CCI TRAINING CENTER

Student Catalog

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www.ccitraining.edu

WELCOME!

CCI Training Center has the mission to provide the most effective accelerated career education programs to the public. Vision – Empowering learners with the skill and training to succeed in growing career fields.

CCI Training Center provides performance based accelerated career programs aimed at achieving optimum job-related skills. Our approach in teaching both technical and nontechnical students utilize techniques developed during more than 41 years of experience in the career training industry. With thousands of graduates CCI Training Center is proud to be part of the growth and automation of the technical, medical, and professional industries.

The programs are delivered in an online format to accommodate varying study schedules, CCI Training Center offers flexible scheduling. Our dedicated team of instructors brings more than 100 years of experience to CCI in the field of professional training.

Originally founded in 1984, CCI is a for-profit institution owned and operated by Dr. Martin Zandi. CCI has been approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas since 1991. 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.

CCI provides professional career counseling and job search assistance services to all qualified graduates. This service will assist the students in preparing for the job market. Services include career counseling, employer networking, job interviewing tips, resume suggestions and interview opportunities. Students who successfully complete a program and meet all financial obligations are eligible for assistance.

CCI Training Center is an equal opportunity establishment providing services and employment opportunities based on merit, and with no distinction based on 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 to preparing our students to make that journey a success.

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

Martin Zandi, Ph.D.
President

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CCI Training Center's Mission Statement

Our mission is to provide the most effective accelerated career education programs to the public. Vision – Empowering learners with the skill and training to succeed in growing career fields.

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 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.

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

CCI Training Center is accredited by ACCET, the Accrediting Council for Continuing Education and Training®

MEDICAL BILLING & CODING SPECIALIST

The program is designed to give students the knowledge and skills necessary to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) certification national exam. Each student will learn the principles of medical coding as it relates to the three main coding manuals: CPT, ICD_10-CM, and HCPCS Level II. The 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. The program prepares students for an entry level position in the healthcare marketplace, such as Medical Records Technician, Claim Scrubber, Front Desk Specialist, Medical Biller/Coder, or Insurance Verification.

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

Upon completion of the program, the student will receive a Certificate of Completion in Medical Billing & Coding Specialist. The school utilizes the AAPC approved curriculum to prepare students to sit for the AAPC Certified Professional Coder (CPC) examination.

Course Number	**Course Title**	**Clock Hours**				**TWC Semester Credit**
		Lecture	**Lab**	**Extern**	**Total**	
VAL07	Virtual Assistant Literacy	12	24	-	36	1.0
MED04	Anatomy & Physiology	24	48	-	72	3.0
MBC01	Insurance Billing & Reimbursement	24	60	-	84	3.5
MBC02A	CPC/Coding – Introduction	24	48	-	72	3.0
MBC02B	CPC/Coding – Basic	12	24	-	36	1.0
MED02C	CPC/Coding – Intermediate	24	48	-	72	3.0
MBC02D	CPC/Coding – Advanced	24	48	-	72	3.0
MBC06	Certified Professional Coder (CPC) – Exam Prep	24	72	-	96	3.5
CDV01	Career Development	8	16	-	24	1.0
MBC07	Coding Applications Practicum	20	80		100	3.5
	Total Hours	**196**	**468**		**664**	**25.5**

Class Hours 664 -- FSA Semester Credit Hours 22.0
Program Length: 26 Weeks

Tuition	$11,385
Technology	$500
Registration	$100
Total Cost	**$11,985**

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

Medical Billing & Coding Specialist - Course Descriptions

VAL01 Virtual Assistant Literacy – 36 hrs.
The course provides students with skills to provide administrative, creative or technical services. Students will acquire communication skills, time management and organization, and technical proficiency with Microsoft Office Suite and other administrative and Internet-based software programs. Students will learn to work with online collaboration apps for task management and project tracking. In addition, students will learn to use virtual meetings tools such as Zoom, Teams, and Google Meet.
Prerequisite: None

MED04 Anatomy and Physiology – 72 hrs.
The course introduces students to basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Students should be able to identify body system components and functions relating this knowledge to the delivery of health care.
Prerequisite: None

MBC01 Insurance Billing & Reimbursement – 84 hrs.
The course introduces students to the field of insurance billing and reimbursement. Students learn the principles and practices of effective records management for electronic records systems. Students will learn alphabetical indexing, electronic file management, subject and numeric records management, and the relationship between electronic and image records. Students will learn and practice using a common medical records management software application in a simulated medical office. Students will enter patient information, post charges, payments, and run financial reports.
Prerequisite: MED04

MBC02A CPC/Coding – Introduction - 72 hrs.
The course covers word building rules, prefixes, suffixes and whole-body terminology. Students will learn terms covering anatomy and physiology, pathological conditions, and diagnostic treatments and procedures. Terms relating to each body system and medical specialty are included. Students will also learn about the business of medicine and ICD-10- CM coding systems and guidelines for chapters 1 - 22. An introduction to CPT guidelines and HCPCS modifiers will also be discussed. Students will learn and practice using a common medical records management software application in a simulated medical office. Students will enter patient information, post charges, payments, and run financial reports, code cases, and file insurance claims.
Prerequisite: MED04

MBC02B CPC/Coding - Basic – 36 hrs.
In this course, the students will learn and practice the fundamentals of coding for the integumentary system, musculoskeletal system, respiratory system, and lymphatic system procedures. Students will learn and practice using a common medical records management software application in a simulated medical office. Students will enter patient information, post charges, payments, and run financial reports, code cases, and file insurance claims. Prerequisite: MED02A

Medical Billing & Coding Specialist - Course Descriptions

MBC02C CPC/Coding – Intermediate – 72 hrs.
In this course, the students will learn and practice the fundamentals of coding for cardiovascular system, digestive system, urinary system, male and female reproductive systems, endocrine system, nervous system, and eye/ear and adnexa procedures. Students will learn and practice using a common medical records management software application in a simulated medical office. Students will enter patient information, post charges, payments, and run financial reports, code cases, and file insurance claims.
Prerequisite: MED02A/MED02B

MBC02D CPC/Coding – Advanced – 72 hrs.
In this course, the students will learn and practice the fundamentals of anesthesia, pathology and laboratory, evaluation and management, and medicine section coding. Students will also review all concepts taught throughout the MBC02A – D series of courses. Students will learn and practice using a common medical records management software application in a simulated medical office. Students will enter patient information, post charges, payments, and run financial reports, code cases, and file insurance claims.
Prerequisite: MED02A/MED02B/MED02C

MBC06 Certified Professional Coder (CPC) Exam Prep – 96 hrs.
The course is a review of the activities and responsibilities that a medical billing and coding professional may perform as part of his/her job. The review course will prepare students to take the AAPC Certified Professional Coder exam. The students' skills will be assessed in both pre- and post-subject matter evaluations. Testing tips, time competency, and skills testing are included.
Prerequisite: MBC01/02A-D/06/MED04

CDV01 Career Development – 24 hrs.
The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted.
Prerequisite: None

MBC07 Coding Application Practicum – 100 hrs.
In this course, students will be enrolled in AAPC's Practicode, a web-based program that allows coders to gain experience by coding real-world cases utilizing Codify software. Students will complete 300 cases. The instructor-led course is designed to build confidence, prepare students for the AAPC certification exam, facilitate transition into the workforce, and provide real-world experience through the abstraction of critical information from patient cases and converting that data into medical code. Additionally, completion of all Practicode cases can help in removing apprentice status for those who have not yet gained the required work experience.

MEDICAL ASSISTANT

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 recording vital signs, administering injections, patient preparation, and basic lab procedures. Graduates completing this program may seek a rewarding entry level career working as a Medical Assistant, Clinical Laboratory Assistant, EKG Technician, Front Office Assistant, Virtual Medical Assistant, Patient Scheduler, or Patient Advocate.

Delivery of Instruction: Blended (requires 240 hours of externship at local medical facilities).

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

Course Number	Course Title	Clock Hours				TWC Semester Credit
		Lecture	Lab	Extern	Total	
VAL01	Virtual Assistant Literacy	16	32	-	48	2.0
MED02	Medical Law, Ethics & Professionalism	6	18	-	24	0.5
MED03R	Medical Terminology/Anatomy & Physiology	32	40	-	72	3.0
MED05	Basic Pharmacology	12	24	-	36	1.0
MED18	Clinical Theory & Simulations	48	72	-	120	5.0
MED30A	Electronic Medical Records	24	60	-	84	3.5
MED06A	Medical Office Procedures	42	66		108	4.5
CDV01	Career Development	8	16	-	24	1.0
CEP02	Certification Review	8	16	-	24	1.0
EXT01	Externship			240	240	5.0
	Total Hours	**196**	**344**	**240**	**780**	**26.5**

Class Hours 540 – Externship Hours 240 – FSA Semester Credit Hours 26.0
Program Length: 30 Weeks

Tuition	$14,100
Technology	$500
Registration	$100
Total Cost	**$14,700**

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

Course prerequisites - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school. A complete list of approved textbooks may be obtained from the School Director.

Medical Assistant - Course Descriptions

VAL01 Virtual Assistant Literacy – 48 hrs.
The course provides students with skills to provide administrative, creative or technical services. Students will acquire communication skills, time management and organization, and technical proficiency with Microsoft Office Suite and other administrative and Internet-based software programs. Students will learn to work with online collaboration apps for task management and project tracking. In addition, students will learn to use virtual meetings tools such as Zoom, Teams, and Google Meet.
Prerequisite: None

MED02 Medical Law, Ethics & Professionalism - 24 hrs.
The course introduces students to the legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Students will learn legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health Prerequisite: None

MED03R Medical Terminology/Anatomy & Physiology – 72 hrs.
The course introduces the etymology of medical language, prefixes, suffixes, root words, and combining forms. Students will learn related medical terminology, anatomy, physiology, and pathophysiology of each body system. Emphasis is placed on the relationship between body structure and function and the procedures common in health care.
Prerequisite: None

MED05 Basic Pharmacology – 36 hrs.
The course introduces medial assisting students to the study of medications and drugs. Students will learn the sources of drugs, their generic and brand names, the legal classification of drugs, routes and drug administration and describe drug interactions.
Prerequisite: MED03R

MED06A Medical Office Procedures – 108 hrs.
The course introduces students to medical office administrative procedures with emphasis on patient reception, appointment scheduling, telephone techniques, triage, mail handling, financial records, accounts receivable and payable, banking procedures, insurance, office management, medical records management, daily operations and safety. Students will also learn about nutrition, pharmacology including prescription writing and top 200 drugs, medical emergency management, and patient education techniques.
Prerequisite: MED03R

Medical Assistant - Course Descriptions

MED18 Clinical Theory & Simulation Lab – 120 hrs.
This course blends clinical theory with hands-on simulation practice, offering a unique learning experience. It equips students with the knowledge and skills to apply medical principles in a simulated environment, focusing on critical thinking, decision-making, and clinical reasoning through scenarios and debriefings. The course aims to develop proficiency in using simulation for effective healthcare training and education.
Prerequisite: MED03R

MED30A Electronic Medical Records – 84 hrs.
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: MED03R

CEP02 Certification Review-MA – 24 hrs.
The course is a review of the activities and responsibilities that a medical assistant may perform as part of the job. The course prepares students to sit for the national certification exam. Prerequisite: MED03R/05/28/33/30/32

CDV01 Career Development – 24 hrs.
The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted.
Prerequisite: None

EXT01 Externship
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.

Externship Completion:
The school will arrange an extern site within 30 miles of the student's zip code. The school is fully committed to assisting students with a suitable externship site near the location of the student. At times finding a new externship site to match the remote location of the student leads to delay and cause the student to complete the program later than anticipated. Students must understand and agree to this condition and assist the school, when possible, by remaining in close contact with the school.

Students understand and agree that they must accept and attend the externship site according to the available schedule. The schedule for the externship is mandated by the site (morning, noon, evening). The cooperation of the student is a requirement of the externship.

The school is not responsible nor obligated in any form if the student fails to start and complete the externship at the provided site. The failure to attend will cause the failure to complete the program.

CCI Training Center is not accountable if the student fails to complete the externship portion of the program of study successfully due to lack of attendance. In the event of a drop or termination from the program at CCI Training Center, students' financial obligations still apply as regulated by the school's accreditation entity and the federal financial aid regulations.

Radiology Technician (Limited Scope) Training

The program is designed to prepare students for entry-level employment as a technician in the field of limited scope radiology. Not to be confused with LMRT registration. Candidates are advised that each state has slightly different licensing requirements. Some states require the limited scope radiology certification offered by ARRT while other states require registration as a Non-Certified Technicians (NCT), and yet there are states that have no examination for licensing to practice as a limited scope radiology tech.

Students will gain the knowledge and practical skills necessary to work in high-demand healthcare settings such as urgent care clinics, imaging centers, and physician offices. Training emphasizes specific radiologic imaging tasks permitted under a limited scope/NCT registration and/or license.

The online courses in the program include two weekly live lectures. Attendance is a requirement. Students will learn key principles of radiologic safety, patient care and positioning, operation and maintenance of radiology equipment, as well as the legal and ethical responsibilities associated with imaging procedures. This comprehensive curriculum ensures students are well-prepared to deliver quality care and support in limited scope radiology-focused environments.

Coursework prepares students for their limited scope ARRT-administered state licensing exam through lectures, labs, projects, and an externship aligned with exam content. An exam prep course offers practice tests, review materials, and assessments to gauge readiness.

The program includes a required externship, providing hands-on clinical experience in local imaging facilities where students apply classroom learning to real patient care.

Graduates must apply for their state licensing and/or registration exam. Graduates completing the program may seek a rewarding career as a limited scope radiology technician, x-ray technician, non-certified technician, radiology scheduler, radiology assistant, or any combination of the above-listed.

Delivery of Instruction: Blended (requires 360 hours of externship at local medical facilities).

Upon completion of the program, the student will receive a Certificate of Completion in Radiology Technician (Limited Scope) Training

Radiology Technician (Limited Scope) Training

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Externship	Total	
VAL01	Virtual Assistant Literacy	16	32		48	2.0
MED03R	Medical Terminology/Anatomy & Physiology	32	40		72	3.0
MED05	Basic Pharmacology	8	16		24	1.0
MED30	Electronic Medical Records	12	42		54	1.5
MED18	Clinical Theory & Simulations	48	72		120	5.0
RAD01	Introduction to Radiography & Patient Care	16	32		48	2.0
RAD02	Radiation Safety & Infection Control	24	36		60	2.5
RAD03	Radiographic Positioning & Projection	24	60		84	3.5
RAD04	Radiographic Digital Image Production & Evaluation	16	32		48	2.0
CDV01	Career Development	8	16		24	1.0
RAD05	Radiographic Core Review	16	32		48	2.0
RADEX100	Externship			360	360	8.0
	Total Hours	**220**	**410**	**360**	**990**	**33.5**

Class Hours 990 FSA Semester Credit Hours 33
Program Length: 38 Weeks

Tuition	$16,100
Technology	$500
Registration	$100
Total Cost	**$16,700**

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

Course prerequisites - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school. A complete list of approved textbooks may be obtained from the School Director.

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Radiology Technician (Limited Scope) Training Course Descriptions

Virtual Assistant Literacy – 48 hrs.
The course provides students with skills to provide administrative, creative or technical services. Students will acquire communication skills, time management and organization, technical proficiency with Microsoft Office Suite and Google Workspace. Students will learn to work with online collaboration apps such as Basecamp for task management and project tracking. In addition, students will learn to use virtual meetings tools such as Zoom and Google Meet.
Prerequisite: N/A

MED05: Basic Pharmacology – 24 hrs.
The course introduces Limited Scope Radiology Technician 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: MED03R

MED03R: Medical Terminology/Anatomy & Physiology – 72 hrs.
The course introduces the etymology of medical language, prefixes, suffixes, root words, and combining forms. Students will learn related medical terminology, anatomy, physiology, and pathophysiology of each body system. Emphasis is placed on the relationship between body structure and function and the procedures common in health care.
Prerequisite: N/A

MED30: Electronic Medical Records – 54 hrs.
In this course, students 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. The course also focuses on the health record side of electronic records and will provide students with hands-on experience documenting patient histories, medications, procedures, injections, and laboratory testing.
Prerequisite: MED03R/MED05

RAD01: Introduction to Radiology and Patient Care – 48 hrs.
During this course students will be provided with the concept of optimal patient care, and the overview of the foundations of radiography and the practitioner's role in the health care delivery system. This course includes a review of general mathematics and its applications in radiology. Students will learn basic formulas and calculations used by radiographers to produce high quality radiographic images. The materials will include the physical and psychological requirements of a patient, while closely monitoring the principles, practices and policies of health care organizations, in addition to the professional responsibilities of the radiographer. Routine and emergency patient care are also discussed.
Prerequisites: MED03R/MED

Radiology Technician (Limited Scope) Training Course Descriptions

RAD02: Radiation Safety and Infection Control – 60 hrs.
Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. The course also includes the professional responsibilities of the radiographer related to infection control and how standard precautions play a role in the prevention of illness and disease.
Prerequisite: RAD01

RAD03: Radiographic Positioning and Projections- 84 hrs.
This course provides the knowledge base necessary to learn and demonstrate proper positioning techniques required to perform standard imaging procedures of the chest, abdomen, spine, bony thorax, upper/ lower extremities, skull and facial bones. Students will also learn proper shielding techniques and use of x-ray-related positioning equipment such as sponges and wedges. The course also focuses on important patient instructions that must be conveyed prior to exposure to ensure that quality images are produced.
Prerequisites: RAD01/RAD02

RAD04: Radiographic Digital Image Production and Evaluation – 48 hrs.
In this course, students will learn about the factors that affect radiographic quality to include imaging equipment, image processing, and image display. Students will discuss digital imaging characteristics, components of the radiographic unit, and the principles and operation of digital imaging systems found in diagnostic radiology. Criteria for image evaluation, quality assurance, and quality control will also be discussed.
Prerequisites: RAD01/RAD02/RAD03

RAD05: Radiographic Core Review – 48 hrs.
This course is designed to provide a comprehensive review of the program learning objectives and to prepare students for their limited scope radiology core exams.
Prerequisites: RAD01/RAD02/RAD03/RAD04

CDV01 Career Development – 24 hrs.
This course is designed to prepare students for career search and advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search. Practice interviews will be conducted.
Prerequisite: N/A

Radiology Technician (Limited Scope) Training Course Descriptions

RADEX100: Externship – 360 hrs. For this course, students will be assigned to a medical clinic or imaging center where they will utilize the knowledge and skills acquired in the classroom and apply those principles in a functional medical environment. Students will gain valuable hands-on experience through the performance of radiologic imaging and other common duties expected of a Limited Scope Radiology Technician. This will occur under the supervision and direction of an RT and other integral members of the healthcare team.

Externship Completion:
The school will arrange an extern site within 30 miles of the student's zip code. The school is fully committed to assisting students with a suitable externship site near the location of the student. At times finding a new externship site to match the remote location of the student leads to delay and cause the student to complete the program later than anticipated. Students must understand and agree to this condition and assist the school, when possible, by remaining in close contact with the school.

Students understand and agree that they must accept and attend the externship site according to the available schedule. The schedule for the externship is mandated by the site (morning, noon, evening). The cooperation of the student is a requirement of the externship.

The school is not responsible nor obligated in any form if the student fails to start and complete the externship at the provided site. The failure to attend will cause the failure to complete the program.

CCI training Center is not accountable if the student fails to complete the externship portion of the program of study successfully due to lack of attendance. In the event of a drop or termination from the program at CCI Training Center, students' financial obligations still apply as regulated by the school's accreditation entity and the federal financial aid regulations.

Externship Hours – State Regulatory Requirements
The standard externship requirement for the RAD program is 360 hours. However, students may be required to complete additional externship hours when required by applicable state laws, regulations, licensing requirements, certification requirements, or other regulatory standards applicable to the student's intended state of practice.

The 360-hour program requirement does not supersede or replace any state-specific requirement. When a state requires more than 360 externship hours, the student will be responsible for completing the additional hours necessary to satisfy the applicable state requirements.

Students are responsible for reviewing and understanding the requirements applicable to the state in which they intend to seek certification, registration, or licensure. Requirements may vary by state and may change over time. The school will communicate known state-specific requirements to students when applicable.

Completion of 360 externship hours satisfies the standard program requirement but does not, by itself, establish that a student has satisfied all requirements imposed by a particular state or regulatory agency.

State Licensing:
Candidates for the Radiology Technician (Limited Scope) Training program must agree and 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 state regulations before enrolling. Such misconduct may include felonies or drug related misdemeanors.

The school will assist students to register with their state licensing 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 reports, but an updated check may; therefore, prevent the student from getting approval.

Texas Residents:
Students register with the Texas Medical Board for the Non-Certified Technician license. The Texas Medical Board does not require the AART limited scope examination. The board requires the knowledge and completion of the program.

PHARMACY TECHNICIAN TRAINING

The program is an innovative, multi-discipline approach designed to prepare the student for an entry level position in the medical marketplace as a Pharmacy Technician. These positions may be in retail pharmacies, medical offices, hospitals, clinics, labor, or companies providing services to medical establishments. Primary program subjects include pharmacy practice, pharmacology, prescription, the use of the computer and medical software, human anatomy and physiology, and pharmacy law and ethics. The program includes a certification review class to prepare the student for the Pharmacy Certification Exam (PTCB or ExCPT). 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.

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

Upon completion of the program, the student will receive a Certificate of Completion in Pharmacy Technician Training.

Course Number	Course Title	Clock Hours				TWC Semester Credits
		Lecture	Lab	Extern	Total	
VAL01	Virtual Assistant Literacy	12	36	-	48	1.5
MED04	Anatomy & Physiology	24	48		72	3.0
PHAR01	Fundamentals of Pharmacy	12	48		60	2.0
PHAR02	Pharmacy Calculations	42	64	-	106	4.5
PHAR03	Pharmacology	12	48	-	60	2.0
PHAR04	Community Pharmacy Practice	12	36		48	1.5
PHAR05	Institutional Pharmacy Practice	12	36	-	48	1.5
PHAR06	Insurance & Inventory	12	24	-	36	1.0
PHAR07	Certification Review	12	24	-	36	1.0
CDV01	Career Development	8	16		24	1.0
EXT03	Externship			-	100	2.0
	Total Hours	**158**	**380**	**100**	**638**	**21.0**

Class Hours 546 – Externship Hours 100 FSA Semester Credit Hours 21
Program Length: 25 Weeks

Tuition	$11,385
Technology	$500
Registration	$100
Total Cost	**$11,985**

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

"Students have the option to purchase textbooks from sources other than through the school.
A complete list of approved textbooks may be obtained from the School Director.

Pharmacy Technician Training - Course Descriptions

VAL01 Virtual Assistant Literacy – 48 hrs.
The course provides students with skills to provide administrative, creative or technical services. Students will acquire communication skills, time management and organization, and technical proficiency with Microsoft Office Suite and other administrative and Internet-based software programs. Students will learn to work with online collaboration apps for task management and project tracking. In addition, students will learn to use virtual meetings tools such as Zoom, Teams, and Google Meet.
Prerequisite: None

MED04 Anatomy and Physiology - 72 hrs.
The course introduces students to basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Students should be able to identify body system components and functions relating this knowledge to the delivery of health care.
Prerequisite: None

PHAR01 Fundamentals of Pharmacy – 60 hrs.
The student will gain 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; inventory management; and introduction to compounding and preparation of sterile products. The students will learn to read prescriptions in the community pharmacy and medication orders in the hospital pharmacy environment.
Prerequisite: None

PHAR02 Pharmacy Calculations - 106 hrs.
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: None

PHAR03 Pharmacology – 60 hrs.
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: None

Pharmacy Technician Training - Course Descriptions

PHAR04 Community Pharmacy Practice - 48 hrs.
Students will learn prescription processing and preparation, pharmacy operations and workflow, and pharmacy management. In addition, this course provides information regarding over-the-counter medications and complementary medicine. Students will learn about alternative therapies and herbal remedies.
Prerequisite: PHAR01

PHAR05 Institutional Pharmacy Practice - 48 hrs.
Students will learn about the types of hospitals, hospital pharmacy standards and procedures, hospital orders, and communication with nursing staff. This course discusses advanced and specialized pharmacy technician opportunities. Students will learn institutional pharmacy operations, management, and workflow.
Prerequisite: PHAR01

PHAR06 Inventory & Insurance – 36 hrs.
Students will learn about the types of private insurance, group insurance, and government managed insurance programs. Pharmacy billing and inventory management will also be discussed. Students will learn about formulary drugs, generic versus trade name drugs, and drug utilization evaluation.
Prerequisite: PHAR01

PHAR07 Certification Review – 36 hrs.
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 students' skills will be assessed in both pre-and post-subject matter evaluations. Testing tips, time competency, and skills testing are included.
Prerequisite: PHAR01/02/03/04/05/06

CDV01 Career Development – 24 hrs.
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

EXT03 Externship
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.

Externship Completion:
The school will arrange an extern site within 30 miles of the student's zip code. The school is fully committed to assisting students with a suitable externship site near the location of the student. At times finding a new externship site to match the remote location of the student leads to delay and cause the student to complete the program later than anticipated. Students must understand and agree to this condition and assist the school, when possible, by remaining in close contact with the school.

Students understand and agree that they must accept and attend the externship site according to the available schedule. The schedule for the externship is mandated by the site (morning, noon, evening). The cooperation of the student is a requirement of the externship.

The school is not responsible nor obligated in any form if the student fails to start and complete the externship at the provided site. The failure to attend will cause the failure to complete the program.

CCI Training Center is not accountable if the student fails to complete the externship portion of the program of study successfully due to lack of attendance. In the event of a drop or termination from the program at CCI Training Center, students' financial obligations still apply as regulated by the school's accreditation entity and the federal financial aid regulations.

Externship Hours – State Regulatory Requirements
The standard externship requirement for the PTT program is 100 hours. However, students may be required to complete additional externship hours when required by applicable state laws, regulations, licensing requirements, certification requirements, or other regulatory standards applicable to the student's intended state of practice.

The 100-hour program requirement does not supersede or replace any state-specific requirement. When a state requires more than 100 externship hours, the student will be responsible for completing the additional hours necessary to satisfy the applicable state requirements.

Students are responsible for reviewing and understanding the requirements applicable to the state in which they intend to seek certification, registration, or licensure. Requirements may vary by state and may change over time. The school will communicate known state-specific requirements to students when applicable.

Completion of 100 externship hours satisfies the standard program requirement but does not, by itself, establish that a student has satisfied all requirements imposed by a particular state or regulatory agency.

State Licensing:
Candidates for the Pharmacy Technician Training program must agree and 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 state regulations before enrolling. Such misconduct may include felonies or drug related misdemeanors.

The school will assist students to register with their state licensing 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 reports, but an updated check may; therefore, prevent the student from getting approved.

BUSINESS & ACCOUNTING PROGRAM

The program is designed to prepare students with 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, Outlook, HR, 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.

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

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

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
ACCO1	MS Office	24	60	84	3.5
ACC02	MS Outlook	12	36	48	1.5
ACC03	Business Communication	18	54	72	2.5
ACC04	Business Ethics	12	24	36	1.0
ACC05	Basic Accounting	30	66	96	4.0
ACC06	Payroll Administration	18	54	72	2.5
ACC07	Human Resources	18	54	72	2.5
ACC08	QuickBooks	24	60	84	3.5
CDV01	Career Development	6	18	24	0.5
ACC09	Practicum	12	36	48	1.5
	Total Hours	**168**	**456**	**624**	**22.5**

Class Hours 624 – FSA Semester Credit Hours 20.8
Program Length: 24 Weeks

Tuition	$10,085
Technology	$500
Registration	$100
Total Cost	**$10,685**

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

**Course prerequisites - see course description for details.*

"Students have the option to purchase textbooks from sources other than through the school. A complete list of approved textbooks may be obtained from the School Director."

Business & Accounting – Course Descriptions

ACC01 MS Office – 84 hrs.
The course is an introduction to the use of MS Office in business. The Microsoft Office Suite includes applications typically used by organizations that work together to extend workforce capabilities for the benefit of an organization. Students will study and apply major functions and features associated with Microsoft Word, Excel, PowerPoint, and OneNote. Students will examine how the various applications' major components and tools work together and explore how to configure and use them effectively.
Prerequisite: None

ACC02 MS Outlook – 48 hrs.
Students will learn how to navigate MS Outlook to manage email communications, contact information, calendar events, tasks, and notes. Students will also learn to customize command sets, configure emails accounts, perform advanced searches, apply filters to control spam, and learn to automate management tasks.
Prerequisite: ACCO1

ACC03 Business Communication - 72 hrs.
The 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

ACC04 Business Ethics - 36 hrs.
The course introduces students to moral dilemmas and problems that arise in business and considers ways to apply ethical principles and standards to business. Students will consider the role of virtue and integrity in business success, as well as identify obstacles to developing moral character in business.
Prerequisite: None

ACC05 Basic Accounting - 96 hrs.
The participants 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

Business & Accounting – Course Descriptions

ACC06 Payroll Administration – 72 hrs.
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: ACC05

ACC07 Human Resources - 72 hrs.
The course will examine the policies and practices used by human resource management staff to build and maintain an effective workforce. Topics include human resource planning, job analysis, recruitment, selection, performance appraisal, manpower development, compensation, and labor relations.
Prerequisite: None

ACC08 QuickBooks - 84 hrs.
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 to journalize purchases and cash payments, sales, cash receipts, posting to general and subsidiary ledgers, preparing payroll checks, journalizing, and posting payroll transactions.
Prerequisite: ACC05

ACC09 Practicum
The practicum is a synthesis of all courses in the program. The student will establish a simulated business, make decisions regarding business operations, customer expectations, produce financial statements, and make business decisions. The student will practice the different items affecting the success of a business setting invoking a deeper understanding of how business decisions are typically made.
Prerequisite: All Academic Courses in the Assigned Program

CDV01 Career Development
The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted.

Technology Programs

COMPUTER AND NETWORK TECHNICIAN (TRACKS I, II, III)

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

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

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

Class Hours 648 FSA Semester Credit Hours 21.0
Program Length: 25

Tuition	$13,740
Technology	$500
Registration	$100
Total Cost	**$14,340**

Federal Student Aid (FSA) credit hour calculations are based on Department of Education guidelines. Course prerequisites - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school.
A complete list of approved textbooks may be obtained from the School Director."

Track I (Desktop)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET04A	A+ Part One	24	72	96	3.5
NET04B	A+ Part Two	24	72	96	3.5
NET05	Network+	36	72	108	4.0
NET09	Cloud Essentials	30	54	84	3.5
NET11	Linux Essentials	30	54	84	3.5
CDV01	Career Development	6	18	24	0.5
NET24	Practicum	15	45	60	2.5

	Total Hours	**254**	**394**	**648**	**25.0**

Technology Programs

COMPUTER AND NETWORK TECHNICIAN (CONTINUED)

Track II (Cisco/CCNA)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET05	Network+	36	72	108	4.0
NET09	Cloud Essentials	30	56	84	3.5
CCNA01	Cisco CCNA – Vol. 1	40	86	126	5.0
CCNA02	Cisco CCNA – Vol. II	50	100	150	6.0
CDV01	Career Development	6	18	24	0.5
NET24	Practicum	15	45	60	2.0
	Total Hours	**213**	**435**	**648**	**25.5**

Track III (IT Security)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET05	Network+	36	72	108	4.0
NET09	Cloud Essentials	30	54	84	3.5
NET10	Cloud+	40	56	96	4.0
NET11	Computer Security Fundamentals	20	52	72	2.5
NET12	Security+	36	72	108	4.0
CDV01	Career Development	6	18	24	0.5
NET24	Practicum	15	45	60	2.5

	Total Hours	**219**	**429**	**648**	**25 .0**

Computer & Network Technician (Tracks I,II,III) Course Descriptions

NET01: IT Fundamentals - 48 hrs.
The students will learn the basics of Information Technology. The student will learn about the hardware, software, and networking concepts in computing. The student will also learn about software development, databases, security concepts and best practices, as well as business continuity strategies. Finally, the students will learn about computer support and common troubleshooting techniques.
Prerequisite: None

NET02: IT Pro Power Skills – 48 hrs.
The course is designed to prepare students to learn to be that self-driven, highly motivated professional that employers are seeking. Students in this class perform hands-on exercises to learn research skills, study techniques, and time management. You will also gain an understanding of project management and product development, including Agile, Lean, Kanban, and Jira. Learn how your own brain and your unique personality fit within the IT landscape and how you personally can make your mark on the future of technology. You will begin receiving IT newsletters as well as tailored job postings from some of the best job databases. This information shapes you into the IT Pro that you are about to become.
Prerequisite: None

NET04a: A + Part One – 96 hrs.
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. The course prepares students for the CompTIA A+ Part One certification exam.
Prerequisite: None

NET04b: A + Part Two – 96 hrs.
This course continues 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. The course prepares students for the CompTIA A+ Part Two certification exam.
Prerequisite: NET04a

NET05: Network+ - 108 hrs.
Students will learn the configuration, management, and troubleshooting of common wired and wireless network devices. The course focuses on specific areas like critical security concepts, key cloud computing best practices and typical service models, newer hardware and virtualization techniques and concepts to give individuals the combination of skills to keep the network resilient. The course prepares students to take the CompTIA Network+ certification exam.
Prerequisite: None

NET09: Cloud Essentials – 84 hrs.
Students will learn cloud principles and how cloud solutions are designed. Students will also learn how network and storage solutions are used in the cloud. This course will also teach students about why organizations need to put their users and applications in the cloud. Next, students will learn how cloud management and technical operations are configured for common cloud solutions. Students will also learn about governance and risks associated with cloud deployments. Finally, students will learn cloud compliance and security.
Prerequisite: None

NET10: Cloud+ - 96 hrs.
Students will learn the fundamentals of cloud and be introduced to hands-on labs that simulate real-world, hardware, software and command line interface environments. The students will also learn and understand working with business continuity, infrastructure, security, virtualization, resource management, and cloud models. The course also provides an overview of the new technologies to support the changing cloud market as more organizations depend on cloud-based technologies.
Prerequisite: NET09

NET11 Computer Security Fundamentals – 72 hrs.
The course enables students to learn to identify and prioritize potential threats to a network, to use basic networking knowledge to improve security, to learn to defend against the most common DoS attacks, learn how to implement security policies, evaluate potential security consultants, and learn how cyber terrorism and information warfare are evolving. Prerequisite: None

NET12: Security + - 108 hrs.
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. The course prepares students to take the CompTIA Security+ certification exam.
Prerequisite: NET05/11

NET11: Linux Essentials – 84 hrs.
The course is designed to prepare students to understand the Linux and open-source operating system philosophy. Students will understand the major components of the Linux operating systems and have the technical proficiency to work on the Linux command line and have an understanding of Linux security

and administration. Students will practice setting up users and groups, setting permissions and configuring a network connection.
Prerequisite: NET05

CCNA01: Cisco CCNA - Volume I - 126 hrs.
This course introduces students to routers. The course teaches the basic skills necessary to configure Cisco switches and routers in multi-protocol internetworks. Students will learn and apply the fundamentals of interconnecting Cisco network devices.
Prerequisite: NET05

CCN02: Cisco CCNA - Volume II - 150 hrs.
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

NET24: Practicum – 60 hrs.
The practicum is a synthesis of all courses in the Computer & Network Administration (Tracks I,II,III) program and relates to the elective - track chosen by the student. The student will complete assignments under the supervision of the instructor and a member of the employer community. Assignments will include topics from the core courses and the elective-track courses. All assignments must be completed successfully to receive a passing grade. Students will practice real world scenarios and assignments, plan execution strategies and offer preventive - measure solutions to problems assigned.
Prerequisite: Completion of all courses in the program

Technology Programs

CLOUD COMPUTING TECHNICIAN TRAINING (TRACKS I, II, III)

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

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

Upon completion of the program, the student will receive a Certificate of Completion in Cloud Computing Technician Training.

Class Hours 636 FSA Semester Credit Hours 21.0
Program Length: 25 Weeks

Tuition	$13,740
Technology	$500
Registration	$100
Total Cost	**$14,340**

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

Course prerequisites - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school. A complete list of approved textbooks may be obtained from the School Director."

Track I (Azure)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET09	Cloud Essentials	30	54	84	3.5
NET10	Cloud+	40	56	96	4.0
NET11	Computer Security Fundamentals	20	52	72	2.5
NET18	Azure Essentials	32	52	84	3.5
NET19	MS Certified Azure Fundamentals	48	72	120	5.0
CDV01	Career Development	6	18	24	0.5
NET25	Practicum	15	45	60	2.5

	Total Hours	**227**	**409**	**636**	**25.5**

Technology Programs

CLOUD COMPUTING TECHNICIAN TRAINING (CONTINUED)

Track II (AWS)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET09	Cloud Essentials	30	54	84	3.5
NET10	Cloud+	40	56	96	4.0
NET11	Computer Security Fundamentals	20	52	72	2.5
NET20	AWS Cloud Essentials	32	52	84	3.5
NET21	AWS Certified Cloud Practitioner	48	72	120	5.0
CDV01	Career Development	6	18	24	0.5
NET25	Practicum	15	45	60	2.5
	Total Hours	**227**	**409**	**636**	**25.5**

Track III (Google)

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
NET01	IT Fundamentals	18	30	48	2.0
NET02	IT Pro Power Skills	18	30	48	2.0
NET09	Cloud Essentials	30	54	84	3.5
NET10	Cloud+	40	56	96	4.0
NET11	Computer Security Fundamentals	20	52	72	2.5
NET22	Google Workplace	32	52	84	3.5
NET23	Associate Cloud Engineer	48	72	120	5.0
CDV01	Career Development	6	18	24	0.5
NET25	Practicum	15	45	60	2.5

	Total Hours	**227**	**409**	**636**	**25.5**

CLOUD COMPUTING TECHNICIAN TRAINING COURSE DESCRIPTION

NET01: IT Fundamentals – 48 hrs.
The students will learn the basics of Information Technology. The student will learn about the hardware, software and networking concepts in computing. The student will also learn about software development, databases, security concepts and best practices, as well as business continuity strategies. Finally, the students will learn about computer support and common troubleshooting techniques.
Prerequisite: None

NET02: IT Pro Power Skills – 48 hrs.
The course is designed to prepare students to learn to be that self-driven, highly motivated professional that employers are seeking. Students in this class perform hands-on exercises to learn research skills, study techniques, and time management. You will also gain an understanding of project management and product development, including Agile, Lean, Kanban, and Jira. Learn how your own brain and your unique personality fit within the IT landscape and how you personally can make your mark on the future of technology. You will begin receiving IT newsletters as well as tailored job postings from some of the best job databases. This information shapes you into the IT Pro that you are about to become.

NET09: Cloud Essentials – 84 hrs.
Students will learn cloud principles and how cloud solutions are designed. Students will also learn how network and storage solutions are used in the cloud. This course will also teach students about why organizations need to put their users and applications in the cloud. Next, students will learn how cloud management and technical operations are configured for common cloud solutions. Students will also learn about governance and risks associated with cloud deployments. Finally, students will learn cloud compliance and security.
Prerequisite: None

NET10: Cloud+ - 96 hrs.
Students will learn the fundamentals of cloud and be introduced to hands-on labs that simulate real-world, hardware, software and command line interface environments. The students will also learn and understand working with business continuity, infrastructure, security, virtualization, resource management, and cloud models. The course also provides an overview of the new technologies to support the changing cloud market as more organizations depend on cloud-based technologies.
Prerequisite: NET09

NET11 Computer Security Fundamentals – 72 hrs.
The course enables students to learn to identify and prioritize potential threats to a network, to use basic networking knowledge to improve security, to learn to defend against the most common DoS attacks,

learn how to implement security policies, evaluate potential security consultants, and learn how cyber terrorism and information warfare are evolving. Prerequisite: None

NET18: Azure Essentials – 84 hrs.
In this course students will learn the basic cloud concepts and understand the benefits of cloud computing in Azure environments. Students will also learn how to compare and contrast basic strategies for moving users and applications to Azure. In addition, students will explore the different services that are used, such as CPU, networking storage and security.
Prerequisite: NET09/10

NET19: MS Certified Azure Fundamentals – 120 hrs.
In this course students will prepare for the Microsoft Certified Azure Fundamentals Exam (AZ900). The students will learn the industry terms and concepts. They will learn the Azure core services, products, solutions and tools used in Azure Administration tasks. Additionally, the students will learn about security, privacy, and compliance as it relates to standard industry protocols and Azure cloud administration. Finally, the students will learn how the Azure pricing structure is defined, as well as how to maintain and support Azure cloud services and environments.
Prerequisite: NET18

NET20: AWS Cloud Essentials - 84 hrs.
This course prepares the students for the AWS Certified Cloud Practitioner course. This course is a basic course to familiarize the students with AWS cloud services. The students will get an overall understanding of the AWS cloud, independent of the specific technical roles. It will provide students with a detailed overview of cloud concepts, AWS services, security, architecture, pricing, and support.
Prerequisite: NET09/10

NET21: AWS Certified Cloud Practitioner - 120 hrs.
This course prepares the students for the AWS Certified Cloud Practitioner examination. Students will learn basic knowledge of the AWS platform, including available services and their common use cases, AWS Cloud architectural principles (at the conceptual level), account security, and compliance. Students will get an understanding of AWS Cloud economics including costs, billing, and analysis, and the value proposition of the AWS Cloud.
Prerequisite: NET20

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

NET23: Associate Cloud Engineer – 120 hrs.
This course prepares you for the Google Associate Cloud Engineer Certification. Students will learn how to setup a Google cloud solution environment. Students will also learn how to plan and configure a Google cloud solution. In addition, the students will learn how to deploy and implement a Google cloud solution for operational success. Finally, students will also learn how to configure access and security to ensure the Google Cloud provides optimal security functionality. Students will learn how to use the Google Cloud console and command-line interfaces to perform common administration, management, and maintenance tasks. Prerequisite: NET21

NET25: Practicum (CTA Tracks I, II, III) – 60 hrs.
The practicum course is a synthesis of courses the students completed throughout the duration of the Cloud Technology Administration (Tracks I,II,III) program. The students will receive instructor-led theory with a hands-on lab research approach in this practicum. The student will complete assignments under the supervision of the instructor. The final project in the practicum will consist of researching, designing, building, configuring, and presenting a migrated Google Cloud environment for a business. The research assignments are hands-on labs that provide the students with a guided view of cloud standards, rules, compliance and security. Student will understand how all the hardware, software, devices, and components fit together in a Google Cloud environment. This practicum will also guide students through cloud configuration techniques and use cases based on the courses within the program.
Prerequisite: Completion of all courses in the program

CDV01 Career Development – 24 hrs.
The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search. One on one mock interview will be conducted.
Prerequisite: None

Technology Programs

Computer Support Technician

The 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.

Delivery of Instruction: Interactive Distance Learning (IDL methodology)

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

Course Number	Course Title	Clock Hours			TWC Semester Credits
		Lecture	Lab	Total	
VAL01	Virtual Assistance Literacy	12	36	48	2.0
NET01	IT Fundamentals	12	36	48	2.0
NET02	IT Pro Power Skills	12	36	48	2.0
NET09	Cloud Essential	15	57	72	2.0
NET011	Computer Security Fundamentals	15	57	72	2.0
CDV01	Career Development	6	18	24	0.5
MGT01	Project Management Essentials	9	27	36	1.0
	Total Hours	**81**	**267**	**348**	**10.0**

Class Hours: 348 Program Length: 14 Weeks

Tuition	$4,925
Registration	$25
Total Cost	**$4,950**

Course prerequisites - see course description for details.

"Students have the option to purchase textbooks from sources other than through the school. A complete list of approved textbooks may be obtained from the School Director."

COMPUTER SUPPORT TECHNICIAN COURSE DESCRIPTION

VAL01 Virtual Assistant Literacy – 48 hrs.
The course provides students with skills to provide administrative, creative or technical services. Students will acquire communication skills, time management and organization, technical proficiency with Microsoft Office Suite and Google Workspace. Students will learn to work with online collaboration apps such as Basecamp for task management and project tracking. In addition, students will learn to use virtual meetings tools such as Zoom and Google Meet.
Prerequisites: N/A

NET01 IT Fundamentals - 48 Hrs.
The students will learn the basics of Information Technology. The student will learn about the hardware, software, and networking concepts in computing. The student will also learn about software development, databases, security concepts and best practices, as well as business continuity strategies. Finally, the students will learn about computer support and common troubleshooting techniques.
Prerequisites: N/A

NET 02 IT Pro Power Skills – 48 hrs.
The course is designed to prepare students to learn to be that self-driven, highly motivated professional that employers are seeking. Students in this class perform hands-on exercises to learn research skills, study techniques, and time management. You will also gain an understanding of project management and product development, including Agile, Lean, Kanban, and Jira. Learn how your own brain and your unique personality fit within the IT landscape and how you personally can make your mark on the future of technology. You will begin receiving IT newsletters as well as tailored job postings from some of the best job databases. This information shapes you into the IT Pro that you are about to become.
Prerequisite: N/A

NET09 Cloud Essentials – 72 hrs.
Students will learn cloud principles and how cloud solutions are designed. Students will also learn how network and storage solutions are used in Cloud. This course will also teach students about why organizations need to put their users and applications in the cloud. Next, students will learn how Cloud management and technical operations are configured for common cloud solutions. Students will also learn about governance and risks associated with cloud deployments. Finally, students will learn Cloud compliance and security. Prerequisite:NET01

NET11 Computer Security Fundamentals – 72 hrs.
The course enables students to learn to identify and prioritize potential threats to a network, to use basic networking knowledge to improve security, to learn to defend against the most common attacks, learn

how to implement security policies, evaluate potential security consultants, and learn how cyber terrorism and information warfare are evolving. Prerequisites: NET01/NET09

COMPUTER SUPPORT TECHNICIAN COURSE DESCRIPTION

Career Development – 24 hrs.
The course enables students to develop and plan for career advancement. Students will learn resume writing, interviewing, networking, effective communication, managing time effectively, and use of internet-based websites in the job search.
Prerequisites: N/A

Project Management Essentials – 36 hrs.
This course provides a hands-on introduction to the core principles and practices of project management for beginners. Students will explore key concepts for planning, executing, and keeping projects on track from start to finish. Students will learn how to plan, execute, and track projects effectively. You will gain hands-on experience with tools like Basecamp, Trello, and Asana. These tools help organize tasks, improve teamwork, and monitor progress. This project management essentials training offers a strong foundation without focusing on certification prep. The course teaches how to set goals, manage timelines, and use resources wisely. This is not a certification prep course. Instead, it provides a solid foundation in project management. Prerequisites: All Academic Courses in the Program

Student Information

FACILITIES

CCI Training Center located at:
770 East Road to Six Flags, Suite 140, Arlington, Texas 76011 (817) 226-1900

The facility is readily accessible for students requiring physical accommodation, spacious classrooms, laboratory, administrative offices, handicap accessible rest room facilities and breakroom. The campus also provides classrooms that are appropriately furnished with laboratory and instructional furniture/equipment for the programs offered on campus. Equipment and supplies for each program of study are available in the classrooms and laboratories.

A student to instructor maximum ratio of 25:1 per class is followed. The maximum student to instructor ratio for allied health lab classes is 12:1.

Hours of Operation

Classes (Online and/or Hybrid)
Monday – Thursday - Schedule Varies

Administrative Offices
Arlington Campus (physical location) Monday thru Friday - 9 am – 5 pm
Virtual Hours – 9 am – 6:30 pm Monday thru Thursday (staff available by email/phone)
Virtual Hours – 9 am – 5:00 pm Friday (staff available by email/phone)

After-hours counseling is available by appointment.

DELIVERY OF INSTRUCTION
Programs are in an Interactive Distance Learning (IDL) and/or hybrid environment, on-campus.
Classes are held Monday thru Thursday, Hours Varies

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

CCI Training Center has continuous registration with classes starting monthly. Students may enroll at any time; however, scheduled start dates are the only days to begin a program.

Student Information Continued

ADMISSION REQUIREMENTS

The Admissions Department at CCI provides prospective students with information about the school and assists applicants with planning for their educational needs.

To qualify for enrollment prospective students must:

- Be at least 18 years old
- Be a high school graduate, or a designated equivalent listed below
- Complete a virtual campus tour
- Submit initial application
- Pass Wonderlic with appropriate score
- Interview with the admissions leadership
- Complete an Enrollment Agreement
- Interview and complete document with financial aid staff.

✞ **Proof of age and education must be supplied, and a copy kept in the student's file.**

Acceptable Age Verification

- Valid government issued ID (driver's license, passport, etc.)

Acceptable HS & Equivalency Documentation

a. Accredited High School Diploma and/or transcript with a date of graduation
b. Foreign high school or college documentation evaluated by an approved translation service
c. GED certificate and/or GED transcript that indicates the student passed the exam
d. Approved Homeschool Completion – signed transcript required
e. An associate degree/bachelor's degree and/or college level courses with a C or higher grade

Assessment

CCI uses the Wonderlic Scholastic Level Exam (SLE/SLE-Q) evaluation exam. An applicant can sit for the Wonderlic exam a maximum of three attempts. The candidate must wait 30 days before the third attempt.

14+ is required for the following programs:

- Business & Accounting
- Computer Support Technician Training
- Medical Billing & Coding Specialist
- Medical Assistant
- Pharmacy Technician Training

18+ is required for the following programs:

- Computer & Network Technician (Tracks I, II, III)
- Cloud Computing Technician Training (Tracks I, II, III)

20+ is required for the following programs:

Student Information Continued

- Radiology Technician (Limited Scope) Training

Enrollment pre-requisites do not apply to learners enrolled in seminars, individual courses, students sponsor by their employers and/or students in continuing education workshops.

Technology Fee

CCI recognizes that technology is essential for a student's success. That is why CCI provides laptops to students who do not already have access to a computer at home. However, a student who already has a personal computer and would like to avoid the technology fee can opt out during the enrollment process.

✞ The technology fee is nonrefundable once the student starts, and the laptop has been issued.

Nondiscrimination Statement

CCI Training Center is an equal opportunity establishment providing services and employment opportunities on the basis of merit, and with no distinction based on race, color, religion, gender identity, sexual orientation, age, national origin, or disability status.

Americans with Disabilities Act (ADA)

Students requesting special accommodation should be referred to the School Director for assistance. The school provides reasonable accommodation in compliance with ADA guidelines. CCI school facilities meet all ADA requirements.

Electronic Signature Acceptance

CCI Training Center provides online educational services to the public. As such, applicants, students, and graduates understand and agree that documents related to enrollment, financial aid, attendance, and graduation requirements may be presented online and in an electronic format. If the applicant, student, or graduate, signs a document electronically, they are doing so with the understanding and agreement that such information shall stand in place of printed documents. Agreeing to an electronic signature is the legal equivalent of a manual/handwritten signature and consent to the legally binding terms and conditions of the document being electronically signed.

Student Information Continued

ADVANCED PLACEMENT/TRANSFER OF CREDIT

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 five (5) years with a grade of "C" or higher. The course must be included in the program in which the student is enrolling. A student can be placed out of no more than four courses in any one program of study. A request for advanced placement must be completed prior to admission to the school and prior to the first day of class. Tuition will be adjusted by multiplying the number of remaining credit hours in the subject scheduled at CCI Training Center by the average hourly rate for the program. Advance placement reduces the amount available for financial aid.

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

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

CLOCK HOURS AND SEMESTER CREDIT HOURS

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

IMMUNIZATION POLICY

CCI Training Center does not have a vaccination requirement. CCI recommends that students in the Allied Health programs protect themselves and their clients by receiving the immunizations listed below. Externship sites may require students to provide documentation of current immunizations.

- Tuberculosis skin test
- Tetanus/diphtheria
- Measles
- Rubella
- Chicken pox (if no history of exposure)
- Hepatitis B (or status)

Student Information Continued

FINANCIAL AID

The school contracts with a few agencies for financial aid assistance. Qualified students may be eligible for program funding through programs for Veterans, and/or various labor organizations. Many government agencies provide funds to pay for approved job training programs such as the Workforce Innovative & Opportunity Act (WIOA). Grants are also available from the Texas Department of Assistive and Rehabilitative Services. Requests for these programs are made directly with the appropriate agency. Other agency funding sources may also be available.

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

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

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

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

Several of the loan programs offer a deferred payment of the principal while the student is attending training and/or an additional payment deferment of up to six months after the program completion. Students are considered full time if they attend classes, on-campus or online, twenty-four (24) or more hours per week. If students attend classes twelve (12) or more hours per week but less than twenty-four (24) hours per week, they are considered half time. The school also offers private student loans to qualified students to supplement other funding. These loans are processed by a third party.

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

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

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

Application Process
The application process for all financial aid requires completion of the Free Application for Federal

Student Information Continued

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

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

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

CCI Training Center also offers scholarships:

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

Director's Scholarship is offered for those who qualify and make an 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.

Collection Process of Unpaid Tuition

In the event that a student does not pay tuition or fees due to the school, CCI Training Center will attempt to collect. Payment of all tuition, fees, and books must be paid before a student receives their Certificate of Completion and/or transcript.

Student Information Continued

ATTENDANCE REQUIREMENTS

CCI Training Center programs are delivered in an online and/or hybrid format. Attendance is documented in the Learning Management System (Moodle). CCI Training Center requires all online activity to be completed on a weekly basis.

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

Students must notify a designated staff member of the school when they will be absent or late for class. Additionally, students must notify both a designated school staff member and the externship-site contact person when they will be absent or late for an externship assignment. If a student misses a class, it is the student's responsibility, outside of regular class time, to discover what was missed and the assignments that were given.

Students who fail to complete the online learning required activity (self-study days), including the minimum required weekly engagement/collaboration activities, or fall short in their active online attendance hours each week, as stated in the relevant course syllabus, may fail the course causing a delay in completion of the program.

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

Each student is expected to attend class every scheduled lecture day. Students must also complete all self-study hours and assignments. The courses are structured in such a way that attendance is vital for successful completion of the course due to group interaction, question and answer discussions, assessments given, and other teaching strategies utilized. There are no excused absences.

Attendance is recorded based on the following metrics:

For Blended/Hybrid Courses:
Attendance on Instructor-Led Training days is taken in 15-minute increments over the 3-hour training session. Each Self-study Day is comprised of 10 hours of reading, labs, assignments, quizzes, and project-based work.

Attendance for Self-Study days is based on the completion of assigned work using the following:

100% (10 hours of attendance) - Student completed all assigned work.
75% (7.5 hours of attendance) - Student completed 75% of assigned work.
50% (5.0 hours of attendance) - Student completed 50% of assigned work.
25% (2.50 hours of attendance) - Student completed 25% of assigned work.
Absent (no attendance points awarded) - Student did not complete any of the assigned work.

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

Student Information Continued

TARDINESS POLICY

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

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

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 grades 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%

Student Information Continued

MAKE-UP WORK

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

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

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

EXTERNSHIPS

Students whose program includes an onsite externship must accept, and complete the externship assigned to them by the school prior to graduation. An externship may start within 10 days from the completion of class and may relate to any segment of the program and be in any subject or topic covered by the program.

The school will arrange an extern site within 30 miles of the student's zip code. The school is fully committed in assisting students with a suitable externship site near the location of the student. At times finding a new externship site to match the remote location of the student leads to delay and cause the student to complete the program later than anticipated. Students must understand and agree to this condition and assist the school when possible, by remaining in close contact with the school.

If a student leaves or is fired from an externship before completion, it will be the responsibility of that student to find another externship site. Graduation from such a program requires the completion of the externship. Students will bear all financial responsibility if they fail to complete the program successfully.

If an externship is not started within ten class days after completing class work, the student will be placed on a Leave of Absence until the externship starts with the approval of the school director.

CERTIFICATION & LICENSING

CCI Training Center does not offer courses or programs requiring state licensure or state certification for program completion and graduation. The programs of study offered by CCI Training Center include content to help prepare graduates for their optional industry certification exams. The training includes certification prep materials, online labs, and simulations.

Upon request and recommendation by the instructor, students enrolled in an eligible program receive up to two certification exam vouchers as part of their program.

Student Information Continued

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

Student Information Continued

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 the School Director within five business days of 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 are allocated for certification exams, the exams must be completed within one year after the completion of the program.

Student Information Continued

LEAVE OF ABSENCE

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

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

Procedures:

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

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

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

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

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

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

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

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

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

Student Information Continued

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

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

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

REQUIREMENTS FOR GRADUATION

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

In order to meet the academic requirements, students must complete all subjects in a program with a minimum of C or, higher grade average, attend at least 80% of the clock hours of all subjects and complete an externship, if required within 150% of the normal program length. In order to receive a certificate of completion, students must meet all financial obligations to the school, complete a Career/Professional Development workshop, complete an exit interview with the Financial Aid Coordinator, the Career Services Department or Director of Education.

PLACEMENT ASSISTANCE SERVICES

Placement services are available to students throughout their program and may 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.

CCI Training Center, as a career education enterprise approved and regulated by a state agency (TWC), cannot guarantee employment for its graduates. Every reasonable effort will be made to assist students in the process. Failure on a student's part to follow procedures may result in discontinuation of services.

Student Information Continued

REFUND AND CANCELLATION POLICY

CANCELLATION POLICY

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

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

REFUND POLICY/GENERAL GUIDELINES

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

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

(a) The last day of attendance, if the student is terminated by the school;
(b) The date of receipt of written notice from the student; or
(c) The lesser of ten consecutive school days or fourteen calendar days

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

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

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

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to reenroll 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.

[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.

(d) If the student was a No Show, which is defined as a student who enrolled in a program, signed an enrollment agreement, and was packaged by financial aid, but never started class.

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 withdrawal due to the return of financial aid. Therefore, students who receive any financial aid should discuss prior to withdrawal the financial implications of the withdrawal with the Financial Aid Administrator.

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

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

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

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

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

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

Student Information Continued

REFUND POLICY/ STUDENTS CALLED TO ACTIVE MILITARY SERVICE

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

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

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

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

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

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

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

REFUND POLICY/SEMINARS

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

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

(a) the last date of attendance; or

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

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

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

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

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

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

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

Student Information Continued

STUDENT GRIEVANCE POLICY

CCI Training Center has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is: S0475. The school's programs are approved by TWC, as well as ACCET (Accrediting Council for Continuing Education & Training).

CCI Training Center is responsible for ensuring and documenting that all students have received a copy of the school's catalog. If, as a student, you were not provided with this information, please inform the school director.

Students must address their concerns about this school or any of its educational programs by following the grievance process. All student complaints should be communicated to the School Director or Program Manager. Students that have addressed their concern to the School Director or Program
Manager and have not reached their desired outcome, or have an issue directly related to the School Director or Program Manager are encouraged to contact the President of CCI Training Center. The student will be contacted, and an attempt will be made to resolve the complaint internally to the satisfaction of the student, within reasonable discretion. Students are encouraged to go through this internal complaint process as a first attempt to resolve any complaints.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Please include copies of any relevant supporting documentation.

Information on filing a complaint with TWC can be found on TWC's website at:
www.texasworkforce.org/careerschoolstudents.

In addition, if a student has used the school's formal student complaint procedure, and the issue has not been resolved, the student has the right and is encouraged to submit a complaint to ACCET in writing via the online form on the ACCET website: **https://accet.org/about-us/contact-us**.

Student Information Continued

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 20024605. Additional information is available at www.ed.gov/policy/gen/guid/fpco.

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.

Note: *Non-directory information is any education record not classified as directory information. This is private information that must not be released to anyone, including parents of the student, without written consent from the student.*

Student Information Continued

STANDARDS OF STUDENT CONDUCT

The classroom (virtual and/or campus-based) is a learning centered environment in which CCI staff and students are unhindered by disruptive behavior. Students in a vocational program are expected to maintain the same professional standards as tenured professionals would on the job. Instructors have the responsibly to manage their classrooms to ensure an environment conducive to learning.

Students 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.

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

A student will be placed on probation and/or dismissed from CCI due to any of the following circumstances:

- Improper or unsafe use of school equipment or property.
- Violation of one or more of the school's regulations, such as proper attire and behavior.
- Any act of violence.
- Other violations as determined by the School Director

COPYRIGHT POLICY

It is the policy of CCI Training Center copyright protections given by federal law to owners of digital materials and software. CCI abides by all license and contractual agreements in the provision of resources and services. Individuals who willfully disregard this policy and guidelines do so at their own risk and may be subject to personal liability. It is against policy for staff and/or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law or specific license. The school regards violation of this policy as a serious matter, and any such violation without CCI consent is subject to loss or restriction of computing privileges and disciplinary action up to and including dismissal of students from the program.

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.

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 Monday through Friday and on weekends. CCI does not have campus residences.

To promote security awareness and crime prevention all employees and students are offered at the time of employment or attendance at their first class a booklet entitled "Take Crime Prevention to Work". At the same time two booklets of education about sexual assault, "Strategies for Avoiding Sexual Assault" and "Confronting Sexual Assault" are offered to employees and students.

A listing of registered sex offenders in Texas sorted in various ways can be found at http://records.txdps.state.tx.us/DPS_WEB/SorNow/index.aspx.

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

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

Student Information Continued

DRUG AND ALCOHOL ABUSE POLICY

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

Students who violate this policy may be referred for required counseling, placed on probation, suspended or expelled from school. Students 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.

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.

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.

STAFF & INSTRUCTORS

Administration

Martin Zandi – President/Owner
Joseph Weber – School Director
Leila Thornburg – Director of Compliance
Natalie Carey – Director of Financial Aid

Student Success Department

Marni Flaviano – Student Success Coordinator
Rhysa Cruz– Student Success Coordinator
Sharon Spiller – Student Success Coordinator

Allied Health Department

Shonda Sharper – Allied Health Instructor
Nathaniel Pettigrew – Allied Health Instructor
Cherrylee Craft – Allied Health Instructor
Kevin Arnold – Allied Health Instructor
Angela Arnold-Knotts – Allied Health Instructor
Natasha Robinson – Allied Health Instructor
Dawn Paul – Allied Health Instructor
Christie Bowen – Allied Health Instructor
Evelyn O'Neill – Allied Health Instructor
Vatina Matthews – Allied Health Instructor
Amy Dahl – Allied Health Instructor
Melinda Arnold – Allied Health Instructor
Courtney Ibach – Allied Health Instructor
Jufauri Ely – Allied Health Instructor
Nicole Howard – Allied Health Instructor
Jamechia Duncan – Pharmacy Technician Instructor
Marichu Parcasio – Pharmacy Technician Instructor
Traci Tonhofer – Pharmacy Technician Instructor

Technology Department

Ryan Coghlin – Technology Instructor
Tamara Haskins – Technology Instructor

General Education/Business

Isaiah Blakely –General Education Instructor
Emily Hartman – General Education Instructor
Meghan Harrison – General Education Instructor
Tanya Stiffler – General Education Instructor

Book List

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

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

The complete list of textbooks/eBooks and other resources are available from the School Director.