CCI
TRAINING CENTER

Course

Catalog

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WELCOME!

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

CCI Training Center provides performance based accelerated career programs aimed at achieving optimum job related skills. Our continuing education department offers seminars and workshops to the professional community. Some of CCI's seminars qualify for CEU credits. Our approach in teaching both the technical and non-technical student utilizes techniques developed during our 32 years of experience in the career training industry. With thousands of graduates from Texas and surrounding states, CCI Training Center is proud to be part of the growth and automation of the technical, medical and professional industries in the Southwest region.

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

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

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

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

CCI provides Professional career counseling and job search assistance services to all qualified graduates at no charge. This service will assist the student in preparing for the job market. Services include career counseling, employer networking, job interviewing tips, resume suggestions and interview opportunities. Students who successfully complete a program and meet all financial obligations are eligible for assistance.

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

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

Martin Zandi, Ph.D.
President

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

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ACCET◊

Our Mission

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

Our Goal

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

Our Students

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

Our Team

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

Our Community

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

Allied Health Programs/Seminars

HEALTH INFORMATION SPECIALIST

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

Method of Delivery: This program is available for online delivery in a format that requires weekly academic progress. Students are also required one weekly visit to the campus to engage in an academically related activity as determined by the instructor. This is a quality assurance measure. Students who fall behind in their coursework on a weekly basis may be put on academic probation requiring completion of online coursework on campus utilizing an available computer workstation.

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

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

Class Hours 626 – Externship Hours 120 -- FSA Semester Credit Hours 24.0
Program Length: 33 Weeks

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

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

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Allied Health Programs/Seminars Continued

MEDICAL ASSISTING WITH NUTRITION AND WEIGHT MANAGEMENT

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

Class Hours 662 – Externship Hours 120 – FSA Semester Credit Hours 25.7
Program Length:35 Weeks

Tuition	$12,625
Books	775
Supplies	200
Registration	100
Total Cost	**$13,700**

*** Federal Student Aid (FSA) credit hour calculations are based on Department of Education Guidelines.*
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Allied Health Programs/Seminars Continued

PHARMACY TECH AND LAB PROCEDURES

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

Class Hours 664 – Externship Hours 120   FSA Semester Credit Hours 25
Program Length: Day – 35 Weeks

Tuition	$12,580
Books	$970
Supplies	550
Registration	100
Fees	750
Total Cost	**$14,950**

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

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Allied Health Programs/Seminars Continued

STERILE COMPOUNDING & ASEPTIC SEMINAR

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

Course Number	Course Title	Clock Hours			
		Lecture	Lab	Extern	Total
MED27	Sterile Product Certification	20	20	-	40
MED28	Compounding Certification	20	20	-	40
	Total Hours	**40**	**40**	**-**	**80**

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

Tuition	$1,765
Books	100
Supplies	200
Registration	25
Total Cost	**$2,090.00**

Business Program

BUSINESS AND ACCOUNTING

The Business and Accounting program is designed to prepare students with the technical skills and knowledge of business and accounting skills as well as the enhancement of skills for students with a previous background in business and/or basic accounting. Skills include MS Office, business practices and communications, journals and ledgers, inventory, payroll and use of QuickBooks. Graduates will expect to find positions in accounting offices, bookkeeping, inventory control, accounting clerk, office clerk, financial reporting, payroll clerk, accounts payable, accounts receivable, and positions requiring knowledge of business practices and accounting basics.

Method of Delivery: This program is available for online delivery in a format that requires weekly academic progress. Students are also required one weekly visit to the campus to engage in an academically related activity as determined by the instructor. This is a quality assurance measure. Students who fall behind in their coursework on a weekly basis may be put on academic probation requiring completion of online coursework on campus utilizing an available computer workstation.

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

PROGRAM OUTLINE

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

Class Hours 624 – FSA Semester Credit Hours 20.7
Program Length: 28 Weeks

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

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

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Technology Programs

CISCO **CCNA TRAINING**

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

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

Class Hours 204 – Semester Credit Hours 10.0
Program Length: Day 9 Weeks   Eve – 13 Weeks

Tuition	$5,530
Books	500
Registration	50
Total Cost	**$6,580**

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COMPUTER AND NETWORK ADMINISTRATION

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	Networking Fundamentals	12	18	30	1.0
NET02	Operating Systems Fundamentals	12	18	30	1.0
NET03	IT Security Fundamentals	12	18	30	1.0
NET04	A+	50	70	120	5.0
NET05	Network Intermediate	40	56	96	4.0
CCN01	Introduction to Routers & Switches	40	56	96	4.0
NET06	Linux Essentials	32	46	78	3.5
NET07	Cloud Technology	32	40	72	3.0
NET08	Installing & Configuring Servers	32	40	72	3.0
CDV01	Career Development	6	18	24	0.5
	Total Hours	**268**	**380**	**648**	**26.0**

Class Hours 648   FSA Semester Credit Hours 21.6
Program Length: Day 29 Weeks   Eve 43 Weeks

Tuition	$11,970
Books	1270
Registration	100
Hardware / Exams	1,000
Total Cost	**$14,340**

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

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Technology Programs Continued

MS NETWORK ADMINISTRATION

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

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

Class Hours 144 – Semester Credit Hours 7.0
Program Length: Day - 6 Weeks   Eve – 9 Weeks

Tuition	$3,320
Books	250
Registration	50
Total Cost	**$3,620**

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Technology Programs Continued

PC TECHNICIAN I

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET02	Operating Systems Fundamentals	12	18	30	1.0
NET04	A+	50	70	120	5.0
CDV01	Career Development	6	18	24	0.5
	Total Hours	**68**	**106**	**174**	**6.5**

Class Hours 174
Program Length: Day - 9 Weeks   Eve – 12 Weeks

Tuition	$2,960
Books	290
Registration	50
Exams	300
Total Cost	**$3,600**

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Technology Programs Continued

PC TECHNICIAN II

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

Method of Delivery: The method of instruction and delivery includes a combination of campus classes and completing some of the assignments, tasks, and simulations in an online learning format. Students who fail to maintain the pace and complete the online learning segment of each module will be required to attend school allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

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

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

Class Hours 234
Program Length: Day - 12 Weeks   Eve – 17 Weeks

Tuition	$4,530
Books	520
Registration	50
Exams	350
Total Cost	**$5,450**

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Workshop Descriptions

ALLIED HEALTH COURSES

Computer Fundamentals	**MED01 72 Clock Hours** **Lecture: 40 Hours**	**3.5 Semester Credit Hrs.** **Lab: 32 Hours**

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

Prerequisite: None   Tuition: $1,296   Book: $95

Office Communications	**MED02 24 Clock Hours** **Lecture: 12 Hours**	**0.5 Semester Credit Hrs.** **Lab: 12 Hours**

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

Prerequisite: None   Tuition: $432   Book: N/A

Allied Health Math	**MED03 24 Clock Hours** **Lecture: 12 Clock Hours**	**0.5 Semester Credit Hrs.** **Lab: 12 Clock Hours**

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

Prerequisite: None   Tuition: $432   Book: N/A

Anatomy and Physiology	**MED04 72 Clock Hours** **Lecture: 40 Hours**	**3.5 Semester Credit Hrs.** **Lab: 32 Hours**

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

Prerequisite: None   Tuition: $1,296   Book: $150

Medical Terminology	**MED05 72 Clock Hours** **Lecture: 40 Hours**	**3.5 Semester Credit Hrs.** **Lab: 32 Hours**

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

Prerequisite: None   Tuition: $1,296   Book: $150

Medical Coding	**MED07 120 Clock Hours** **Lecture: 60 Hours**	**4.5 Semester Credit Hrs.** **Lab: 60 Hours**

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

Prerequisite: MED04/MED05   Tuition: $2,160   Book: $300

Workshop Descriptions Continued

ALLIED HEALTH COURSES

Electronic Medical Records   **MED09 84 Clock Hours**   **4 Semester Credit Hrs.**
Lecture: 46 Hours   **Lab: 38 Hours**

Students in this course will learn and practice using a common medical records management software application in a simulated medical office. Students will learn and practice entering patient information, posting charges, payments, running financial reports and filing insurance claims.

Prerequisite: MED04/MED05   Tuition: $1,512   Book: $95

Medical Law, Ethics & Professionalism   **MED10 24 Clock Hours**   **0.5 Semester Credit Hrs.**
Lecture: 12 Hours   **Lab: 12 Hours**

This course introduces students to the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Students will learn legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health.

Prerequisite: None   Tuition: $432   Book: $45

Externship   **MED13 120 Clock Hours**   **2.5 Semester Credit Hrs.**

Upon successful completion of all academic courses in the student's Allied Health program, the student participates in an Externship at an approved facility. The Externship enables students to work in the medical environment and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating facilities and under the supervision of a person with appropriate instructor credentials.

Prerequisite: All Academic Courses in the Assigned Program.
Tuition: None   Book: N/A

Pharmacy Calculations   **MED15 78 Clock Hours**   **4.0 Semester Credit Hrs.**
Lecture: 48 Hours   **Lab: 30 Hours**

Students will learn to use pharmaceutical mathematics including reading, interpreting, and solving calculations problems encountered in the preparation and distribution of drugs; conversion of measurements with the apothecary and metric systems with emphasis on the metric systems of weights and volume. The course includes students' ability to use percentage, dilutions and concentration, mill equivalents, units, intravenous flow rates, as well as solving dosage problems

Prerequisite: MED16   Tuition: $1,404   Book: $150

Fundamentals of Pharmacy Practice   **MED16 78 Clock Hours**   **4.0 Semester Credit Hrs.**
Lecture: 48 Hours   **Lab: 30 Hours**

The student will gain a basic knowledge and introduction to the technician's role in pharmacy. Students learn the laws and regulations associated with pharmacy; the details of community-based and health-system based operations; the inventory management; and introduction to compounding and preparation of sterile products. The students will learn to read prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment.

Prerequisite: MED04   Tuition: $1,404   Book: $175

Workshop Descriptions Continued

ALLIED HEALTH COURSES

Pharmacology   **MED17 78 Clock Hours**   **4.0 Semester Credit Hrs.**
Lecture: 48 Hours   **Lab: 30 Hours**

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

Prerequisite: MED04, MED15   Tuition: $1,404   Book: N/A

Computers in the Pharmacy   **MED18 18 Clock Hours**   **0.0 Semester Credit Hrs.**
Lecture: 6 Hours   **Lab: 12 Hours**

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

Prerequisite: MED15, MED16, MED17   Tuition: $324   Book: $50

Phlebotomy   **MED19 60 Clock Hours**   **3.0 Semester Credit Hrs.**
Lecture: 30 Hours   **Lab: 30 Hours**

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

Prerequisite: Anatomy & Physiology   Tuition: $1080   Book: $95

Certification Test Preparation   **MED21 24 Clock Hours**   **1.0 Semester Credit Hrs.**
Lecture: 8 Hours   **Lab: 16 Hours**

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

Prerequisite: MED15, MED16, MED17, MED18

      Tuition: $432   Book: $50

CPR   **MED22 8 Clock Hours**   **0.0 Semester Credit Hours**
Lecture: 2 Hours   **Lab: 6 Hours**

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

Prerequisite: None   Tuition: $144   Book: $15

Workshop Descriptions Continued

ALLIED HEALTH COURSES

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

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

Prerequisite: MED04/MED05   Tuition: $1,836   Book: $95

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

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

Prerequisite: MED04/MED05   Tuition: $432   Book: N/A

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

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

Prerequisite: MED04/MED05   Tuition: $1,296   Book: $275

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

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

Prerequisite: MED04/MED05   Tuition: $972   Book: $55

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

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

Prerequisite: MED04/MED05   Tuition: $972   Book: N/A

Workshop Descriptions

ALLIED HEALTH COURSES

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

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

Prerequisite: MED04/MED05/MED30   Tuition: $972   Book: N/A

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

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

Prerequisite: MED05 and MED28   Tuition: $432   Books: N/A

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

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

Prerequisite: MED15/MED16/MED17   Tuition: $720   Books: $50

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

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

Prerequisite: MED15, MED16, MED17   Tuition: $720   Books: $50

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

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

Prerequisite: None   Tuition: $432   Book: N/A

Workshop Descriptions Continued

BUSINESS & ACCOUNTING COURSES

MS Office	**ACC01 72 Clock Hours**	**2.5 Semester Credit Hrs.**
	Lecture: 18 Hours	**Lab: 54 Hours**

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

Prerequisite: None   Tuition: $1,296   Book: $95

Business Communication	**ACC02 72 Clock Hours**	**2.5 Semester Credit Hours**
	Lecture: 18 Hours	**Lab: 54 Hours**

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

Prerequisite: None   Tuition: $1,296   Book: N/A

Basic Accounting	**ACC03 96 Clock Hours**	**4.0 Semester Credit Hours**
	Lecture: 30 Hours	**Lab: 66 Hours**

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

Prerequisite: None   Tuition: $1,728   Book: $75

Business Practice I	**ACC04 72 Clock Hours**	**2.5 Semester Credit Hours**
	Lecture: 18 Hours	**Lab: 54 Hours**

In this class, the participant will learn the business basics, business functions and components. Topics include the importance in focusing on the value advantage a business offers and how it must protect and advance those values. Students will also practice the basic daily bookkeeping functions by looking at cash flow, accounts receivable and accounts payable. Students will review a typical daily accounting journal of a sample business and will be required to perform journal entries. Other topics of discussion include business ethics, social responsibility and customer service. The focus of the course will remain with best practices in a professional business office.

Prerequisite: None   Tuition: $1,296   Book: $75

Business Practice II	**ACC05 72 Clock Hours**	**2.5 Semester Credit Hours**
	Lecture: 18 Hours	**Lab: 54 Hours**

Students in this course will learn the additional elements paramount in the successful operation of a business office. Topics of discussion include customer service, customer expectation, business operations, business capital, critical labor force, stages of production in product and service delivery, forecasting, and inventory control. Students will review and understand a sample business asset, depreciation, and liabilities. Students will learn the importance of a sound business plan by learning and revising an existing business plan. The student will learn the different legal forms of business including partnerships and corporations.

Prerequisite: None   Tuition: $1,296   Book: N/A

Workshop Descriptions Continued

BUSINESS & ACCOUNTING COURSES

Payroll Administration	**ACC06 72 Clock Hours**	**2.5 Semester Credit Hours**
	Lecture: 18 Hours	**Lab: 54 Hours**

Students will learn all aspects of payroll accounting including the need for payroll and personnel records, computing wages and salaries, social security taxes, withholding taxes, compensation taxes, analyzing and journalizing payroll transactions, and completing an entire payroll project simulation. Students will also learn all the applicable payroll and labor laws and regulations

Prerequisite: ACC03   Tuition: $1,296   Book: $75

QuickBooks	**ACC07 84 Clock Hours**	**3.5 Semester Credit Hour**
	Lecture: 24 Hours	**Lab: 60 Hours**

In QuickBooks, students will learn journalizing transactions, posting to a general ledger, bank reconciliations, dishonored checks, petty cash transactions, worksheets, financial statements, adjusting and closing entries, and producing a post-closing trial balance. They will also learn journalizing purchases and cash payments, sales, cash receipts, posting to general and subsidiary ledgers, preparing payroll checks, journalizing and posting payroll transactions

Prerequisite: ACC03   Tuition: $1,512   Book: $100

Practicum	**ACC08 60Clock Hours**	**3.0 Semester Credit Hour**
	Lecture: 10 Hours	**Lab: 50 Hours**

The practicum is a synthesis of all courses in the program. The student will establish a simulated business, make decisions regarding business operations, customer expectation, produce financial statements, and make business decisions. The student will practice the different items affecting the success of a business setting invoking a deeper understanding of how business decisions are typically made.

Prerequisite: None

Tuition: $1,080   Book: N/A

Career Development	**CDV01 24 Clock Hours**	**1 Semester Credit Hours**
	Lecture: 6 Hours	**Lab: 18 Hours**

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

Prerequisite: None   Tuition: $432   Book: N/A

Workshop Descriptions Continued

TECHNOLOGY COURSES

Networking Intermediate | **NET05 96 Clock Hours** | **4.0 Semester Credit Hours**
Lecture: 40 Hours | **Lab: 56 Hours**

This course is an introduction to networking technology and terminology. Students will learn how to do the planning, implementation, and optimization of Local Area Networks (LAN). Wide Area Networks (WAN) are discussed and the differences between LANs and WANs are reviewed. Students will learn and practice connecting network components, and discuss LAN/Internet administration, and perform user support and network troubleshooting tasks.
Prerequisite: None | Tuition: $1,728 | Book/Lab: $150

A + | **NET04 120 Clock Hours** | **5.0 Semester Credit Hours**
Lecture: 50 Hours | **Lab: 70 Hours**

This course is designed to give the students the necessary competencies of an IT professional in a corporate environment.   Students will learn skills including installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and performing preventive maintenance of personal computer hardware and operating systems. This course was developed for students entering the information technology (IT) profession and it teaches the fundamentals of configuring, supporting, and administering Personal Computer systems.
Prerequisite: None | Tuition: $2,160 | Book/Lab: $175

Operating Systems Fundamentals | **NET02 30 Clock Hours** | **1.0 Semester Credit Hours**
Lecture: 12 Hours | **Lab: 18 Hours**

The course is designed to build a basic understanding of MS Operating System Configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices and operating system maintenance.
Prerequisite: None | Tuition: $540 | Book/Lab: $115

Networking Fundamentals | **NET01   30 Clock Hours** | **1.0 Semester Credit Hrs.**
Lecture: 12 Hours | **Lab: 18 Hours**

The course is designed to build a basic foundation of computer networking concepts and technologies. The course prepares students to build an understanding of the network infrastructures, network hardware, and protocols and services with an emphasis on the OSI Model.
Prerequisite: None | Tuition: $540 | Book/Lab: $115

IT Security Fundamentals | **NET03 30 Clock Hours** | **1.0 Semester Credit Hours**
Lecture: 12 Hours | **Lab: 18 Hours**

This course provides students with the knowledge and skills to begin supporting network security within an organization. Students who complete this course will be able to identify security threats and vulnerabilities, and help respond to and recover from security incidents.
Prerequisite: Network Intermediate | Tuition: $540 | Book/Lab: $115

Linux Essentials | **NET06 78 Clock Hours** | **3.5 Semester Credit Hours**
Lecture: 32 Hours | **Lab: 46 Hours**

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

Workshop Descriptions Continued

TECHNOLOGY COURSES

Cloud Technology	**NET07 72 Clock Hours**	**3.0 Semester Credit Hours**
	Lecture: 32 Hours	**Lab: 40 Hours**

The course is designed for students to learn the fundamentals concepts of cloud computing and its pace in the modern enterprise. Students will learn to differentiate the types of cloud solutions and the adoption measures needed for each, discuss the technical challenges and the mitigation measures involved in cloud computing, identify the steps to successfully adopt cloud services and to identify potential risks involved in cloud computing and the risk mitigation measures. Students will also identify the potential cost considerations for the implementation of cloud and its strategic benefits.

Prerequisite: Network Intermediate   Tuition: $1,296   Book/Lab: $150

Installing & Configuring Servers	**NET08 72 Clock Hours**	**3.0 Semester Credit Hours**
	Lecture: 32 Hours	**Lab: 40 Hours**

This course provides knowledge and skills working with Windows operating systems to install and perform the initial configuration of a Windows Server in an existing Windows server environment. Students will learn how to implement and configure the core services, including Active Directory Domain Services, networking services and initial Hyper-V configuration.

Prerequisite: Network Intermediate   Tuition: $1,296   Book/Lab: $125

Introduction to Routers and Switches	**CCN01 96 Clock Hours**	**4.0 Semester Credit Hours**
	Lecture: 40 Hours	**Lab: 56 Hours**

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

Prerequisite: Network Intermediate   Tuition: $1,728   Book/Lab: $175

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

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

Prerequisite: CCN01   Tuition: $1,296   Book/Lab: $150

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

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

Prerequisite: Network Intermediate   Tuition: $1,080   Book/Lab: $150

Career Development	**CDV01 24 Clock Hours**	**0.5 Semester Credit Hours**
	Lecture: 6 Hours	**Lab: 18 Hours**

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

Prerequisite: None   Tuition: $432   Book: N/A

Workshop Descriptions _{Continued}

Client Operating Systems **NET13 72 Clock Hours** **3.5 Semester Credit Hours**
Lecture: 40 Hours **Lab: 32 Hours**

The course provides students with knowledge and skills to perform the installation and configuration of the operating systems as well as how to set up users, system profiles, and policies relating to the operating system. Students will learn to perform fault isolation and correction of the operating system.

Prerequisite: CMT03 Tuition: $1,296 Book/Lab: $150

Active Directory & Client OS **NET14 72 Clock Hours** **3.5 Semester Credit Hours**
Lecture: 40 Hours **Lab: 32 Hours**

The course provides students with the knowledge and skills to implement, manage and maintain a network infrastructure. Students will learn to apply server tasks including implementing routing, implementing, managing and maintain Protocols (DHVP), (DNS), and (WINS); IP traffic and certificates; implementing a network access infrastructure; and managing and monitoring network access.

Prerequisite: NET13 Tuition: $1,296 Book/Lab: $150

Configuring Advance Server Services Hours **NET20 72 Clock Hours** **3.5 Semester Credit**

Lecture: 40 Hours **Lab: 32 Hours**

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

Prerequisite: NET13, NET14 Tuition: $1,296 Book/Lab: $150

Student Information

FACILITIES

CCI Training Center has two convenient locations in the Metroplex located at: 770 East Road to Six Flags, #140, Arlington, Texas 76011 and 10830 North Central Expressway, #410, Dallas, Texas 75231. Each campus is equipped with computer networks, individual computer workstations for each student and internet accessibility. Our average student to instructor ratio is 12:1. The maximum student to instructor ratio is 25:1.

HOURS OF OPERATION

School: 8:00 AM to 10:00 PM, Monday-Thursday; 8:00 AM. – 5:00 PM., Friday
Administration Offices: 8:00 AM to 7:00 PM, Monday-Thursday
Administration Offices: 8:30 AM to 5:30 PM, Friday
After hours counseling is available by appointment.

The school offers Interactive Distance Learning, blended/hybrid, on campus workshops. Any student has the option to attend on campus. Some workshops may be conducted Monday thru Friday on campus, 8:00 AM – 5:00PM and / or 6:00PM – 10:00 PM.

SCHOOL HOLIDAYS

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

Student Information Continued

ADMISSION PRE-REQUISITES

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

ENROLLMENT PRE-REQUISITES

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

   A score of 14 on the Wonderlic or 8th Grade or the TABE is required for the following programs:
   - Business & Accounting
   - PC Technician I, PC Technician II
   - Health Information Specialist
   - Medical Assisting with Nutrition & Weight Management
   - Pharmacy Tech & Lab Procedures

   A score of 18 on the Wonderlic or 10th Grade on the TABE is required for the following programs:
   - Computer & Network Administration, Cisco CCNA Training,
   - MS Network Administration

   A candidate may be exempt from the Wonderlic exam if one of the following requirements is met:
   - Completed an Associate Degree, Bachelors and/or Master's Degree
   - Completed English and Math course at the college level with a passing grade of C or better reported on the transcript
   - Submission of a nationally recognized test taken within the prior twelve-month period demonstrating a minimum 8th grade proficiency in math and reading comprehension when measured against a national standard.

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

Note: Candidates for the Pharmacy Tech & Lab Procedures program must understand that industry and/or government standards may prohibit certification or licensing for candidates who have a history of criminal misconduct. It is the students' ultimate responsibility to be aware of such regulation before enrolling. Such misconduct may include felonies or drug or pharmacy related misdemeanors. Candidates must register as a Pharmacy Technician Trainee with the Texas State Board of Pharmacy. The school will assist students to register with the board, but, is not held responsible or accountable if the student's application is denied by the board. At times, an initial routine background check may not reflect any violations and/or criminal report, but, an updated check may; therefore, preventing the student from approval. Before going to an externship student must pass a drug test and have started the Hepatitis B immunization series. The school is not responsible if the student fails such tests.

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

ADVANCED PLACEMENT

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

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

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

CLOCK HOURS AND SEMESTER CREDIT HOURS

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

METHOD OF DELIVERY OF INSTRUCTION

The method of instruction and program delivery includes online learning with emphasis on weekly accountability in completing all lecture and related assignments through regular engagement with the instructors, collaboration with students in the cohort, and by attending online class each week as coordinated by the instructors. Students are also required one or two weekly visits (depending on the program and course) to the campus to engage in an academically related activity as determined by the instructor. This is a quality assurance measure. Students who fall behind in their coursework on a weekly basis may be put on academic probation requiring completion of online coursework on campus utilizing an available computer workstation.

If weekly progress is not maintained, the student may be subject to academic probation leading to termination from CCI. A student who is terminated is held responsible to repay any student loan balance due and in accordance with the State and Federal guidelines.

Student Information Continued

FINANCIAL AID

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

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

CCI Training Center also offers three scholarships:

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

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

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

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

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

ATTENDANCE REQUIREMENTS

CCI offers workshops, in an online format, with required weekly academic progress accountability. The school provides a student sign-in logbook to track attendance that students are required to fill out and sign. Online course activities is tracked using the Learning Management System software. Students who fail to maintain the pace and complete the online learning segment of each workshop will be required to attend all four days each week on campus allowing them the opportunity to utilize school equipment to complete the online learning portion until they receive instructor approval to the contrary.

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

A student could be withdrawn for one or more of the following absences:
- The lesser of ten consecutive school days or fourteen calendar days
- 20% of the total clock hours in a program.
- Anytime that a student fails to return from an approved leave of absence.

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

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

No more than five percent (5%) of the total credit hours for a program may be made up with the approval of the School Director when a student is on probation. In submitting make up work, the student must demonstrate the same level of knowledge or competence as a student who attended the scheduled session. All make up work must be supervised by an instructor approved for the class and completed within two weeks of the absence. Make up work must be documented as being completed with the date, time, duration of the make-up session, and the name of the qualified supervising instructor. Note: Students completing online work may use school facilities during a given week.

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

TARDINESS POLICY

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

Student Information Continued

GRADING AND RETAKE POLICY

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

Each course contains a combination of quizzes and laboratory exercises. Students also receive grade point credit for actively participating in class, online discussions, and online postings if applicable, homework, and maintaining a satisfactory attendance record. Student progress is documented in the Master Student Registration. Progress reports are provided to the student and/or the sponsoring agencies at the end of each subject as required by contract or by specific request. If a student is unsuccessful on a final exam, they have one week to retake the final exam. If a student has to retake a course, there is no additional charge of tuition. The final grade for each subject and the final grade for the completed program are calculated as follows. **Note:** A course that is 30 hours or less may not include a final exam; therefore, the basis of the grade will be adjusted.

Grade Scale

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

Basis of Grade with Final Exam

Homework	10%
Lab Assignments/Tests	30%
Final Exam	40%
Class / IDL Participation	10%
Attendance	10%

Basis of Grade without Final Exam

Homework	10%
Labs/Projects/Tests	70%
Class/IDL Participation	10%
Attendance	10%

EXTERNSHIPS

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

SATISFACTORY ACADEMIC PROGRESS

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

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

A student may be placed on probation due to any of the following circumstances:
- Improper or unsafe use of school equipment or property.
- Violation of one or more of the school's regulations, such as proper attire and behavior.
- Not meeting Satisfactory Academic Progress (SAP) standards.
- Any act of violence.
- Other violations as determined by the Director.

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

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

Student Information <small>Continued</small>

SATISFACTORY ACADEMIC PROGRESS <small>Continued</small>

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

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

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

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

LEAVE OF ABSENCE AND PROGRAM INTERRUPTION

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

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

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

REQUIREMENTS FOR GRADUATION

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

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

REFUND AND CANCELLATION POLICY

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY/GENERAL GUIDELINES

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

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

        (a)   The last day of attendance, if the student is terminated by the school;

        (b)   The date of receipt of written notice from the student; or

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

If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school.

If a student enters a program and withdraws or is otherwise terminated after the cancellation period, the school may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.[1]

Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

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[1] More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

Student Information Continued

REFUND AND CANCELLATION POLICY Continued

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

- (a) An enrollee is not accepted by the school;

- (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

- (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations if mandated by the requirements for career schools and colleges.

REFUND POLICY/TITLE IV FUNDS

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

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

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

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

- (a) The last day of attendance, if the student is terminated by the school.

- (b) The receipt of written notice from the student.

- (c) The lesser of ten consecutive school days or fourteen calendar days.

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

REFUND POLICY/ STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

    (a)   If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student, in accordance with the refund policy stated in the catalog for any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

    (b)   A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

    (c)   The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

        (1)   Satisfactorily completed at least 80 percent of the required coursework for the program; and

        (2)   Demonstrated sufficient mastery of the program material to receive credit for completing the program.

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

REFUND POLICY/SEMINARS

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

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

    (a)   the last date of attendance; or

    (b)   the date of receipt of written notice from the student.

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

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

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

    (a)   an enrollee is not accepted by the school;

    (b)   if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or

    (c)   if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the establishment or representatives of the school.

Student Information Continued

STUDENT GRIEVANCE POLICY

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

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

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

and/or

ACCET
Chair, Complaint Review Committee
1722 N Street, NW
Washington, DC 20036
www.accet.org

For more information about our graduation rates, the median debt of students who completed the program, and other important consumer disclosure information, please visit our website at: www.ccitraining.edu.

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

STUDENT RIGHTS TO ACCESS RECORDS

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

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

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

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

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

STUDENT RIGHTS TO ACCESS RECORDS Continued

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

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

STANDARDS OF STUDENT CONDUCT

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

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

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

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

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

DRESS CODE

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

Student Information Continued

CRIME POLICY

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

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

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

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

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

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

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

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

DRUG AND ALCOHOL ABUSE POLICY

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

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

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol

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

Drugs

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

PENALTIES UNDER FEDERAL AND STATE LAW

FEDERAL LAW

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

Student Information ^{Continued}

DRUG AND ALCOHOL ABUSE POLICY ^{Continued}

PENALTIES UNDER FEDERAL AND STATE LAW

TEXAS LAW

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

FIREARM POLICY

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

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

PLACEMENT ASSISTANCE SERVICES

Students who successfully complete their program of study are eligible for Placement Assistance Services. Services include career counseling, employer networking, job interviewing tips, resume suggestions, and interview opportunities. Students enrolling in a single class, seminar, or workshop are not eligible for Placement Assistance. Payment of all tuition, fees, books and supplies must be current before Placement Assistance Services are offered. As a career education enterprise approved and regulated by a state agency (TWC), CCI Training Center cannot and does not guarantee employment.

PROMOTIONAL OFFERS

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

Student Information Continued

Senior Management Staff

Martin Zandi, Ph.D., President

Joseph Weber, M.Ed., Campus Director /Operations Manager

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

INSTRUCTORS

Bailey, Adrian — Technology – Certifications: CompTIA A+, Cisco CCNA

Barnett, Joy: — Allied Health – University of Phoenix; MBA, University of Phoenix

Blakely, Isaiah — General Education – BS – Southern University A&M, MA – Louisiana College

Blount, Rodney — Pharmacy Tech – BS from the SW Assemblies of God University
Certification: Certified Pharmacy Technician, CPR Instructor; Sterile Product & Compounding

Calvert, F. Pepper — Allied Health – AAS – Richland College – Medical Assisting;

Casey, James — Technology – Certifications: CompTIA A+, Network+, MCSE

Cenac, Troy: — Pharmacy Tech – AAS in Paralegal, Tyler Junior College, BS in Biochemistry, Louisiana State University, MS in Pharmacology and Therapeutics, LSU Health Sciences Center
Certifications: CPhT

Davis, Jenny — Business & Accounting – BBA & MBA in Accounting; CPA in State of Texas; Angelo State University, Abilene Christian University, Midland College

Dunbar, Blake — Technology – BS – Business & marketing, University of TX;
Certifications: CompTIA A+, Network+

Drumm, Gary — Technology – Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+
Master's Certification in IT Project Management

Fitzgerald, William — Technology - Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+
CompTIA IT Fundamentals, Cisco CCNA

Gardner, Rachel: — Pharmacy Tech – CPhT; BS – Texas Tech University

McCray, Charlesetta: — Allied Health – MBA – Health Services – Our Lady of the Lake University
BS – Health Information – University of Texas

Newsom, Victor: — Technology – BA in Business Administration, Texas A& M University
Certifications: A+, Network+, Security+ < CCNA

Student Information

Sanderson, Louiseza: Business & Accounting: MBA – Dallas Baptist University; Certified QuickBooks Pro Advisor

Sergeant, Dora Business & Accounting – BS in Accounting, University of Arkansas, MBA, University of Phoenix

Smith, Kimberly: Business & Accounting: BS – Computer Science – Coppin State University; MA – Computer Systems Information – University of Phoenix

Stinson, Krystal General Education – PhD – University of Phoenix; MA, Keller Graduate School; BS – Robert Morris College; AAS – Robert Morris College

Thomas, Lisa: Allied Health – A.A.S. in Business Administration, Remington College; B.S. in Health Information Technology; M.B.A. in Business
Certification: Certified Pharmacy Technician, CPR Instructor; Sterile Product

Thompson, Dana Technology – AAS – WG University – IT Management
Certifications: CompTIA A+, CompTIA Network+, MCP. MTA, MOS, MCT

Tidwell, Brian Allied Health – AAS – Excelsior College – Nursing; BS – St. Phillip - Nursing

Tidwell, Tiffany Allied Health – Medical Assistant – MBA in Healthcare Management, Bethel University; BS in Management, Bethel University; AS in Allied Health, Southwest Tennessee Community College; Diploma in Medical Assistant, Concorde Career College

Weber, Joseph: General Education – B.A. in Education, Saint Louis University; M.Ed. in Educational Administration, University of North Texas

Williamson, Robert: Technology – B.S. in Technology, Training & Development, University of North Texas; M.S. in Technology, University of Texas at Tyler
Certifications: CompTIA A+, CompTIA Network+, CompTIA Security+

Book List

ALLIED HEALTH PROGRAMS

Medical Terminology
Quick & Easy Medical Terminology, 8th Ed., Saunders 2017

Anatomy and Physiology
The Human Body in Health & Disease, 7th Ed., Elsevier 2017

Basic Pharmacology, Clinical Procedures and Lab, EKG Introduction, and Weight Management and Wellness
Sherpath for Medical Assisting, 13th Ed., Elsevier; Kinns's Medical Assistant Online Resources

Medical Office Procedures
SimChart for the Medical Office: Learning the Medical Office Workflow, 2018 Ed., Elsevier

Certification Test Preparation
Mosby's Review for the Pharmacy Technician Certification, 3rd Ed., by James Mizner, Elsevier, 2013

Computer Fundamentals
Microsoft Office 2016 Introductory by William Pasewark, Scott. Pasewark, Robin Romer, Jessica Evans, Katherine Pinard and Rachel Bunin, Cengage Learning, 2010

Computers in the Pharmacy
Pharmacy Management Software for Pharmacy Technicians by DAA Enterprises,Incorporated, Mosby, 2012

Electronic Medical Records
SimChart for the Medical Office: Learning the Medical Office Workflow, 2018 Ed., Elsevier

Fundamentals of Pharmacy Practice
Mosby's Pharmacy Technician: Principles and Practice, 3rd Ed. Bundle with Workbook

Insurance Billing & Reimbursement
Insurance Handbook for the Medical Office by Marilyn T. Fordney, Saunders/Elsevier, 2017
Insurance Handbook for the Medical Office Student Workbook by Marilyn T. Fordney, Saunders/Elsevier, 2017

Medical Coding
2018 ICD-10-CM Physician Professional Ed., 2018 ICD-10_PCS Professional Ed., AMA 2018 CPT Professional, 2018 HCPCS Level II, Step by Step Medical Coding Textbook and Workbook, 2018 Ed., Elsevier

Medical Law, Ethics & Professionalism
Legal & Ethical Issues for Health Professionals, 3rd Ed, Elsevier,
HIPAA Online (User Guide & Access Code), 3rd Ed., Saunders

Pharmacy Calculations
Math Calculations for Pharmacy Technicians: A Work text, 2nd Ed., by Robert Fulcher and Eugenia Fulcher, Saunders, 2012

Sterile Products Certification
Sterile Products and Aeseptic Techniques for the Pharmacy Technician by Mike Johnston and Jeff Gricar, Prentice Hall, 2011

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

Phlebotomy
Phlebotomy Work Text and Procedures, 4th Ed., by Robin Warekois, Saunders, 2015

BUSINESS & ACCOUNTING

MS Office
Microsoft Office 2016 Introductory by William Pasework, Scott. Pasework, Robin Romer,
Jessica Evans, Katherine Pinard and Rachel Bunin, Cengage Learning, 2010

Basic Accounting
Accounting Basics: An Introduction for Non-Accounting Majors, Eric Weinstein, L, 2014, Labyrinth Learning

QuickBooks
QuickBooks Pro 2015, Conlon & Harltey, Labyrinth Learning, 2015

Payroll Administration
Payroll Accounting: A Practical, Real-World Approach, 4th Ed., Eric Weinstein, 2016, Labyrinth Learning

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

TECHNOLOGY PROGRAM

A+
Complete CompTIA A+ Guide to PCs, 7th Ed & Access Code for Lab

Networking Fundamentals
MTA 98-366: Networking Essentials uCertify Course and Lab

Operating Systems Fundamentals
MTA 98-349: Windows Operating System Fundamentals uCertify Course and Labs

IT Security Fundamentals
CompTIA Security + uCertify course and labs and textbook bundle

Networking Intermediate
CompTIA Network+ N10-006 Pearson uCertify Course and Labs and Textbook Bundle

Introduction to Routers & Switches
CCNA R&S ICND2 200-105 Pearson uCertify Course, Network Simulator and eBook Bundle

Book List <small>Continued</small>

Advanced Concepts in Routing & Switching
CCNA R&S ICND2 200-105 Pearson uCertify Course, Network Simulator and eBook Bundle

Installing & Configuring Servers
70-410 (Installing and Configuring Windows Server 2012 R2 (Course & Lab)

Active Directory & Client OS
MCSA/MCSE Configuring Advanced Windows Server 2012 R2 Services (70-412-R2) uCertify Course and Lab

Linux Essentials
Linux Fundamentals: uCertify course & lab textbook bundle

Cloud Technology
Cloud Essentials: uCertify course & labs textbook bundle

Security+
CompTIA Security + uCertify course and labs and textbook bundle