, incident response and disaster recovery.

CIS206 JAVA Programming

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: CIS202

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug JAVA language programs.

CIS208 Database Fundamentals

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4 / Outside Hours 10 / Prerequisites: CIS206

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. Students will work with both relational (aka SQL) and non-relational (aka document) databases.

CIS210 Data Analytics

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: CIS208

This course examines how to collect, clean, analyze, and visualize data to derive meaningful insights. Students will work with statistical analysis, data visualization, and predictive modeling.

CIS212 Computer Programming – Back End

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5 / Outside Hours 15 / Prerequisites: CIS208

This course is an introduction to creating server-side web applications and services. Students will learn how to create server-side APIs and render websites. Language-specific concepts will be covered, outlining the nuances associated with the elective framework.

CIS214 Cloud Computing

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: CIS204

This course covers the use of cloud-based services for hosting, cloud architecture, how to deploy applications, and how to use cloud-based storage and databases. This course also covers how to provide scalable solutions in the rapidly changing IT industry.

CIS216 Artificial Intelligence

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: None

This course examines important programming concepts that enable the use of AI in computer science and society at large, implications of AI on society, fundamental concepts such as search and knowledge representation, as well as applied work in areas such as planning and vision. This course also examines the various ways AI can be used to optimize and predict information.

CIS218 Machine Learning

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: CIS208

This course covers the exploration of algorithms and statistical models that allow computers to learn from data without explicit programming. This course also covers the creation and deployment of machine learning models for automation, prediction, and pattern recognition. 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.

CLSC2429 Clinical Microbiology in Healthcarea

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 10 / Prerequisites: None

This course introduces fundamental microbiology concepts, focusing on microorganisms and their interactions with humans and the environment. Topics include microbial classification, cell types and survival processes, bacterial metabolism, nutrition, genetics, antimicrobial strategies, and pathogenic mechanisms. A virtual lab complements lecture content, providing hands-on experience. This foundational course is ideal for students pursuing health profession programs.

CMV101 – 1: Basic Operation & Basic Control of a Commercial Vehicle

Hours: Theory 15 / Laboratory 0 / Total 15 / Prerequisite: None

Students 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 – 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 – 3: Systems, Procedures, Reporting & Activities

Hours: Theory 43 / Laboratory 0 / Total 43/ Prerequisite: CMV101 – Unit 1

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 – 4: Proficiency Development II

Hours: Theory 0 / Laboratory 42 / Total 42 / 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.

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 components, 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.

CSO104 Cryptography 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 analysis and discuss related topics such 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 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 and 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.

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 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 Data Wrangling 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 is 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 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.

ELC120 Electrical Theory & Concepts of Wiring

Hours: Theory 60 / Laboratory 20 / Total 80 / Quarter Credits 7.0 / Outside Hours 20 / Prerequisites: TRD100

This course introduces the student to basic electrical theory and concepts of wiring. 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 is also a study of how to properly calculate, layout, and bend tubing and wiring per industry and National Electrical Code (NEC) standards. It 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.

ELC121 Motors, Controls, Maintenance & Troubleshooting

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: TRD100

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 also 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.

ELC122 Residential Wiring, Grounding & Bonding

Hours: Theory 10 / Laboratory 70 / Total 80 / Quarter Credits 4.5 / Outside Hours 20 / Prerequisites: TRD100

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 also focus on the purpose of grounding and bonding electrical systems. Students will be trained on the importance and use of fuses, circuiters, 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.

ELC123 Conductors & Electrical Distribution

Hours: Theory 10 / Laboratory 70 / Total 80 / Quarter Credits 4.5 / Outside Hours 20 / Prerequisites: TRD100

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 also 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.

ELC124 Lighting Systems & Programmable Controllers

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5 / Outside Hours 20 / Prerequisites: TRD100

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 also 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.

ELC125 Electrical Components & Equipment

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5 / Outside Hours 20 / Prerequisites: TRD100

This course covers the basics of electrical components, circuits, insulation, carrying capacity, and voltage. This course will also cover equipment installed in hazardous locations, overcurrent protection, and short circuit calculations and troubleshooting. Sizing and selecting circuits 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.

ELC126 Electrical Calculations & Commercial Wiring

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5 / Outside Hours 20 / Prerequisites: TRD100

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 also 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.

ELC127 Electrical Applications & Specialized Installation

Hours: Theory 40 / Laboratory 40 / Total 80 / Quarter Credits 6 / Outside Hours 20 / Prerequisites: TRD100

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 also 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 in this course.

GEN101 English

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: 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.

GEN103 Introduction to Psychology

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: None

This course examines the scientific study of human behavior. Emphasis is on the historical standpoint, theoretical concepts, and empirical research that are used to describe and understand behavior from biological, cognitive, affective, and social perspectives.

GEN104 Principles of Sociology

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: 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.

GEN105 Introduction to Biology

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: 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 to mammalian species.

GEN107 Math

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: 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.

GEN108 Algebra I

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: None

This course examines real numbers, variables, linear equations and inequalities, exponents, polynomials, order of operations, and word problems. Focus of these topics is the development of problem-solving skills and critical thinking.

HVC102 Introduction to HVAC

Hours: Theory 70 / Laboratory 10 / Total 80 / Quarter Credits 7.5 / Outside Hours 20 / Prerequisites: TRD100

This course covers the basic principles of heating, ventilation, and air conditioning. Students will discuss HVAC safety, licensure, and EPA guidelines as well as trade-related math and basic electricity. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC103 Heating and Cooling

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: TRD100

This course will cover the fundamentals of heating and cooling air. Students will discuss air movement, air measurement and basic system design. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC104 Venting and Ducting

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5.0 / Outside Hours 20 / Prerequisites: TRD100

Students will be introduced to materials that move air, fumes, and/or water (vapor) to and from HVAC systems. Students will work with a variety of tools and materials needed to construct these venting and ducting systems. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC105 HVAC Electrical

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: TRD100

This course will introduce students to transformers, single-phase and three-phase power distribution, capacitors, induction motors, and compressors. Students will study installation, service, and repair procedures. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC106 Diagnostics and Maintenance

Hours: Theory 50 / Laboratory 30 / Total 80 / Quarter Credits 6.5 / Outside Hours 20 / Prerequisites: TRD100

This course will cover maintenance-related materials, guidelines for inspection, maintenance schedules, adjustments, and information on inspection requirements for equipment. Students will be introduced to metering and monitoring equipment used to evaluate HVAC systems. The course will cover leak detection, recovery, evacuation, and charging. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC107 Hydronics

Hours: Theory 30 / Laboratory 50 / Total 80 / Quarter Credits 5.5 / Outside Hours 20 / Prerequisites: TRD100

This course will cover residential and commercial hydronic systems. Topics such as safe operation, properties of water, and pressure will be covered. Material will cover both hot water heating and chilled water cooling. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC108 Troubleshooting

Hours: Theory 50 / Laboratory 30 / Total 80 / Quarter Credits 6.5 / Outside Hours 20 / Prerequisites: TRD100

This course will provide guidance related to troubleshooting heating and cooling systems. Additionally, techniques for evaluating furnaces, boilers, and various air treatment accessories used with heating and cooling equipment will be covered. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC109 Commercial and Industrial

Hours: Theory 60 / Laboratory 20 / Total 80 / Quarter Credits 7.0 / Outside Hours 20 / Prerequisites: TRD100

This course will cover commercial application and use of heating/cooling systems and equipment. The course will cover refrigeration and airside systems. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC110 Air Quality and Energy Conservation

Hours: Theory 50 / Laboratory 30 / Total 80 / Quarter Credits 6.5 / Outside Hours 20 / Prerequisites: TRD100

This course will cover principles, processes, and devices used to maintain air cleanliness and energy conservation. Heat recovery/reclaim devices, zoned systems, system controllers, and alternative energy sources will be covered. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC111 System Design and Construction

Hours: Theory 40 / Laboratory 40 / Total 80 / Quarter Credits 6.0 / Outside Hours 20 / Prerequisites: TRD100

This course will cover procedures for startup and shutdown of HVAC systems. Short- and long-term shutdown, interpretation of construction drawings, and system design and specifications will be covered. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

HVC112 Crew Leadership and Placement

Hours: Theory 62 / Laboratory 0 / Total 62 / Quarter Credits 6.0 / Outside Hours 15 / Prerequisites: Final course

This course covers basic leadership skills and explains different leadership styles, communication, delegation, and problem solving. Jobsite safety and the crew leader's role in safety are discussed as well as project planning, scheduling, and estimating. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

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. A 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 / Final course

This 168-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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 / Final course

This 178-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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 / Final course

This 166-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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 0 / Externship 140 /Total 140 / Quarter Credits 4 / Final course

This 140-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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 / Final course

This 86-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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.

JOB142 Administrative Assistant Externship

Hours: Theory 0 / Laboratory 0 / Externship 90/ Total 90 / Quarter Credits 3.0 / Outside Hours 0 / Final course

This 90-hour course provides the student with an opportunity to utilize skills learned in a work environment. Students will be provided with 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 / Final course

This 80-hour course provides the student with an opportunity to utilize learned skills in a work environment. Students will be provided with 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.

KEY101 Keyboarding

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.

MED107 Foundational Body Systems

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4 / Outside Hours 10 / Prerequisites: None

In this course, students will be introduced to the anatomy, physiology, structure, and function of the foundational systems of the human body. The structure and function of the Integumentary, Muscular, and Skeletal systems will be taught. Common diseases and disorders associated with these systems will be discussed, along with common Medical Terminology roots, prefixes, suffixes, and abbreviations.

MED108 Vital Body Systems

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4 / Outside Hours 10 / Prerequisites: None

In this course, students will be introduced to the anatomy, physiology, structure, and function of the vital systems of the human body. The structure and function of the Cardiovascular, Lymphatic, Respiratory, and Nervous systems will be taught. Common diseases and disorders associated with these systems will be discussed, along with common Medical Terminology roots, prefixes, suffixes, and abbreviations.

MED109 Transformative Body Systems

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4 / Outside Hours 10 / Prerequisites: None

In this course, students will be introduced to the anatomy, physiology, structure, and function of the transformative systems of the human body. The structure and function of the digestive, urinary, endocrine, and reproductive systems will be taught. Common diseases and disorders associated with these systems will be discussed, along with common medical terminology roots, prefixes, suffixes, and abbreviations.

MED110 Electronic Records for Medical Practice

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

In this course, students will explore the electronic health record. Students will practice administrative tasks such as scheduling, completing reports, entering coding, and billing information, and submitting claims. Healthcare ethics and compliance with HIPAA regulations is emphasized throughout the course.

MED111 Utilizing Electronic Records Systems

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

In this course, students will explore the electronic health record. Students will practice administrative tasks such as maintaining records, completing forms, documenting diagnoses, and posting charges, payments, and adjustments. Healthcare ethics and compliance with HIPAA regulations are emphasized throughout the course.

MED112 Billing & Insurance for Medical Offices

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

This course exposes students to the fundamental elements and terminology of medical insurance payment systems and reimbursements. Students will examine different types of healthcare insurance coverage, the medical billing cycle, and the general guidelines and processes for claims preparation and transmission. Types of data that must be gathered in each patient encounter will be discussed, as well as protected health information as applied to HIPAA.

MED113 Billing & Collections for Medical Coders

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

In this course, students examine special regulations and requirements surrounding private payers like Blue Cross/Blue Shield, and Government payers like Medicare, Medicaid, and Tricare. Special attention will be paid to specific CMS-1500 form requirements for these payers, along with electronic claim submission requirements. Issues surrounding proper Workers' Compensation claims reporting and other accidental injuries will be discussed.

MED114 Telemedicine Communication

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

In this course, students examine effective communication techniques used by professionals in a variety of medical settings. Emphasis is placed on appropriately tailoring verbal and written communication to various audiences and scenarios. Soft skills and etiquette are also addressed, especially as it pertains to professionalism, legal compliance, and the use of technology.

MED115 Medical Law and Ethics

Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4 / Outside Hours 10 / Prerequisites: None

This course introduces students to law and ethics in the medical profession. Students will be introduced to the rights and responsibilities of healthcare consumers and providers. Differences between law, ethics and moral values will be presented. Protected health information will be identified and discussed as applied to HIPAA.

MED116 Intro to Medical Coding

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

This course introduces students to the navigation of coding manuals. Book format and structure will be explored. Proper and efficient techniques to look-up codes will be an integral part of this course.

MED117 Medical Coding for Foundational Body Systems

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: MED116

In this course, students practice proper diagnosis coding, service coding and proper modifier placement. Selecting appropriate ICD-10, CPT and/or HCPC codes will center around the systems that help to build our bodies: Integumentary, Muscular, and Skeletal systems.

MED118 Medical Coding for Vital Body Systems

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: MED116

In this course, students will practice proper diagnosis coding, service coding and proper modifier placement. Selecting appropriate ICD-10, CPT and/or HCPC codes in this course will center around the systems that sustain our bodies: Cardiovascular, Lymphatic, Respiratory, and Nervous systems.

MED119 Medical Coding for Transformative Body Systems

Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: MED116

In this course, students will practice proper diagnosis coding, service coding and proper modifier placement. Selecting appropriate ICD-10, CPT and/or HCPC codes in this course will center around the systems that affect human health, wellness, and life sustainment: Digestive, Urinary, Endocrine, and Reproductive systems.

MED120 Electrocardiogram

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

In this course, students will be introduced to preparation and monitoring of a patient for a variety of EKG tests. Students will also explore identification and response to potential life-threatening situations. Emphasis is placed on the safe and proper use of 12-lead EKG equipment *(preparation for CET cert).*

MED121 Medication & Parenteral Administration

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

In this course, students will examine the general principles of pharmacology relating to the Medical Assisting profession. The course will cover drug forms, drug classification, and use of drug reference resources. Competency in proper measurement, calculation, and administration of drugs, as well as proper documentation regarding drug administration on the patient record will be covered. Emphasis is placed on understanding the regulations surrounding medication storage, preparation, administration, and disposal.

MED122 Phlebotomy: Special Collections

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

In this course, students will be introduced to the role of the Medical Assistant in the lab, as well as proper use and maintenance of basic lab and phlebotomy equipment. As it pertains to capillary collection, blood smear, and non-blood specimen collection, students will explore the following: microbiology, anatomy and physiology, pre-test prep, site selection, patient communication, collection techniques, specimen maintenance, understanding specimen data and reporting lab results. Compliance with OSHA, HIPAA and CDC regulations are emphasized, as are customer service, professionalism, and working with special patient populations (*preparation for CPT cert*).

MED123 Phlebotomy: Venipuncture Procedures

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

In this course, students will be introduced to the role of the Medical Assistant in the lab, as well as proper use and maintenance of basic lab and phlebotomy equipment. As it pertains to venipunctures, blood cultures, and blood donation, students will explore the following: anatomy and physiology, pre-test prep, site selection, patient communication, collection techniques, specimen maintenance, understanding specimen data and reporting lab results. Compliance with OSHA, HIPAA and CDC regulations are emphasized, as are customer service, professionalism, and working with special patient populations (*preparation for CPT cert*).

MED124 Common Clinical Procedures

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

Students in this course can practice and develop their understanding of the clinical competencies needed as a Medical Assistant. Core competencies covered include infection control, patient education, proper methods for taking and documenting patient vital signs, methods for preparation of rooms and instruments, assisting physicians with medical procedures, and identifying and appropriately responding to emergency situations. Emphasis in this course is placed on commonplace procedures such as general physical exams, basic wound and injury care, allergies, and immunizations.

MED125 Special Clinical Procedures

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

Students in this course can practice and develop their understanding of the clinical competencies needed for working as a Medical Assistant. Core competencies covered include infection control, patient education, proper methods for taking and documenting patient vital signs, methods for preparation of rooms and instruments, assisting physicians with medical procedures, and identifying and appropriately responding to emergency situations. Emphasis in this course is placed on special clinical procedures such as assisting with specialized exams, traumatic injuries, staple and suture removal, and surgical interventions.

MED126 Electrocardiogram II

Hours: Theory 10 / Laboratory 30 / Total 40 / Quarter Credits 2.5 / Outside Hours 10

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 they apply to electrocardiogram technicians will be introduced. The lab activities introduce trouble shooting the EKG machine, accommodations for special populations requiring an EKG, and 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 *(preparation for CET cert).* Additionally, students will explore basic First Aid, BLS (basic life support), and the use of AED (automated external defibrillator).

MED130 – 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. 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.

MED131 – 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 to 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.

MED132 Medical Terminology

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

This course introduces the student to 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.

MED133 – Diseases of the Human Body

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

This course introduces the student to a broad survey of the field of human diseases. Students will explore the basics of disease processes, vaccinations, and the economic impact of chronic disease. Students will recognize the causes, signs, and symptoms of common diseases and the diagnostic procedures, treatment, and prevention of common diseases.

MED134 – Electronic Health Records I

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

This course covers discussion of the various types of software available for EHR and practice management. Students will practice administrative tasks such as scheduling, completing reports, entering coding, and billing information, and submitting claims. Healthcare ethics and compliance, including HIPAA regulations, are emphasized.

MED135 – Electronic Health Records II

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

This course covers discussion of the various types of software available for EHR and practice management. Students will practice administrative tasks such as maintaining records, completing forms, documenting diagnoses, and posting charges, payments, and adjustments. Healthcare ethics and compliance, including HIPAA regulations, are emphasized.

MED136 – 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 is identified and discussed as applied to the Health Insurance Portability and Accountability Act.

MED137 – Medical Insurance & Billing

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

This course covers the fundamental elements and terminology of medical insurance payment systems and reimbursements. Students will examine different types of healthcare insurance coverage, the medical billing cycle, and the general guidelines and processes for claims preparation and transmission. Types of data that must be gathered in each patient encounter will be discussed, as well as protected health information as applied to HIPAA.

MGT120 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, agencies, employment, leases, real property, insurance, trusts, bankruptcies, partnerships, and corporations.

MGT200 – Leadership

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

This course focuses on theories of leadership and use of those theories in all types of business, healthcare, and governmental environments. Students will gain an understanding of leadership blind spots, setting direction, coaching colleagues, delivering feedback, and leading a team to success. Students will also gain an understanding of how ethics, morals, and values relate to leadership dilemmas.

MGT210 – Fundamentals of Healthcare Finance

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

This course overviews the business side of healthcare using practical and current content relevant to real life examples, to ensure a solid understanding of the fundamentals of healthcare accounting and finance. Students will gain an understanding of the basic accounting functions that lead to the ability to read and understand balance sheets and income statements. Students will also be exposed to the basic financial management concepts that include cash management, budgeting, investments, loans, and managing the financial risks to the organization.

MGT220 – Contemporary Issues in Healthcare

Hours: Theory 60 / Laboratory 0 / Total 60 / Quarter Credits 6.0 / Outside Hours 120 / Prerequisites: None

This course is designed to provide a comprehensive exploration of the current challenges, trends, and debates within the healthcare sector. Students will engage with a wide range of topics that shape the contemporary landscape of healthcare, gaining a deep understanding of the complex issues that impact both healthcare professionals and the broader community.

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 healthcare professional.

NUR101 Nurse Aide I

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 aide 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.

NUR102 Nurse Aide II

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.

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' schedules, and are generally four hours per day, five days per week for two weeks. The students are given the opportunity to apply the skills learned in the program and will be supervised by designated staff at the facility.

NUR201 Foundational Nursing Concepts of Adult Health, Skills I and Clinical

Hours: Theory 50 / Laboratory 50 / Clinical 60 / Total 160 / Quarter Credits 9.5 / Prerequisites: GEN101, GEN108, BIO120, BIO120L, CLSC2949

This course promotes nursing as an evolving art and science directed to human health and well-being. Students will cultivate the Quality and Safety Education for Nurses (OSEN), critical thinking, and blended skills practiced within the nursing process to serve patients and their families. Students will combine cognitive, technical, ethical/legal and interpersonal skills to promote the four aims of nursing: promoting health; preventing illness; restoring health and facilitating coping with illness or death. Students will identify with their profession and share in its rewards by developing an attitude of caring and accountability in patient care. Students will understand the complex needs of older adults in the context of age-related changes and individual risk factors as they apply the nursing process to plan holistic care. The skills included focus on basic principles of safe and effective patient care, including an emphasis on safe medication administration. Students will apply the nursing process as they care for geriatric patients in skilled units of a long-term care facility.

NUR202 Pharmacology

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

This course provides an introduction to nursing pharmacology to build a foundation for administering drug therapy to patients. Discussion of the major drug groups focuses on therapeutic actions and indications, pharmacokinetics, contraindications and cautions, adverse effects, clinically important drug-drug interactions and nursing considerations which emphasize the nursing process and focus on patient care and teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence for best practice, patient safety, and critical thinking are integrated throughout the course.

NUR203 Health Assessment

Hours: Theory 20 / Laboratory 20 / Clinical 0 / Total 140 / Quarter Credits 3.0 / Prerequisites: GEN101, GEN108, BIO120, BIO120L, CLSC2949

This course provides assessment tools to assist the student to obtain a thorough history and perform a comprehensive physical examination of adult and geriatric patients. The student will learn to elicit information related to patient complaints and use the history findings and critical thinking skills to prioritize and guide the physical examination. The findings obtained will provide the basis for the nursing diagnoses and patient plan of care. Health promotion and disease prevention are highlighted for students to incorporate when educating patients and families.

NUR301 Common Concepts of Adult Health and Skills II

Hours: Theory 50 / Laboratory 50 / Clinical 0 / Total 100 / Quarter Credits 7.5 / Prerequisites: None

This course provides an understanding of the nurse's role in patient-centered care within evolving practice environments and across the spectrum of health and illness. This course will address nursing care issues including pain management; fluid and electrolyte balance; perioperative care; gas exchange; digestive function; renal function; sensory and integumentary function from a physiologic, pathophysiologic, and psychosocial context. The skills include interventions commonly applied to patients experiencing acute health conditions with an emphasis on safe intravenous medication administration, nasogastric tube maintenance and wound care.

NUR302 Clinical Common Medical/Surgical

Hours: Theory 0 / Laboratory 0 / Clinical 120 / Total 120 / Quarter Credits 4.0 / Prerequisites: NUR201, NUR202, NUR203

This course emphasizes safe, effective, compassionate patient care as nursing students learn to incorporate cognitive, technical, interpersonal, and ethical/legal aspects of skill application. Students will apply this knowledge through the nursing process and clinical reasoning in an adult acute care clinical setting as they assume the roles of practitioner, educator, advocate and member of the healthcare team.

NUR303 Mental Health

Hours: Theory 30 / Laboratory 0 / Clinical 0 / Total 30 / Quarter Credits 3.0 / Outside Hours 10 / Prerequisites: None

This course provides a foundation for the nurse's role in mental health care. This course will present sound nursing theory, therapeutic modalities, and clinical applications across the treatment continuum and in various clinical settings using a nursing process framework.

NUR304 Clinical Mental Health

Hours: Theory 0 / Laboratory 0 / Clinical 60 / Total 60 / Quarter Credits 2.0 / Prerequisites: NUR201, NUR202, NUR203

This course emphasizes safe, effective, compassionate patient care as nursing students learn to incorporate cognitive, technical, interpersonal, and ethical/legal aspects of nursing care to patients with mental health disorders. Students will use therapeutic communication and evidence-based interventions as they apply the nursing process and clinical reasoning to deliver holistic care in an in-patient psychiatric clinical setting through the roles of practitioner, educator, advocate and member of the health care team.

NUR401 Complex Concepts of Adult Health

Hours: Theory 50 / Laboratory 0 / Clinical 0 / Total 50 / Quarter Credits 5.0 / Prerequisites: None

This course provides an understanding of the nurse's role in patient-centered care within evolving practice environments and across the spectrum of health and illness. This course will address nursing care issues including cancer care; end-of-life care; hematologic; immunologic; musculoskeletal; metabolic; endocrine; and reproductive function from a physiologic, pathophysiologic, and psychosocial context.

NUR402 Clinical Complex Medical/Surgical

Hours: Theory 0 / Laboratory 0 / Clinical 120 / Total 120 / Quarter Credits 4.0 / Prerequisites: NUR302, NUR304

This course provides an understanding of the nurse's role in patient-centered care within evolving practice environments and across the spectrum of health and illness. This course will address nursing care issues including cancer care; end-of-life care; hematologic; immunologic; musculoskeletal; metabolic; endocrine; and reproductive function from a physiologic, pathophysiologic, and psychosocial context.

NUR403 Nursing Care of Maternal / Infant / Pediatric

Hours: Theory 50 / Laboratory 30 / Clinical 0 / Total 80 / Quarter Credits 6.5 / Prerequisites: None

This course focuses on evidence-based practice and family-centered care in maternity and pediatric nursing. The topics of pregnancy, labor and birth, postpartum, newborn, growth and development of the well child from newborn through adolescence, health promotion for well children as well as care of the child with a health disorder are explored. Nursing skills for maternal, newborn and childcare are included in the laboratory component.

NUR404 Clinical Maternal / Infant / Pediatric

Hours: Theory 0 / Laboratory 0 / Clinical 60 / Total 60 / Quarter Credits 2.0 / Prerequisites: NUR302, NUR304

This course focuses on evidence-based practice and family-centered care in maternity and pediatric nursing. Students apply the knowledge in acute care hospital labor and delivery, postpartum, newborn nursery, and pediatric clinical units.

NUR501 Advanced Concepts of Adult Health and Skills III

Hours: Theory 50 / Laboratory 30 / Clinical 0 / Total 80 / Quarter Credits 6.5 / Prerequisites: None

This course provides an understanding of the nurse's role in patient-centered care within evolving practice environments and across the spectrum of health and illness. This course will address nursing care issues including shock; multiple organ dysfunction; trauma; cardiovascular; circulation; burns; neurologic; emergencies; terrorism; mass casualty and disasters from a physiologic, pathophysiologic, and psychosocial context. The skills include interventions commonly applied to patients experiencing high acuity and critical health conditions to include ECG interpretation and life-saving nursing interventions.

NUR502 Clinical Advanced Medical Surgical

Hours: Theory 0 / Laboratory 0 / Clinical 120 / Total 120 / Quarter Credits 4.0 / Prerequisites: NUR402, NUR404

This course provides an opportunity for students to apply their growing knowledge base of adult medical surgical conditions through the nursing process and clinical reasoning in an acute care clinical setting for high acuity patients as they assume the roles of practitioner, educator, advocate and member of the healthcare team.

NUR503 Professional Nursing: Leadership, Culture, and Development

Hours: Theory 50 / Laboratory 0 / Clinical 0 / Total 50 / Quarter Credits 5.0 / Outside Hours 10 / Prerequisites: NUR402, NUR404

This course allows the student to explore management topics while building effective leadership skills so they may function effectively in the rapidly changing healthcare industry. Management and leadership issues such as planned change, time management, professional advocacy, staffing, motivating, delegation, quality control and conflict resolution are discussed. Cultural heritage, diverse health beliefs and practices, and relevant issues within the modern healthcare system will be explored. Students will understand the importance of effective inter- and intra-professional communication and work dynamics, the employment process, career development, nursing jurisprudence related to the provision of safe and effective nursing care, and preparation for the NCLEX-RN examination.

NUR504 Clinical Professional Nursing: Leadership, Culture, and Development

Hours: Theory 0 / Laboratory 0 / Clinical 120 / Total 120 / Quarter Credits 4.0 / Outside Hours 10 / Prerequisites: NUR402, NUR404

This course allows the student to apply management strategies while building effective leadership skills so they may function effectively in the rapidly changing healthcare industry. Synthesis of management, culture and interpersonal relationship principles are applied with developing independence in the practice of nursing. Students will apply this knowledge through the nursing process and clinical reasoning in an acute care clinical setting as they develop their professional role of leader and manager.

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.

PHM102 Profession of Pharmacy

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

This course introduces students to the roles and responsibilities of the Pharmacy Technician. Students are exposed to the laws that govern pharmacy practice, as well as the process of using drug reference manuals. Emphasis is placed on federal and state regulations and safety guidelines.

PHM103 Pharmacy Processes

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

In this course, students will explore the processes involved in filling prescriptions. Topics include classification of medications, dosage forms and routes, calculating dosages, packaging prescriptions, ISMP medication safety recognition and avoiding prescription errors. Emphasis is placed on safe and ethical pharmacy practice.

PHM104 Compounding
Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 / Prerequisites: None
Students in this course will examine sterile and non-sterile compounding processes. Instruction will also focus on relevant safety, guidelines, and calculations.

PHM105 Pharmacy Settings
Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 / Prerequisites: None
Students in this course will explore various settings in which the profession of pharmacy can be practiced, as well as the different terminology, calculations, and processes required of the Pharmacy Technician in those settings.

PHM106 Pharmacy Administration
Hours: Theory 30 / Laboratory 10 / Total 40 / Quarter Credits 3.5 / Outside Hours 10 / Prerequisites: None
This course exposes students to various aspects of Pharmacy Administration. Students will examine the proper procedures for storing medications, placing orders, performing inventory, maintaining, and destroying records, as well as the laws that govern those processes. Students will also be introduced to the fundamentals of prescription insurance coverage, how to gather and enter appropriate patient information, as well as how to explain prescription coverage to patients. Emphasis is placed on understanding basic insurance terminology, as well as following HIPAA guidelines.

PHM107 Pharmacology for Foundational Body Systems
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: None
In this course, students will examine the pharmacology of drugs pertaining to the Integumentary, Muscular, and Skeletal systems. Instruction is focused on common disorders, specific drugs, drug classifications and their abbreviations, indications, and adverse effects, as well as proper forms and routes of delivery. Emphasis is placed on quality assurance and error prevention.

PHM108 Pharmacology for Vital Body Systems
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: None
In this course, students will examine the pharmacology of drugs pertaining to the Cardiovascular, Lymphatic, Respiratory, and Nervous systems. Instruction is focused on common disorders, specific drugs, drug classifications and their abbreviations, indications, and adverse effects, as well as proper forms and routes of delivery. Emphasis is placed on quality assurance and error prevention.

PHM109 Pharmacology for Transformative Body Systems
Hours: Theory 20 / Laboratory 20 / Total 40 / Quarter Credits 3 / Outside Hours 10 / Prerequisites: None
In this course, students will examine the pharmacology of drugs pertaining to the Digestive, Urinary, Endocrine, and Reproductive systems. Instruction is focused on common disorders, specific drugs, drug classifications and their abbreviations, indications, and adverse effects, as well as proper forms and routes of delivery. Emphasis is placed on quality assurance and error prevention.

PHM110 Math for Pharmacy Technicians
Hours: Theory 40 / Laboratory 0 / Total 40 / Quarter Credits 4.0 /Outside Hours 10 / Prerequisites: None
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.

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 covers the basics of computer programming. Training includes conditional logic, loops, control structures, and data structures. The class will work with using external libraries to develop their code using the resources created by other developers, and 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

The Back-End Foundations course is an introduction to creating server-side web applications and services. Students will learn how to create server-side APIs and render websites. Language-specific concepts will be covered, outlining the nuances associated with the elective framework.

SWD105 Database Foundations

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0 / Outside Hours 15 / Prerequisites: SWD102

The Database Foundations 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. Students will work with both relational (aka SQL) and non-relational (aka document) databases.

SWD106 Mobile Apps & Responsive Design

Hours: Theory 30 / Laboratory 30 / Total 60 / Quarter Credits 4.5 / Outside Hours 15 / Prerequisites: SWD103, SWD104, SWD105

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, SWD105

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 11.5 / Outside Hours 40 / Prerequisites: Final Course

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.

TRD100 Trade Safety & Construction Basics

Hours: Theory 60 / Laboratory 20 / Total 60 / Quarter Credits 7.0 / Outside Hours 20 / 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 also 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. This course will utilize both in-class and out-of-class learning activities to achieve course objectives.

UIUX100 Design Thinking and Structures

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0 / Outside Hours 15 / Prerequisites: None

Basics of design principles, user empathy, and testing product hypotheses. Basics of design principles, user empathy, and testing product hypotheses. A foundational class that covers the design thinking process, user-centric design, product design roles, and design thinking workshops.

UIUX101 Research Methods

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: UIUX100

Overview of user research methods including quantitative, qualitative, and competitive analysis. To teach students the foundation of research from an analytical basis or quantitative and qualitative analysis as well as comparing data as it reacts competitively with outcomes. A student must understand what research is presenting and make choices for the user based on results from a user experience.

UIUX102 Research Demonstration

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0 / Outside Hours 15 / Prerequisites: UIUX101

Concepts of empathy maps, user personals, journey maps, and data analysis. Students have the opportunity to learn how to use empathy maps through the emotional state of the user through each experience. They will understand that identifying the user and target the persona according to the insight collected. How a student reviews and collects information Journey maps/User flows will create acumen for what the experience will be for the user.

UIUX103 Ideation and Strategy

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0 / Outside Hours 15 / Prerequisites: UIUX100

Discovery and development of ideation techniques, user stories, sitemaps, card sorting, and brand strategy. To teach students how to use ideation techniques to create a clear message within the user experience and uncover user stories and map out sitemaps. Students will use card sorting to identify information architecture to use to build the design of the website and develop the brand strategy.

UIUX104 Coding Structures

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: None

Basics of HTML, CSS, JavaScript, and Git Source Control. Students have the opportunity to learn one of the four coding languages of their choosing: JavaScript, C#, interacting with the DOM, retrieving data from remote sources, and more advanced layout techniques.

UIUX105 Frontend Theories and Practice

Hours: Theory 20 / Laboratory 40 / Total 60 / Quarter Credits 4.0 / Outside Hours 15 / Prerequisites: UIUX104

Advanced concepts of HTML, CSS, and JavaScript. Students have the opportunity to learn one of the four coding languages of their choosing: JavaScript, C#, interacting with the DOM, retrieving data from remote sources, and more advanced layout techniques.

UIUX106 Interaction Design and Prototyping

Hours: Theory 50 / Laboratory 100 / Total 150 / Quarter Credits 10.0 / Outside Hours 15 / Prerequisites: UIUX105

Lab environment where students develop skills using design tools, sketching screens, wireframes, grid layouts, UI patterns, and libraries. Key concepts of rapid prototyping, creating a prototype with a tool like Sketch, Figma, or Adobe XD. Students will show how their designs are actualized, first as sketches and then through wireframing. Students also are introduced to several design tools, including Figma and Adobe XD, to learn how to conduct a guerilla usability test to validate sketches and learn how to apply interaction design principles. Students will also explore the world of user interface design in order to make their designs more accessible and engaging.

UIUX107 Capstone Design

Hours: Theory 50 / Laboratory 100 / Total 150 / Quarter Credits 10.0 / Outside Hours 15 / Prerequisites: Final Course

Presentation of individual and client projects upon graduation. Students spend weeks identifying a client and a problem that shows off what the journey the student has gone through in previous courses. The student will solve the problem and create a user experience that is within the Client's brand guide and brand structure.

UIUX108 Presentations, Pitches, and Proposals

Hours: Theory 40 / Laboratory 20 / Total 60 / Quarter Credits 5.0 / Outside Hours 15 / Prerequisites: None

Building case studies, design presentations, processes, and client projects. Develop a portfolio platform, personal brand, resumes, and social media content for hiring and the digital marketplace. Building case studies, design presentations, processes, and client projects. Develop a portfolio platform, personal brand, resumes, and social media content for hiring and the digital marketplace.

WEL120 Oxy-Fuel Cutting

Hours: Theory 40 / Laboratory 40 / Total 60 / Quarter Credits 3.0 / Outside Hours 15 / Prerequisites: TRD100

This course will introduce students to oxyfuel cutting. Students 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.

WEL121 Arc Cutting and Welding Standards

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5.0 / Outside Hours 20 / Prerequisites: TRD100

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 with a 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, and 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 covers 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 through the course.

WEL122 Shielded Metal Arc Welding – Plate

Hours: Theory 0 / Laboratory 80 / Total 80 / Quarter Credits 4.0 / Outside Hours 20 / Prerequisites: TRD100

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.

WEL123 Shielded Metal Arc Welding – Plate and Pipe

Hours: Theory 0 / Laboratory 60 / Total 60 / Quarter Credits 3.0 / Outside Hours 15 / Prerequisites: TRD100

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.

WEL124 Shielded Metal Arc Welding – Groove Welding

Hours: Theory 0 / Laboratory 80 / Total 80 / Quarter Credits 4.0 / Outside Hours 20 / Prerequisites: TRD100

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.

WEL125 Gas Metal and Flux Core Arc Welding – Plate

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5.0 / Outside Hours 20 / Prerequisites: TRD100

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. This course will also provide instruction on interpretation and use of welding drawings and the proper identification of standard symbols used in the welding profession. Safety and proper use of equipment will be emphasized throughout the course.

WEL126 Gas Metal and Flux Core Arc Welding – Plate and Pipe

Hours: Theory 20 / Laboratory 60 / Total 80 / Quarter Credits 5.0 / Outside Hours 20 / Prerequisites: TRD100

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. This course will also 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.

WEL127 Gas Tungsten Arc Welding – Plate and Pipe

Hours: Theory 0 / Laboratory 80 / Total 80 / Quarter Credits 4.0 / Outside Hours 20 / Prerequisites: TRD100

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.

HISTORY OF SOUTHERN CAREERS INSTITUTE

Southern Careers Institute (SCI) was founded in 1960. In 1991, SCI 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 technician 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 Branch campus was opened in 1994.

The Brownsville, Harlingen, and two Corpus Christi Branch campuses were added in November of 2008.

In 2009, Southern Careers Institute, Inc. was acquired by SCI Acquisition Co., Inc.

The Corpus Christi second campus was closed in December 2012.

The San Antonio North Branch campus was opened in 2012.

The Brownsville and Harlingen Branch campuses were relocated to their current facilities in December 2014 and January 2015, respectively.

The Austin Main campus was relocated to its current facility in November 2016.

The Waco Branch campus was opened in January 2019.

FACILITIES AND EQUIPMENT

AUSTIN MAIN 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 BRANCH 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 BRANCH 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.

HARLINGEN BRANCH 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 BRANCH 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 BRANCH 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.

SAN ANTONIO SOUTH BRANCH 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 BRANCH 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.

COLLEGE GOVERNANCE

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

Corporate Officers

Jacob Mayhew, Chief Executive Officer

Rachel Lang, Chief Financial Officer

Dino Meyer, Chief Operations Officer

SOUTHERN CAREERS INSTITUTE STAFF AND FACULTY

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 SCI. In addition, the instructional staff and support personnel are available for assistance in financial aid, attendance, and other areas to best serve students.

AUSTIN MAIN CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Olivares, Delilah	Campus Director	Bachelor of Science in Business Management	University of Phoenix	14 years	N/A
Brown, Tierra	Assistant Director of Education	ASN-RN	Breckinridge School of Nursing	10 years	N/A
Ritchie, David	Director of Admissions	Bachelor of Arts in Education	Fairmont State University	35 years	N/A
Thorn, Kassandra	Director of Financial Aid	Associate of Applied Science	Laredo College	5 years	N/A
Sandoval Jr., Rene	Director of Career Services	Master of Business Administration	University of Texas – Pan American	10 years	N/A
Roan, Mia	Instructor Online Learning Specialist - General	Bachelor of Arts in Philosophy	University of Texas Rio Grande Valley	6 years	FT
Spates, Crystal	Instructor – CDL	Certified CDL Class A	Institution Driving Academy	10 years	FT
Marrero, Imelda	Instructor-Medical Billing and Coding Specialist	Certificate	Austin Community College	20 years	FT
Stewart, Amy	Instructor - Medical Billing & Coding Specialist	Certificate - Medical Insurance Billing & Coding	Everest Institute	13 years	FT
McCleod, Shelby	HVAC	High School Diploma	n/a	13 years	FT
Whiddon, Whitney	Business Administration	Masters – Human Resources Development Leadership	Business Administration, Austin College	30 years	FT
Blair, Justin	Instructor - HVAC	Certification (HVAC electrical & Mechanical)	Ultimate Technical Academy	16years	FT
Cranfill, Jason	Instructor - CDL	Certified class A CDL/Associate in code welding	Community Truck Driving School/ Austin Community College	7 years	FT
Dorsey, Ethan	Instructor - Welding	Certification -Welding	Paris Junior College	10 years	FT
Frank, Kei'erra	Instructor - MA	Associate of Applied Science	CHCP Austin	7 years	FT
Hernandez, Anthony	Instructor - HVAC	HVAC Certification	Austin Community College	15 years	FT
Lozano, Monica	Instructor – Business Administration	Bachelor's in finance / minor in Spanish	Angelo State University	30 years	FT
Molina, Moses	Instructor - Welding	Welding Certification	Allied Skills Training Center	12 years	FT

Navarro, Jeremiah	Instructor-Welding	Combination Welding Certification	South Texas Vocational Institute	6 years	FT
Rivals, Dillon	Instructor - HVAC	HVAC Certification	Fortis College	13 years	FT
Villareal, Antonio	Instructor - HVAC	Associate Degree - HVAC	Western Technical College	14 Years	FT

BROWNSVILLE BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Baldwin, Jeremie J.	Senior Campus Director	Associate of Applied Science in Business	American Intercontinental University	20 years	N/A
Rodriguez, Alicia	Director of Admissions	Bachelor of Science in Human Services	University of Texas at Rio Grande Valley	14 years	N/A
Tobar, Mariana	Director of Career Services	High School Diploma	N/A	21 years	N/A
Ibanez, Maria E	Director of Education	Bachelor of Science in Technical Management	DeVry University	17 years	N/A
Gavia, Erica	Director of Financial Aid	High School Diploma	N/A	13 years	N/A
Chavez, Robert	Instructor - Business	Bachelor of Arts in Science	University of Mary Hardin Baylor	28 years	FT
Duran, Anthony	Instructor - Electrical Technician	Journeyman - Electrician	N/A	14 years	FT
Moran. Pablo	Instructor - Electrical Technician	Apprentice - Electrician	N/A	12 years	FT
Reyna, Ramiro	Corporate Program Director	Journeyman - Electrician	N/A	14 years	FT
Ramirez, Edward	Instructor - Electrical Technician	Apprentice - Electrician	N/A	23 years	FT
De Los Santos, Natalie	Instructor – Pharmacy Technician	Certified Pharmacy Technician	N/A	11 years	FT
Del Toro, Jr., Romelio	Instructor – Electrical Technician	Journeyman – Electrician	N/A	11 years	FT
Robles, Rocio F.	Instructor – Business	Master of Education in Curriculum and Instruction	University of Texas at Rio Grand Valley	11 years	FT
Alanis-Garza, Liliana	Instructor – Medical Billing & Coding Specialist / Medical Assistant	Bachelor in Holistic Health Science	Quantum University	12 years	FT
Cabrera, Rebecca	Instructor Lead – Medical Assistant	Certificate - Medical Assistant	Texas Southmost College	11 years	FT
Molina, Diana	Instructor - Nurse Aide	Certificate - Licensed Vocational Nurse	Texas Southmost College	9 years	PT
Tillman, Theresa	Program Director	Master of Science in Nursing	Southern Nazarene University	16 years	FT

CORPUS CHRISTI BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Wright, Ronald	Campus Director	Bachelor of Science	Miller Motte College	15 years	N/A
Castillo, Jennifer	Director of Career Services	Diploma - Medical Assistant	Southern Careers Institute	11 years	N/A
Ramel, Lloyd	Director of Admissions	Bachelor of Science	American Intercontinental University	12 years	N/A
Scarbrough, Ami	Director of Education	BS, Corporate and Community Health and Wellness MAEd. Educational Leadership/ Curriculum and Instructional Technology Ed.D Educational Leadership/Student Services	North Dakota State University, Argosy University- Twin Cities, Argosy University-Twin Cities	22 years	N/A
Evans, Amanda	Instructor - Medical Assistant	Certificate - Medical Assistant	Southern Careers Institute	10 years	FT
Bass, Quinton	Instructor	Certificate – Welding	South Texas Vocational Technical Institute	11 years	FT
Gonzalez, Patricia	Instructor - Medical Billing & Coding Specialist	Certificate - Medical Billing & Coding Specialist; Certificate - Electronic Health Records Specialist	Texas School of Business; Kaplan	7 years	FT
Hartley, Brigitte	Instructor - Nurse Aide	Diploma - Licensed Vocational Nurse; Certificate - Medical Assistant; Certificate - Phlebotomy Technician; Certificate - ECG Technician	Southern Careers Institute; American Medical Certification, National Healthcare Association	12 years	FT

Ruiz, Jodie	Instructor - Pharmacy Technician	Certificate - Pharmacy Technician; Certificate - Medical Assistant	US Naval School of Health Sciences	15 years	FT
Maldonado, Andra	Instructor – Welding	Certificate – Welding	Southern Careers Institute	10 years	FT

HARLINGEN BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Fuller, April	Campus Director	Associate of Applied Science in Medical Billing and Coding	Western Career College	14 years	N/A
Alcocer, Kara	Director of Financial Aid	Bachelor of Business Administration	University of Texas at Brownsville	15 years	N/A
Mena, Abraham	Director of Admissions	Bachelor of Business Management	University of Texas at Brownsville	8 years	N/A
Atkinson, Rose	Director of Career Services	Associate of Applied Science in Business Management	Southern Careers Institute	10 years	N/A
Lerma, Juan	Instructor - HVAC	Certificate – HVAC	Brightwood College	21 years	FT
Sias, Aida	Instructor Lead - Medical Assistant	Certificate - Medical Assisting	South Texas Vo - Tech	22 years	FT
Rodriguez, Roel	Instructor - Welding	Certificate - Welding	Texas State Technical College	17 years	FT
Johnson, Shawn	Instructor – Medical Assistant	Certificate - Medical Assisting	Southern Careers Institute	13 years	FT
Tamayo, Jesus	Instructor - Welding	Certificate - Welding	Southern Careers Institute	7 years	FT
Simpson, Kenneth	Instructor – HVAC	Certificate – HVAC	Southern Careers Institute	13 years	FT
Ramirez, Tessa	Instructor – Business	Bachelor of Science in Educational Studies	Grand Canyon University	20 years	FT
Ledesma, Crystal	Instructor – Business	Associate in Applied Science	TSTC	20 years	FT
Roriguez, Christian	Instructor – Welding	Certificate – Welding	South Texas Vocational Tech	10 years	FT
Cardona, Angelica	Instructor – Medical Billing & Coding	Certificate – CBCS	National Health Career Association	16 years	FT

PHARR BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Garza, George	Campus Director	Bachelor of Business Administration in Finance	University of Texas Pan American	29 years	N/A
Aguilar, Chris	Assistant Director of Education	Bachelors in Language Arts	University of Texas at Brownsville	15 years	N/A
Longoria, Kayla	Director of Career Services	Bachelor of Applied Science in Psychology	University of the Southwest	6 years	N/A
Medrano, Rosa	Director of Financial Aid	Diploma - Business Accounting Certificate	Southern Careers Institute	23 years	N/A
Julissa Leal - Underwood	Director of Admissions	Diploma – Data Entry / MBC	CMB Vocational	17 years	N/A
Correa, Gerardo	Instructor - Business	Master of Business Administration	Texas A&M San Antonio	10 years	FT
Enriquez, Maritza	Instructor - Business	Bachelor of Business Administration	Instituto International de Estudios Superiores	13 years	FT
Amador, Patricia	Instructor Lead - Medical Assistant	Diploma - Medical Assistant	San Antonio College	22 years	FT
Contreras, Krystal	Instructor - Medical Assistant	Diploma - Medical Assistant	Kaplan College	6 years	FT
Rico, Irma	Instructor - Medical Assistant	Diploma - Medical Assistant	Southern Careers Institute	27 years	FT
Sanchez, Juanita	Medical Billing & Coding	Diploma - Medical Insurance Billing & Coding Specialist	South Texas Vocational Institute	21 years	FT
Acevedo, Claudia	Instructor - Nurse Aide	Certificate - Licensed Vocational Nurse	Valley Grande Institute	19 years	FT
Garcia, Juan	Instructor - Pharmacy Technician	Bachelor of Arts in Psychology	University of Texas Rios Grande Valley	17 years	FT
Prado, Javier	Instructor – Welding	Diploma - Welding	Gary Job Corp Center	20 years	FT
Rodriguez, Efraim	Instructor – Welding	Certificate - Welding	South Texas College	15 years	FT
Torres, Herminio	Instructor - CDL	Highschool Diploma	Edinburgh High School	9 years	FT

Cano, Joseph	Instructor - CDL	Certificate - Import Export Logistics	South Texas College	14 years	FT
Hudston, Quinneta	Instructor – Business	Bachelor of Business Administration	Letourneau University	17 years	PT
Perez, Osbaldo	Instructor – Welding	Associate of Applied Science in Welding Technology	South Texas College	25 years	FT
Jaramillo, Emma	Instructor – Business	Bachelor of Business Administration	The University of Texas – Rio Grande Valley	37 years	PT
Renteria, Arturo	Instructor – CDL	Associate in Farming and Ranching	Texas State Technical College	47 years	PT
Silva, Cesar	Instructor – CDL	Certificate of High School Equivalency	Region One	10 years	PT

SAN ANTONIO NORTH BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP	FT/PT
Hawkins, Roy	Campus Director	B.S .Public Policy	Penn State	35 years	N/A
Reyes, Brenda	Director of Education	Master of Business Administration Doctor of Business Administration, ABD	University of Phoenix	17 years	N/A
Herrera, Delecia	Assistant Director of Education	Master of Public Administration	St. Mary's University	10 ears	N/A
Salinas, Maria	Director of Financial Aid	Bachelor of Arts in Human Resources	University of Incarnate Word	12 years	N/A
Vasquez, Stephanie	Director of Career Services	Associates of Applied Management	Southern Careers Institute	4 years	N/A
Arcia, Diego	Director of Admissions	High School Diploma	N/A	8 years	N/A
Barasch, Kaitlin	Assistant Director of Admissions	Bachelor of Arts – Psychology M.S. Ed Special Education	Duke University Hunter College	3 years	N/A
Ortega, Edna	Assistant Director of Admissions - Cash Programs	Bachelor's Degree - Business Management	Walford University	30 years	N/A
Freiling, Hali	Registrar	Bachelor of Arts - Sociology	University of Texas San Antonio	1 year	N/A
Smith, Nathaniel	Instructor - CDL	High School Diploma	N/A	18 years	FT
Burch, Gary	Instructor - Electrical Technician	High School Diploma	N/A	13 years	FT
Hernandez, Luis	Instructor - Welding	Diploma-Welding	Southern Career Institute	13 years	FT
Gonzales, Mathew	Instructor - Medical Assistant	Diploma-Medical Assistant & RMA	Brightwood College	7 years	FT
Orosco, Jaime	Instructor - Electrical Technician	Master Electrician	TDLR	33 years	FT
Pignato, John	Instructor – Electrical Technician	Diploma – Electrical Technician	Southern Careers Institute	13 years	FT
Kunce, Shaun	Instructor – HVAC	Journeyman	Air Force Technical Training	9 years	FT
White, There	Instructor – HVAC	Diploma-HVAC	Southern Careers Institute	5 years	FT
Dean, Axel	Instructor – Welding	Diploma-Welding	STVT	5 years	FT
Torres, Joseph	Instructor – Welding	High School Diploma	N/A	9 years	FT
Moore, Joseph	Instructor - Medical Assistant	Bachelor of Business Management	Hallmark University	23 years	FT
Menchaca, Angel	Instructor - CDL-A	High School Diploma	N/A	17 years	FT
Estes, Shannon	Instructor – HVAC	Diploma-HVAC	Southern Careers Institute	9 years	FT
Spangler, William	Instructor – HVAC	Diploma-HVAC	Vista College	13 years	FT
Hernandez, Robert	Instructor – CDL-A	High School Diploma	N/A	12 years	FT
Foley, Huey	Instructor – CDL-A	High School Diploma	N/A	6 years	FT
Miller, Lawrence	Instructor – CDL-A	High School Diploma	N/A	13 years	FT

Tamez, Robert	Instructor – CDL-A	High School Diploma	N/A	4 years	FT
Cantrell, Tracy	Instructor – CDL-A	High School Diploma	N/A	40 years	FT
Carrera, Michael	Instructor – Business	Master of Arts in Applied Administration	University of Incarnate Word	7 years	FT
Santos, Mike	Instructor – CDL	High School Diploma	N/A	12 years	FT
Ramos, Anthony	Instructor – CDL	High School Diploma	N/A	7 years	FT
Still, Jason	Instructor - HVAC	High School Diploma	N/A	17 years	FT
Smith, Alexandra	Instructor - Commercial Motor Vehicle Operator	High School Diploma	N/A	13 years	FT
Perez, Norma	Instructor - Medical Billing Coding	Trade School Certification	Southern Career Institute	11 years	PT
Ramos, Arturo	Instructor - Medical Assistant	Diploma	San Antonio College of Medical and Dental	31 years	FT
Limon, Raymond	Instructor - HVAC	High School Diploma	N/A	9 Years	FT

SAN ANTONIO SOUTH BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Singh, Amardeep	Campus Director	Master of Business Administration	University of Incarnate Word	25 years	N/A
Campos, Kassandra	Director of Admissions	Bachelor of Arts	University of Texas San Antonio	12 years	N/A
Armstead, Demetric	Director of Education	Doctor of Philosophy	University of Walden	23 years	N/A
Flores, Braulio	Director of Career Services	High School Diploma	Washington Park High School	4 years	N/A
Hernandez, Marisela	Director of Financial Aid	Bachelor of Business Administration in Management	Texas A&M	16 years	N/A
Godina, Jessica	Registrar - Student Service	Certified Medical Assistant	Quest College	18 Years	N/A
Carrizales, Rafael	Program Director	Certificate - Diesel & Heavy Truck Mechanic	Texas State Technical College	45 years	FT
Lindsay, Deborah	Program Director - Nurse Aide	Master of Science in Nursing	Gwynedd Mercy University	47 years	PT
Davis, Jolanda	Instructor – Nurse Aide	Licensed Vocational Nurse	Quest College	40 years	FT
Torres, Erika	Instructor - Business	Associate of Applied Science Business	Laredo College	19 years	FT
Guajardo, Salvador	Instructor – Business	Master of Business Administration	University of Phoenix	30 years	FT
Acevedo, Reinaldo	Instructor-Business	Juris Doctor	Texas Southern University	39 years	PT
Guajardo, Ann	Instructor-Business	Master of Business Administration	University of Phoenix	24 years	PT
Medina, Tamalyn	Instructor - Medical Assistant	Certificate - Medical Assistant	San Antonio Jr College	45 years	FT
Del Huerto, Karla	Instructor - Medical Assistant	Certificate - Medical Assistant	Texas Careers Laredo	17 years	PT
Khan, Abdul	Instructor - Medical Assistant	Certificate	CHCP	25 years	PT
Guajardo, Antonio	Instructor-Medical Billing & Coding Specialist	Bachelor of Biology	Saint Mary's University of SA	5 years	PT
Guzman, Valerie	Instructor - Pharmacy Technician	Certificate - Pharmacy Technician	Kaplan Careers	14 years	FT
Stephens, Faith	Instructor-Medical Assistant	Certificate-Medical Assistant	Kaplan Careers	15 years	PT
Vallez, Juan	Instructor-Medical Assistant	Associate of Healthcare/Business Management	The College of Healthcare Professionals	24 years	PT

WACO BRANCH CAMPUS

NAME	BUSINESS TITLE	EDUCATION (Cert/Dipl/Deg)	EDUCATIONAL INSTITUTION	EXP.	FT / PT
Dunlap, Heather	Assistant Campus Director	B.A. Health Care Administration	DeVry	15 years	N/A
Fleming, Terrea	Director of Admissions	B.A in Sociology	University of Memphis	18 years	N/A
James, Sonja	Director of Career Services	M. ED.	Strayer University	20 years	N/A
Griffin, Kennisha	Community Relations Representative	B.A. in Communication	University of Phoenix	10 years	FT
Hall, David	Instructor – CDL-A	Certificate – Mechanical Systems	Texas State Technical College	20 years	PT
Gross, Michelle	Instructor - Medical Assistant	AAS of Applied Science	McLennan Community College	15 years	FT
Bartels, Lisa	Instructor - Nurse Aide	Licensed Vocational Nurse	McLennan Community College	12 years	FT
Hollister, James	Instructor – Medical Assistant	AAS degree	Texas State Technical College	2 years	FT
Cornejo, Roberto	Instructor – HVAC	Certificate	Vista College	8 years	FT
Sims, Williams	Instructor – HVAC	Certificate	Johnson Community College	4 years	FT