School Catalog

Volume 14

CyberTex Institute of Technology

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

The information in this School Catalog is true and correct to the best of my knowledge.

Iqbal Sheikh
President and Chief Executive Officer
CyberTex Institute of Technology

CyberTex Institute of Technology
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GENERAL INFORMATION

History— In 1999 Mr. lqbal Sheikh started CyberTex Institute of Technology as a corporation aimed at teaching skills necessary to move forward in the high tech community. Mr. Sheikh's ideal began with a dedication to small classrooms, individual attention, and the firm goal of helping as many people as he could to complete their Microsoft certifications. Certified as MCSP and taught by MCSE's and MCT's, CyberTex Institute of Technology strives to open doors for students who just need quality training to take a step forward with their lives. In late 2004 Mr. Sheikh branched off into the medical field by offering classes for those who are looking to start a new career in the medical field.

Organization—CyberTex Institute of Technology is a corporation which is owned and operated by CyberTex, Inc.

Mission Statement—The mission of CyberTex is to provide individuals with workplace skills that qualify them for initial employment in the workforce and/or career advancement after employment in medical, healthcare, information technology, and business fields.

Facilities and Equipment—

Austin Campus: CyberTex Institute of Technology occupies 11,606 square feet of office and classroom space, including a Medical Lab and a Nursing Skills Lab, located in north central Austin. CyberTex Institute of Technology occupies part of the third and fourth floors of a five-story office building located at the corner of IH-35 and Hwy 290. CyberTex Institute of Technology has 6 roll-over telephone lines as well as a full T- I internet link, available to everyone. There are fax lines installed as well as credit card machine lines setup and operational. There is ample parking, some covered and some un-covered.

Killeen Campus: CyberTex Institute of Technology occupies 6,040 square feet of office and classroom space located in Killeen. CyberTex Institute of Technology occupies office building located on Florence road. There are 4 current classrooms and a Medical Lab. There are ample parking spaces available.

CyberTex Institute of Technology utilizes hardware and software that is specifically selected based on industry standards. CyberTex owns and operates all equipment. Students may only use software on local area networks or on multiple machines according to the software license agreement. The illegal duplication of software or its related documentation is strictly prohibited. Any additional software not approved by CyberTex Institute of Technology is the licensing responsibility of the user.

Staff and Faculty—The School President and Chief Executive Officer, Mr. Iqbal Sheikh, is part owner of CyberTex Institute of Technology. All instructors and admission personnel meet standards and are approved by the Texas Workforce Commission, Career Schools and Colleges.

Licenses and Approvals—CyberTex Institute of Technology is approved by the Texas Workforce Commission, Career Schools and Colleges and is accredited by the Council on Occupational Education (COE). The Vocational Nursing program is approved by the Texas Board of Nursing. Copies of licenses and/or approval certificates are located in our lobby and available upon request.

Calendar—Classes are in session except for the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, and Christmas Day. Students can start at different intervals throughout the year. See

addendum for holiday / class schedule. Depending on the specific program, terms are usually set for every 3 to 4 weeks or longer durations.

Constitution Day and Citizenship Day will be observed on or close to September 17th each year with organized activities at the school for enrolled students. These observance activities will be planned and conducted by the school's staff and faculty.

Hours of Operation—
Office hours are Monday through Friday, 8:30 A.M. to 5:00 P.M. **Classroom hours** are Monday through Friday, 9:00 A.M. to 1:00 P.M., 1:00PM to 5:00 P.M. and again 5:30 P.M. to 9:30 P.M. for all courses with the exception of the Vocational Nursing Program. See Exhibits, Page 56 for the Vocational Nursing Program – Weekly Schedule of Classes. **Labs** are available from Monday through Friday for all programs between the hours of 9:00 A.M. and 5:00 P.M. Breaks are given for 10 minutes every hour.

ADMISSION POLICIES

Requirements—Prospective students for the training courses must have the ability to read at a basic 8th grade level. Students may demonstrate this requirement a number of ways, including, but not limited to: providing the school with a high school diploma, official transcript or GED, or demonstrating proficiency of 70% or above in reading on the TABE, adult basic skills assessment test, Form 9, pages 1-9. Students are required to have a proficient command of the English language in order to attend classes.

Prospective students who don't possess High School Diploma, GED, official transcript, diploma or are not able to demonstrate graduation from a foreign High School will not be eligible to participate in any Title IV Financial Aid programs.

Note: If this documentation is not received by the school by the 30th day after the class starts. If no documentation is received by the 30th day then the Campus Director will make case by case determination for each student. The withdrawn student will be responsible for any and all costs associated with textbooks or supplies issued to the student.

Computer usage skill is not a requirement for admission; however students who have them have a better chance of success in the programs. Prospective students under the age of 18 requesting enrollment in a program must first obtain parental permission and permission from a school official in accordance with the Texas compulsory attendance law. Enrollment by underage students will be determined on a case by case basis. In order to graduate a student is required to complete all courses within the program and maintain satisfactory academic requirements.

Admission Steps Specifically for Vocational Nursing Prospective Students—
- Provide the school with a high school diploma, official transcript or GED;
- Complete Background Screening Questionnaire and Signed Disqualifying Criteria/Program Dismissal Acknowledgement Statement;
- Must apply for eligibility background clearance from the Texas Board of Nursing based on a negative criminal background check through the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) using the set of fingerprints the prospective student provides to Morpho Trust (Identogo);
- Complete the Kaplan Nursing Admission Test (KNAT) with an acceptable score of 35%.

*Note: The Director of Vocational Nursing has the discretion to revise, waive or delay any

of the above Admission Steps Specifically for Vocational Nursing Prospective Students on a case by case basis.

Students who have completed the admission process and received official acceptance into Vocational Nursing training need to complete the following prior to participating in clinical rotations:

- American Heart Association Cardio Pulmonary Resuscitation (CPR) certification that is current;
- Immunizations -
  - Hepatitis B (HBV) series, Measles/Mumps/Rubella (MMR), Tetanus/Pertussis/Diphtheria (DPT), Varicella vaccine or titer, and a seasonal flu shot that is current;
  - TB Test completed within the last year or a chest x-ray if required with a non-active TB statement from the physician or another authorized provider, and annually when enrolled in the VN Program;
- Physical examination by a physician or another authorized provider using the VN Medical Clearance and Physical Examination form provided by CIT; and
- Urine Drug Screen with a negative or clear result.

CyberTex Institute of Technology does not discriminate and accepts all applicants who meet all requirements without regard to sex, religion, or ethnic background. As part of the admission process, CyberTex Institute of Technology collects confidential information on diversity from each enrolled student regarding who is male, or female, or a self-identified member of a major racial or ethnic group. This confidential information is only shared with appropriate government agencies.

Procedures—After filling out and submitting the Admissions Application and $100 application fee, applicants meeting admissions requirements will complete all necessary paperwork including all Enrollment documents, including the Diversity Survey, all Financial Aid documents and provide a copy of their social security card and Driver's License or Texas ID.

Enrollees who will be applying for Federal Financial Aid will also be required to submit:

- An official transcript, diploma, or recognized equivalency confirming High School Graduation, or G.E.D. Enrollees who have graduated from foreign High School would also need to submit a signed translation of diploma along with the diploma.
- Proof that enrollee is a U.S Citizen or Permanent Resident. Admissions Application and Enrollment Agreement must be signed by a parent or legal guardian if the applicant's age is below 18 years.

Note: Enrollees applying for Title IV aid will be checked against NSLDS to be sure the student is not in default and/or does not owe a refund on a grant from another school.

Required Immunizations—Students enrolled in any of the programs currently offered by CyberTex Institute of Technology at this time are not required to have any specific immunizations or complete any medical requirements with the exception of Vocational Nursing.

STUDENT SERVICES

Advising —Academic advising is available for all students at CyberTex Institute of Technology. Please contact Student Services with any inquiries regarding advising.

Job Placement Assistance—CyberTex Institute of Technology will assist all students and graduates with

their job search by assisting all students in preparing their resumes for the career field they have chosen, perfecting interviewing techniques, and supplying the students with job leads. A job lead board will be

maintained for all areas of CyberTex Institute of Technology training. CyberTex Institute of Technology does not guarantee job placement or starting salaries.

Disabled Student Services —CyberTex Institute of Technology recognizes that handicapped persons wish to pursue a full range of occupational and educational opportunities. With this in mind, Cyber Tex Institute of Technology integrates disabled students into existing programs. Optimum accessibility to our programs is provided through combined efforts of the school, community and state service agencies. Disabled persons who wish to enroll should contact the Admission's Office well in advance of registration so individual needs and assistance can be assessed in ample time. Handicapped students, as well as non-handicapped students, are provided with a wide range of services including academic advising, admission assistance, and individual support.

Voter Registration Information—**In order to vote in Texas, you must be registered.** You can register in person at your county Voter Registrar's office. In most Texas counties, the Tax Assessor-Collector is also the Voter Registrar. In some counties, the County Clerk or Elections registers voters. Or you can register by mail by obtaining an application from your county Voter Registrar's office or the Secretary of State's office. You can also pick up applications at libraries, government offices, or high schools. You may fill out a voter registration application online, print it and mail it to **the voter registrar in your county of residence.**

You are eligible to vote if: You are a United States citizen; You are a resident of the county where you submit the application; You are at least 18 years old on Election Day; You are not a convicted felon (you may be eligible to vote if you have completed your sentence, probation, and parole); and You have not been declared by a court exercising probate jurisdiction to be either totally mentally incapacitated or partially mentally incapacitated without the right to vote.

Voter registration information and voter registration forms are available at: **http://votetexas.gov/register-to-vote/.** A link to this information is also available on the CyberTex Institute of Technology web site: **www.cybertex.edu**.

Security on Campus: CyberTex Institute of Technology takes security of its students and staff very seriously. All incidents are investigated and when violations of state or federal statutes are discovered appropriate authorities are informed. Any crimes committed on campuses are immediately reported to law enforcement authorities. Please ask for consumer information including campus crime report or campus security disclosure from admissions staff for more information.

CyberTex Institute of Technology collects and reports statistics concerning occurrences involving security violations on each campus during the most recent school year, and during the two preceding school years for which data is available. Data is collected for the following criminal offenses and reported to the U.S. Department of Education and/or local police agencies: 1). murder, 2) rape, 3) robbery, 4) aggravated assault, 5) burglary, 6) motor vehicle theft, and 7) hate crimes. The institution must keep statistics concerning the number of arrests for the following crimes on campus: 1) liquor law violations, 2) drug abuse violations, and 3) weapons possessions. CyberTex Institute of Technology prepares, publishes and distributes this information to all current students and employees, and to any applicant for enrollment or employees upon request.

It is the responsibility of employees and students of CyberTex Institute of Technology to report any type of wrong doing they witness on campus to the President, Directors, Fiscal Officer, Financial Aid Officer, or Police Department (dial 911). "On campus" includes any building or property owned or controlled by CyberTex Institute of Technology in direct support of, or related to, its educational purposes, including any property where CyberTex Institute of Technology has entered into contractual agreement for its use.

The appropriate school official will fill out an incident report, which should include the following basic information: 1) date and time of report, 2) date and time of incident, 3) name, address, date of birth and other pertinent information about the victims, complainants, suspects, etc., 4) location of incident, 5) type of incident, 6) description (property, weapons, witness, vehicles, etc., 7) a narrative of what occurred, 8) name of institution. Copies of police reports are filed by type of offense (murder, rape, burglary, etc.) with copies forwarded to the School President each August 1, November 1, February 1, and May 1. After the incident report has been filed, the administration will take appropriate action. During the day and evening classes the faculty and staff shall act as the security staff to secure entrances to the classrooms and administrative office areas.

Campus Sex Crimes Prevention Act

A. *Sex Offender Registration Notification:*
CyberTex Institute of Technology recognizes the danger sex offenders pose to student safety. Therefore to protect students while they travel to and from school, attend school, or participate in school-related activities, the Directors shall post the Texas Department of Public Safety website on sex offenders to inform students how to obtain information and request notification about registered sex offenders in accordance with the procedure established by the state of Texas. The information shall be used to screen current or prospective employees or otherwise for the protection of the student body. The Directors shall promulgate regulations designed to ensure that this information is provided to the appropriate employees and is used only in accordance with the law.

B. *Annual Notification:* At the beginning of each fiscal year the Directors shall notify students of the provisions of this policy and the acceptable use of information obtained pursuant to this policy by posting it on school bulletin board or on the school website under disclosures.

C. *Dissemination of Sex Offender Registry Information*: CyberTex Institute of Technology recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, the Directors shall not disseminate sex offender registry information to students. However, the Directors shall work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender.

D. *Unauthorized Use of Sex Offender Registry Information:* Sex offender registry information may be used for: (1) the administration of criminal justice, (2) for the screening of current or prospective employees or volunteers or (3) otherwise for the protection of the public in general and children in particular. Unauthorized use of sex offender registry information with the intent to harass or intimidate another is a Class 1 misdemeanor and may subject the person using such information to criminal prosecution. Any employee using sex offender registry information in an unauthorized manner will be subject to discipline up to and including termination.

The Department of Public Safety (DPS) has established the following Web site as the official Internet source of public record information for crime records:

. Students, faculty and personnel may request information from the Department of Public Safety regarding convicted sex crime offenders.

N O T I C E : PURSUANT TO CHAPTER 62, (ART 62.045 AND ART 62.0451) OF THE TEXAS CODE OF CRIMINAL PROCEDURE, THE CRIME RECORDS SERVICE OF THE TEXAS DEPARTMENT OF PUBLIC SAFETY IS FURNISHING ADDITIONAL PUBLIC NOTICE, IN THE FORM OF A POSTCARD, FOR CERTAIN SEX OFFENDERS

Drug Free Campus Guidelines

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in these guidelines the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Each state has its own guidelines. Both students and employees should read this information carefully.

Policy: The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Standards of Conduct: The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	**First Offense:** Not less than 5 yrs, and not more than 40 yrs. If Death or serious injury, not less than 20 or more than life. Fine of not more than $2 million if an individual, $5 million if not an individual **Second Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $4 million individual; $10 million other than individual.	5 kgs or more mixture	**First Offense:** Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than $4 million if an individual, $10 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than $8 million if an individual, $20 million if not an individual. **2 or More Prior Offenses:** Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

		PENALTIES	
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	**First Offense:** Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual	
Flunitrazepam (Schedule IV)	1 gm or more		
Other Schedule III drugs	Any amount	**First Offense:** Not more than 5 years. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more 10 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual	
Flunitrazepam (Schedule IV)	30 to 999 mgs		

All other Schedule IV drugs	Any amount	**First Offense:** Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	**Second Offense:** Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.
All Schedule V drugs	Any amount	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 If not an individual. **Second Offense:** Not more that 2 yrs. Fine not more than $200,000 If an individual, $500,000 if not an individual.

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	• Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than $4 million if an individual, $10 million if other than an individual individual	• Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than $8 million if an individual, $20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	• Not less than 5 years, not more than 40 years • If death or serous injury, not less than 20 years, not more than life • Fine not more than $2 million if an individual, $5 million if other than an individual	• Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than $4 million if an individual, $10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	• Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine $1 million if an individual, $5 million if other than an individual	• Not more than 30 years • If death or serious injury, mandatory life • Fine $2 million if an individual, $10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	• Not more than 5 years • Fine not more than $250,000, $1 million other than individual	• Not more than 10 years • Fine $500,000 if an individual, $2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

Alcohol: Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause

respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

Cigarettes and other Nicotine Products: In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications: Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence**.** Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

Marijuana: Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered. It can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle. Short-term effects include memory and learning problems, distorted perception and difficulty thinking and solving problems. **Cocaine and Crack:** Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates: In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

Amphetamines: Amphetamines, methamphetamines, or other stimulants can cause increased heart rate

and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using an amphetamine might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens: PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic): Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial air, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

Narcotics: Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

Treatment: Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual's life including medical and mental health services, and follow-up options (e.g. community or family based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:
National Drug and Alcohol Treatment referral Services: 800-662-4357
Alcohol and Drug Abuse (512) 454-8180
A&A Drug and Alcohol Education (254) 231-3020

School Disciplinary Sanctions: It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

Students: Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

Faculty: Faculty who violate the school's standards of conduct are subject to disciplinary action including reprimand, suspension or dismissal.

Other Employees: The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

Drug Prevention Policy/Program

The CyberTex Institute of Technology prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any institution's activities. The institution will immediately contact law enforcement officials to report all unlawful activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. The institution provides education annually and refers students and staff to local services. Area drug abuse information, advising, referral and treatment centers information is made available to students or staff members.

The institution will expel students and terminate staff involved in unlawful possession, use or distribution of illicit drugs and alcohol. The institution will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with such use. Health risks associated with the use of illicit drugs and the abuse of alcohol include: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

As a student and/or staff member at CyberTex Institute of Technology, I understand the institution's policies as stated above and recognize their impact on my future at the institution if I break the law related to drug and/or alcohol use. For help with Drug and/or Alcohol issues contact:

Austin Travis County Integral Care 3000 Oak Springs Dr Austin, TX 78702 (512) 804-3526	Alcohol and Drug Abuse 7801 N Lamar Blvd Austin, TX (512) 454-8180	Austin Recovery 8402 Cross Park Drive Austin, TX 78754 (512) 697-8600	Alcohol & Drug Awareness Inst 8711 Burnet Rd Ste A1 Austin, TX (512) 459-3940
Central Texas Council On Alcoholism & Drug Abuse 4520 E Central Texas Expy Killeen (254) 690-4455	Texas Drug Rehab and Alcohol Treatment Prog 1206 n 2nd street Killeen, Texas 76540 8778184673	Alcohol Abuse Counseling 1109 Dogwood Boulevard Killeen, TX 76543 (254) 285-4284	A&A Drug and Alcohol Education 903 N 2nd Killeen, TX 254-231-3020

The school annually distributes to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property. CyberTex Institute of Technology is committed to a campus free of illegal drug use, misuse and abuse of

prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

SUMMARY: All employees and students must certify that, as a condition of enrollment, employment or receiving any financial aid, they will not engage in the unlawful manufacture, distribution, dispensing or use of a controlled substance during the period covered by employment or the period during which federal financial assistance is used for education.

<u>**Library/Media Services**</u>—CyberTex Institute of Technology maintains a library of reference material of books and study guides that are available to all students upon request. All student computers have access to internet and the student data server where student learning resources are kept.

<u>**Financial Assistance**</u>—CyberTex Institute of Technology offers financial assistance in the form of student loans. Also, students may qualify for sponsorships with various agencies. Students also have the option to apply for Title IV aid by filling out the Free Application for Federal Student Aid (FAFSA). Prospective students applying for Title IV aid should be aware that additional admissions requirements apply.

The Federal Grant Programs available to students with exceptional financial need are the Federal Pell Grant and the Federal Supplemental Educational Opportunity Grant (FSEOG). The Federal Family Education Loan Program (FFELP), Federal Stafford Student Loan (FSSL) and Federal Direct Loan Program (FDLP) are available to assist needy students in meeting the cost of attaining an education at CyberTex Institute of Technology.

Students are advised to seek an appointment with a representative of the Financial Aid Office as early as possible. A Financial Aid Officer will provide information regarding all financial aid programs in which the school participates. Every prospective student will receive "*The Student Guide on Financial Aid*" booklet, published by the Department of Education, which explains all Federal Financial Aid Programs.

Additional information regarding Financial Aid is available on the web site, <u>www.cybertex.edu</u>, in the CyberTex Institute of Technology's *Consumer Information Booklet.*

ADMINISTRATIVE POLICIES

<u>**Transfer of Credits within school**</u>—Students who wish to transfer from one program to another will receive full credit for all subjects taken and passed that apply to the newly requested program. The school will count transfer hours that apply toward the student's current program in determining SAP Transfer hours and will be counted as both hours attempted and hours completed.

<u>**Transfer of Credits from other schools**</u>—Any student enrolling for the 1st time is eligible to receive credit, for previous coursework, if it is determined that the subject matter of the credit meets all areas of the subject the student is requesting credit for. A transcript must be provided when credit is to be allowed for prior education and/or training. The transferability of credits earned at this school may be limited depending upon the policies of the school to which a student may wish to transfer credits. CyberTex Institute of Technology does not guarantee that other institutions will allow transfer of credits. Transfer Students applying for Title IV aid will be checked against NSLDS to be sure the student has not received

Title IV aid for the same academic year at another institution.

Rules of Operation and Conduct—Students must conduct themselves in a professional manner and comply with all rules set forth here and in this School Catalog. Any student whose conduct violates the rules will be subject to suspension or dismissal. In the event of dismissal, tuitions shall be based on the normal refund policies. The rules are as follows:

Accident/Incident Reporting Policy—All accidents/incidents involving students, staff and guests of the institution should be reported immediately to one of school's administration. Anyone wishing to report an accident will be given an Accident Investigation Report by the Office Coordinator. All accident investigation reports will be investigated by the Director, Designee or Operations Director. For evening classes, instructors are responsible for providing support to comply with reporting policy. Emergency numbers are available on the bulletin board to staff, student and guests.

Telephones—No student will be called out of class for a telephone call except for an emergency. Cell phones and pagers must be turned on silent upon entering the class. Students must be given permission to use the company telephone before any calls are made. All personal phone calls must be limited to 3 minutes unless authorized by a staff member.

Smoking/Eating—CyberTex Institute of Technology provides students with a break room for their meals. A refrigerator, microwave, and vending machines are also provided. Smoking is prohibited in the building. The designated smoking area is anywhere outside the building. All smokers must remain a minimum of 15 feet from any entrance into the building.

Dress Code—Casual clothes may be worn in the classroom, lab or clinical area unless the wearing of scrubs or other attire is designated as a requirement of a specific program. Jewelry must be kept to a minimum for safety. Shorts are permitted but must be kept at a modest length. All tops are to be non-revealing and the bottom of the shirt must reach the top of the pants. Beards and mustaches are permitted but must be neatly kept and trimmed. Long hair should be kept off of the face. It is suggested that both men and women with hair that is shoulder length or longer consider pony tail styles for lab procedures.

Parking—Students must obey all parking ordinances. CyberTex Institute of Technology is not responsible for any damage to or loss of any vehicle or personal property on the premises or in the area before, during, and after school hours. CyberTex Institute of Technology strongly recommends that no valuables be left visible in any automobiles parked on the premises or nearby. CyberTex Institute of Technology is not responsible if a student's car is towed away.

Handicapped Parking—Persons parking their vehicle in a space designed for use by the handicapped must display an official handicapped parking permit obtained from the country of residence. Vehicles parked in handicapped parking, which do not bear an appropriate permit, are subject to being ticketed by the authorities and being towed at the vehicle owner's expense.

Code of Conduct—CyberTex Institute of Technology does not permit or tolerate the following conduct on its campus or on externship sites: Cheating, Theft of any kind, Falsification of any records, Plagiarism, Computer Fraud, Software Pirating or Accessing pornographic sites on the Internet. Prejudicial behavior, Carrying of weapons, Physical abuse or harassment, Impropriety of sexual behavior, including sexual harassment, Use of illicit drugs or intoxicants or entering CyberTex Institute of Technology while under the influence of such, or the selling/distribution of illicit drugs or intoxicants, Violent, disorderly, disruptive

or offensive behavior. Behavior that indicates the student is unwilling or unable to act in a professional manner. Behavior harmful to the school's image, function, or contractual arrangements or that interferes with or distracts from the educational process. All of the before mentioned areas could lead to the termination of a student. The student conduct code includes obeying municipal, state, and federal laws.

Appeals Process—if a student has a dispute, it is encouraged that the student speak first with his/her instructor, explaining the issue. If the issue has resulted in the termination of a student, then the student may appeal the termination in writing to the School Director. The School Director will study the student's appeal, will obtain all information concerning the termination of the student and will hold an impartial personal meeting with all parties involved and will make a decision in a timely matter. All decisions are final.

Student Grievance Policy—Students should bring grievances first before their instructor. If they are unable to resolve the problem, the complaint should be made first to the Student Services and if unresolved brought before the School Director. If the grievance continues to be unresolved, the student may direct grievances to Texas Workforce Commission, Career Schools and Colleges, 101 E. 15th Street, Austin, TX 78778-0001 Austin, Texas. Students may also contact Council on Occupational Education (COE) at 7840 Roswell Road Building 300, Suite 325, Atlanta, GA 30350 or call 1-770-396-3790. Students with unresolved issues involving the Vocational Nursing Program may also contact the Texas Board of Nursing, 333 Guadalupe, Suite 3-460, Austin, TX 78701-3944 or www.bon.texas.gov.

Re-admittance Policy—if a student is able to prove to the school that they have resolved any issues that lead to their dismissal then that student is eligible for re-entry into their program. If a student is approved for re-entry, then he/she will reenter upon the next available class. Students who terminate due to unsatisfactory progress must wait until the next grading period comes around. All students who enter into the reentry process will be charged a re-entry fee of $50.

Access to Records—In accordance with provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, student records will be kept secured with access allowed only upon written request of the student.

Transcript Requests—All transcript requests must be made in writing. Transcripts are available for $10 charge, as long as all financial obligations are settled to the institution. Please allow one (1) week for delivery. No transcripts will be available on the day of the request.

Copyright Infringement—Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.   In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be order to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S.

Copyright Office at www.copyright.gov.

Internet Access and Usage Policy—Use of CyberTex Institute of Technology internet access equipment is intended for CyberTex Institute of Technology related business only. Internet communications, transactions, and discussions may be viewed by authorized personnel as determined by CyberTex Institute of Technology. Distribution of confidential information about staff members, customers, and CyberTex Institute of Technology is strictly prohibited.

CyberTex Institute of Technology reserves the right to audit information that is accessed through the Internet to ensure that non-business related use of CyberTex Institute of Technology equipment does not impact business needs. Personal use of the Internet is limited and supervised. CyberTex Institute of Technology does not allow chain letters, personal or group communications about causes or opinions, personal mass mailings, or the accessing of material deemed inappropriate or prohibited by local, state, or Federal law.

CyberTex Institute of Technology prohibits the access or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material via the Internet.

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. The above policy does not apply to Seminars.

Refund Policy
1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
    (a) The last day of attendance, if the student is terminated by the school;
    (b) The date of receipt of written notice from the student; or
    (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

Note: 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.

5. 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.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

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

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE
8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
   (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
   (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
   (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
      (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
      (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date.

Changes—Upon approval of the Texas Workforce Commission Career Schools and Colleges, CyberTex Institute of Technology reserves the right to modify the offering of programs, individual courses of study, tuition, hours of classes, the school calendar, and other matters as CyberTex Institute of Technology so desires.

Leave of Absence—A leave of absence may be granted as a result of a valid reason acceptable to the school director. For a program with course time less than 200 hours or less, a student may be on leave for a total of 30 calendar days. For programs with course time more than 200 hours, a student may be on leave of absence for a total of 60 calendar days. A leave of absence will be granted only once during any 12 month period. The student's attendance record shall clearly show the dates for which the leave of absence was granted. Documentation in the student's record will indicate the exact dates covered by the leave of absence period. Students returning from leave of absence must return with the same satisfactory progress as when they left.

Withdrawals—If a student wishes to withdraw from a program the student must provide a written or verbal statement to the school expressing the reason for the withdrawal. If a student withdraws and reenters after being terminated he/she will be charged at the cost in effect at the time of re-entry.

Treatment of Title IV when a student withdraws from school (R2T4)
Process Overview & Applicability

The return of Title IV funds requirement is a complex process involving a great deal of interoffice cooperation and coordination at CyberTex Institute of Technology School and between the school and its third party service provider, ECM.

The Student Services is designated as the contact point for students who wish to withdraw. Inter-Office email may be used to communicate that information to faculty, the bursar's office and the office of financial aid. The Student Services determines the withdrawal date and reports it to other institutional offices. The Office of Financial Aid calculates the return of Title IV funds using federal formulas, notifies ECM to complete a recovery of Title IV aid (if applicable) to specific program funds, notifies the student of their obligation to repay funds if applicable, tracks the repayment, and refers overpayments to ED. It also **makes post-withdrawal disbursement to the student of any earned Title IV Aid** and follows procedures and policies pertaining to this indicated in the award notification part of the manual.

The date of CyberTex Institute of Technology School's determination that a student withdrew is identified through their last date of attendance, faculty input, a student's failure to return from an approved leave of absence, the student's verbal or written notification to any office such as Student Services, Office of Financial Aid, etc.

In the event of any unofficial withdrawals, R2T4 calculations must be **completed** within **30** days from the date of determination of such **withdrawal and the** return will be made no later than 45 calendar days **of the determination of the withdrawal.** The date of determination must occur within two weeks from the last day of attendance.

All enrolled students are notified during the orientation process to read school catalog for information

about withdrawal process and the student's rights and responsibilities including how a student reports the intent to withdraw and how the student begins the withdrawal process.

Withdrawal Date

Unofficial Withdrawal: The faculty is required to take attendance and notify the Student Services if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The Student Services monitors attendance of all enrolled students. It will contact the student via email, phone call or by letter. If no response is received within the following week, the school will assume the student has **unofficially withdrawn**.

The Student Services will determine the withdrawal date, which would be no later than two weeks from the last day of attendance. However, if the student responds, the official withdrawal date will be the date on which the student notifies the school via any means of communication.

Official Withdrawal: A student who wishes to withdraw from school for should notify the school in verbally or in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue their program of study. For all clock hours programs the taking of daily attendance is mandatory. All documentation for a withdrawn student will be kept in the student's file.

CyberTex Institute of Technology School may grant a Leave of Absence (LOA). Students who require a leave of absence from their program must do so in verbally or in writing and be approved by the School prior to leaving the program. If a student does not return from their LOA, the Student Services will notify the Office of Financial Aid. The school will assume the student has unofficially withdrawn on the last date of attendance before the start of their LOA. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.

Formula Calculation— The Financial Aid Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return form an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of aid earned = the number of days in the payment period completed up to the date of determination that the student withdrew, divided by the total number of days in the payment period. Any **school scheduled** break of five days or more is not counted as part of the days in the term.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew. **When Title IV funds are returned, the student may owe a balance to the institution.**

If a student earned more aid than was disbursed to them, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount

not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew . The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and within 180 days of the student's date of determination that they withdrew for loans. **Returns are allocated in the following order:**

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. State Tuition Assistance Grants (if applicable)
8. Private and institutional aid
9. The student

Post-Withdrawal Disbursements

In the event a student is eligible for a post-withdrawal disbursement based on the student's budget, awarded financial aid and Title IV funds and R2T4 calculations, a post-withdrawal disbursement must be made only after the following conditions are met.

1. Student and parents are in most cases verbally notified of the availability of post-withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Student and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time to school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post-withdrawal disbursement within a reasonable time.

AUTHORIZATION TO RETAIN CREDIT ON ACCOUNT: Definition: 34 CFR Specifically states that if the student has a credit balance resulting from Title IV funds, the school must disburse the credit to the student, unless the student specifically requests that the funds remain on the student account.

The Office of Financial Aid must track the notification and authorization to make the disbursement and meet deadlines as prescribed by ED. A school must process Title IV aid within 120 days from the last day of the enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Requirements for Graduation—To receive a Certificate of Completion, students must satisfy attendance requirements and maintain a minimum cumulative 70% average. The Vocational Nursing Program is the exception. Students in the Vocational Nursing Program must have a minimum final grade of 70% in all nursing courses in order to pass each course and meet all the requirements for graduation from the Vocational Nursing Program. Students who complete the allotted period of training, but do not meet all

the requirements for graduation, including satisfaction of financial obligations will not be awarded a Certificate of Completion. See the courses listed in the back of this catalog for each program's requirements.

SATISFACTORY PROGRESS POLICY

Satisfactory Progress Statement—A student attending CyberTex Institute of Technology must maintain a "satisfactory progress" status to remain in school. The "satisfactory progress" will be maintained throughout the duration of the student's enrollment. "Satisfactory Progress" is determined by grades and attendance. CyberTex Institute of Technology's SAP policy for Title IV students is the same as the school's standard for students enrolled in the same educational programs who are not receiving Title IV aid.

Grades—CyberTex has following Grading Scale:
A = 90%-100%
B = 80% - 89%
C = 70% - 79%
D = 0% - 69%.

In order to maintain satisfactory progress, the student must have a cumulative grade of no less than 70% average. The Vocational Nursing Program is the exception. Students in the Vocational Nursing Program must have a minimum final grade of 70% in all nursing courses in order to pass each course and meet all the requirements for graduation from the Vocational Nursing Program.

Students receive grades at the end of each unit or term as designated by the specific program. These grades are determined by method of classroom work, test and/or lab work. Student grades are given in a numerical format.

If a student grade falls below the 70% average the student is placed on academic probation and given the option of retaking the failed test to improve their average or re-take the class with the exception of students enrolled in the Vocational Nursing Program. Students enrolled in the Vocational Nursing Program. Students enrolled in the Vocational Nursing Program do not have the option of retaking any failed test in order to improve their average or re-take the class. A progress report can be obtained from the Director of Student Services.

Evaluation of each grade is designed by the lead instructor and management team and specifically defines the level of student mastery of content for each grade. Student grades will reflect the extent of mastery as determined by class participation, unit tests, lab assignment completions, and performance based evaluations. Satisfactory Progress is achieved by maintaining grade of C or above. A rating of "unsatisfactory" demonstrates a lack of understanding of course content. All students are expected to maintain at least a "satisfactory" rating to advance into the next training phase. A student must have a minimum overall rating of "satisfactory" to graduate.

> **Making-Up Missed Work** —Permitting a student to take a make-up examination/test, a scheduled skills lab evaluation and/or submit assigned work past the due date for a grade will be based on the following criteria:
>
> - No makeup work will be permitted when a student has missed more than 5% of the total course time hours of the program.

- In order to receive full credit on a make-up examination/test, a scheduled skills lab evaluation, and/or assigned work submitted past a due date, the student must supply documentation such as a doctor's note for illness of self, child, spouse or parent, or a copy of the obituary or prayer card for a death in the immediate family. Immediate family includes: mother, father, siblings, child, spouse, in-laws, grandparents and all relatives living with the student. An absence due to a military obligation will also allow the student the privilege of making up examinations/tests and/or scheduled skills lab evaluations and/or submitting assigned work past a due date. **No other documentation or excuse will be acceptable under any circumstances unless granted by the Director of Vocational Nursing.**
- If documentation is not received excusing the student from missing an examination/test, a scheduled skills lab evaluation, and/or not submitting assigned work by the due date, the student will be allowed to take a make-up examination, reschedule the scheduled skills lab evaluation, and/or submit assigned work past the due date, but the highest possible grade is an eighty percent (80%) not one-hundred percent (100%).
- In all cases of make-up work, the student will be required to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session).
- Make-up examinations/tests and/or make-up skills lab evaluations will be administered during the student's own time, not during regular class time and at the instructor's convenience. The instructor must be present during the time/session when the make-up work is being performed. The make-up examination/test may include True or False, fill-in-the-blank, essay questions, and/or multiple-choice questions.
- The student will have three (3) business days after returning to class in order to meet with the instructor of record and schedule a make-up examination/test, schedule a make-up skills lab evaluation, and/or submit assigned work past the due date. All make-up work must be completed within two (2) weeks of the end of the grading period during which the absence occurred.
- A student will not be allowed to make up pop quizzes or other daily class work/activities under any circumstances. The student will receive a grade of zero (0%) for all missed pop quizzes or missed daily work/activities.
- All make-up work must be documented by the instructor/school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor.
- The student must sign and date acknowledgement of attendance during the make-up session.
- In Vocational Nursing training there is **no** make-up work for a missed assigned clinical rotation day regardless of the reason. A student will receive a zero (0%) for any assigned clinical rotation day that is missed whatever the reason.

Attendance—Regular attendance is essential for academic and professional success. Consequently, CyberTex Institute of Technology requires students to meet standards of attendance and promptness that are generally required of employees in the workforce. Students must be in class during assigned hours and prepared for the activities at hand. Make-up work may be completed by the student with instructor approval and in accordance with school policy for any days absent, but this will not remove the absence from the student's record.
- Holidays and/or any non-school days will not be counted as an absence.
- Prior to entering the period in which the student is obligated for all tuition, fees and other charges, students who are absent more than ten (10) consecutive days or more than 20% of the total clock hours for which they are enrolled with be terminated.

- Any student entering more than 15 minutes after class begins will be marked as tardy. A total of five (5) incidents of tardy will be counted as one absence. This provision does not circumvent the approved refund policy.
- Students who are terminated for violation of the attendance policy may not reenter before the start of the next grading period.
- Any student enrolled in a Vocational Nursing course that has scheduled clinical rotations/learning experiences as part of the course must adhere to the following additional attendance requirements:
  - Nursing students must arrive on time for a clinical learning experience/clinical rotation and must stay for the entire clinical learning experience/clinical rotation as scheduled.
  - It is the nursing student's responsibility to notify the clinical faculty member/instructor by cell phone one (1) hour before the start of the scheduled clinical learning experience/rotation if the nursing student will be absent or tardy for a clinical learning experience/clinical rotation.
  - A nursing student is responsible for calling in personally rotation if the nursing student will be absent for a scheduled clinical learning experience/rotation. This means that the nursing student is not to have the student's spouse, girlfriend, boyfriend, other friends, fellow students, or son/daughter, call in for the nursing student.
  - The nursing student should always properly identify himself/herself as a CIT VN student, identify the nursing student's clinical faculty member/instructor, and provide rationale for being absent and a phone number where the student may be reached, if necessary.
  - In the Vocational Nursing program there is no make-up work for a missed assigned clinical rotation day regardless of the reason. A student will receive a grade of zero (0%) for any assigned clinical rotation day that is missed whatever the reason unless documentation is submitted on the day the student returns to school that meets the following criteria: A doctor's note for illness of self, child, spouse or parent, or an emergency related to self, child, spouse or parent, or absence due to a documented military obligation, or a copy of the obituary or prayer card for a death in the immediate family; Immediate family includes: mother, father, siblings, child, spouse, in-laws and grandparents. If acceptable documentation is received for the absence, the grade of zero (0%) will not be calculated in the overall clinical course grade.
  - A nursing student who misses more than thirty (30) hours of scheduled clinical rotation hours during a term, **whether excused or unexcused,** will **receive a failing grade for that clinical course.**
  - Change-of-shift report from the nursing staff regarding the patients begins early at the beginning of the clinical learning experience/clinical rotation. It is a patient safety issue when a nursing student is not present to hear the entire change-of-shift report from nursing staff.
  - A nursing student who is not on time for the start of the clinical experience will not be admitted into the clinical learning experience/clinical rotation, will be considered absent for the entire clinical learning experience/clinical rotation that day and will receive a zero for the day.
  - A nursing student cannot leave early or miss any time during a clinical learning experience/clinical rotation. It is a patient safety issue when a nursing student leaves early or misses any time during a clinical learning experience/clinical rotation and is not available to provide care for their assigned patients.

- ➢ A nursing student leaving during any portion of the clinical experience, with the exception of time allotted for an assigned lunch time of 30 minutes, will be considered absent for the entire clinical learning experience/clinical rotation that day.
- ➢ A nursing student leaving early from the clinical learning experience/clinical rotation without official dismissal from the clinical instructor will be considered absent for the entire clinical learning experience/clinical rotation that day.
- ➢ If a nursing student needs to leave the clinical area/unit for any reason, the student must let the nursing faculty member/instructor and patients' staff nurses know where the student will be and when the student will return to the clinical area/unit.
- ➢ Failure to notify faculty member/instructor of the nursing student's absence from the clinical area/clinical unit may result in immediate dismissal from the VN program.
- ➢ A nursing student who misses more than thirty (30) hours of clinical time during a term may not be able to continue in the VN program and may be required to reapply for admission in the VN program.
- • All programs must be completed within a period not to exceed one and one half times the length of the program.

Academic Performance Evaluation—An student who has unsatisfactory cumulative grades for all courses at the end of the grading period shall be placed on academic evaluation for the next grading period. If the student on academic evaluation achieves satisfactory progress for the subsequent grading period but does not achieve the required grades to achieve overall satisfactory progress for the program, the student may be continued on academic evaluation for one more grading period. If the student on academic evaluation fails to achieve overall satisfactory progress during the second consecutive academic evaluation period, the student's enrollment will be terminated.

When a student is placed on academic evaluation the student will be subject to advising and monitoring throughout the academic evaluation period. If unsatisfactory progress leads to a termination and the student wishes to re-enter into the program he/she is not eligible to do so until the next grading period begins. Upon re-entering into the program the student will again be on academic evaluation until the following grading period. If the student achieves satisfactory progress then he/she will be removed from academic evaluation. If that student still does not achieve satisfactory progress then he/she will be terminated from the program. If a student was absent from the class for more than 10 consecutive days then the student will be required to repeat the subject and a new grade will be issued. Please read the subject/course repeat policy statement below for more information.

Pace Measure of Satisfactory Academic Progress (SAP)
As mentioned above all students irrespective of funding source have to complete the enrolled educational program within period not to exceed one and one half times the length of published length the program. At midpoint of the maximum timeframe, students must have successfully half of the program clock hours. Based on this criterion, PACE will be calculated to see if the individual will be able to complete the program in the remaining maximum program time. Not meeting Pace standards will trigger Financial Aid Warning & Financial Aid Probation.

Qualitative Measure of Satisfactory Academic Progress (SAP)
The financial aid office receives quantitative information about Title IV recipients. The qualitative standards are reviewed by the Student Services and financial aid office is notified. Not meeting Qualitative standards will trigger Financial Aid Warning & Financial Aid Probation.

Financial Aid Warning: The school evaluates Satisfactory Academic Progress at the end of each grading and payment period. If a student falls below a 70% (Unsatisfactory Performance) or if the student is not completing the required amount of hours to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Financial Aid Probation: When the student on Financial Aid Warning does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Financial Aid Probation. The student must advise the school as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the school explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.

The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it. Students on financial aid probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Incompletes & Repeat Subjects—Under the Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. Student are allowed to receive a grade of incomplete to re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

If a student repeats a course only the highest grade will be counted and previous grades will not be counted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.
If a Vocational Nursing student receives a "C" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period.

With the exclusion of the Vocational Nursing Program, if a student receives a "D" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

Effective 2015: To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, "out of class work" assignments have been listed in all course syllabi for each program. Please refer to individual course syllabi for "out-of-class work" assignment details. §668.8(1).

LIST of PROGRAMS and SEMINARS

Programs:

Medical Assistant
Medical Administrative Assistant
Home Health Aide (Austin Campus only)

Vocational Nursing (Austin Campus only)

Network Administrator - Windows 2003
Computer Support Specialist
Network Support Specialist
Network Engineer

Seminars

Mental Health Technician Certification Training
Project Management Training
Oracle Database Administrator Certified Associate Training
CCNA Training (CCNAD and ICND)
CWNA (Certified Wireless Network Administration) Training
Solar Photovoltaic Installer Training
A+ Training
Network+ Training
CompTia Linux+ Training
Sun Java 2.0 Certification Training
CompTIA CTT+ (Technical Trainer) Training
CompTIA e-Biz+ Training
CompTIA i-Net+ Training
CompTIA IT Project+ Training
CompTIA Security+ Training
CompTIA Server+ Training
IC3: Applied Computer Fundamentals
MCSA Microsoft Certified Systems Administrator Training
Microsoft Windows Server 2003

Program Descriptions:

Medical Assistant
$15,500
37 Weeks

Program Description—Students will learn to perform basic first aid and CPR as well as take vital signs and medical histories. They will be able to perform routine laboratory procedures including sterilizing and maintaining equipment. They will learn the proper techniques for administering medications as directed by the physician. In addition, they will learn how to perform administrative functions and duties in a healthcare facility. Graduates of this program may find entry-level employment as medical assistants performing both front and back office duties.

Upon successful completion of the program, the student should be able to: Function in a healthcare setting by providing clinical and administrative skills in a medical setting. Prepare and maintain the examination treatment area under the supervision of a physician. Use computer technology and administrative skills in a healthcare environment.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
MOA 101	Medical Office Applications I	24 / 16 / 00 / 40
PCM 101	Professional Career Management I	12 / 00 / 00 / 12
MTI 301	Medical Terminology & Insurance	24 / 36 / 00 / 60
BIO 401	Anatomy & Physiology I	48 / 00 / 00 / 48
PCM 202	Professional Career Management II	12 / 00 / 00 / 12
BIO 402	Anatomy & Physiology II	48 / 00 / 00 / 48
CF 501	Computer Fundamentals I	24 / 24 / 00 / 48
CF 502	Computer Fundamentals II	08 / 32 / 00 / 40
PCM 203	Professional Career Management III	12 / 00 / 00 / 12
MOP 701	Medical Office Procedures I	20 / 19 / 00 / 39
DC/PM 801	Dosage & Calc./Pharmacology & Medication	12 / 22 / 00 / 34
MOP 702	Medical Office Procedures II	20 / 19 / 00 / 39
MLT 1001	Medical Laboratory Techniques	14 / 24 / 00 / 38
PCM 204	Professional Career Management IV	12 / 00 / 00 / 12
First Aid & CPR	First Aid & CPR	16 / 16 / 00 / 32
VSD/MEH 1020	Vital Signs & Documentation Medical Exams & Histories	26 / 06 / 00 / 32
CSR 1050	Certification & Skills Review	20 / 14 / 00 / 34
EX 1070	Externship	00 / 00 / 160 / 160
Total Hours		352 / 228 / 160 / 740

Medical Administrative Assistant
$11,800
37 Weeks

Program Description—Students will learn the skills and knowledge required in a medical environment or insurance company. Students will develop administrative skills through a variety of media and methodology. Medical Administrative Assistant students would practice using computers, insurance software and calculators. A computer tutorial gives the students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Through simulated examination procedures, students will receive certification in CPR and First Aid, taking a patient's vital signs and charting these statistics. Training will include health information coding, using both CPT and ICD-CM codes, filing insurance claims, receiving payment, posting payment and calculating the correct adjustment, as well as maintaining the financial and medical records. Courses in typing, word processing and business mathematics will enable the graduate to prepare bank deposits and balance receipts.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
MOA 101	Medical Office Applications I	24 / 16 / 00 / 40
PCM 101	Professional Career Management I	12 / 00 / 00 / 12
MT 301	Medical Terminology	50 / 36 / 00 / 86
MI 601	Medical Insurance	50 / 36 / 00 / 86
BIO 401	Anatomy & Physiology I	48 / 00 / 00 / 48
PCM 202	Professional Career Management II	12 / 00 / 00 / 12
CF 501	Computer Fundamentals I	24 / 24 / 00 / 48
CF 502	Computer Fundamentals II	08 / 32 / 00 / 40
PCM 203	Professional Career Management III	12 / 00 / 00 / 12
MOP 701	Medical Office Procedures I	20 / 19 / 00 / 39
MOP 702	Medical Office Procedures II	20 / 19 / 00 / 39
PCM 204	Professional Career Management IV	12 / 0 / 00 / 12
First Aid & CPR	First Aid & CPR	16 / 16 / 00 / 32
VSD 1020	Vital Signs & Documentation	24 / 16 / 00 / 40
CSR 1050	Certification & Skills Review	20 / 14 / 00 / 34
EX 1070	Externship	00 / 00 / 160 / 160
Total Hours		352 / 228 / 160 / 740

Home Health Aide
(Only offered at Austin Campus)
$2500
4 Weeks

Program Description—Students will learn the skills and knowledge required in a medical environment. Students will learn to provide basic care for residents in long-term care facilities and patients in hospitals and homes. Home Health Aides may also be called upon to assist with activities of daily living, which includes helping patients in and out of bed, getting them dressed and undressed, assisting with personal hygiene, purchasing and preparing meals, changing bed linens, and other household chores. Some duties that are performed by home health aides include checking pulse and respiration rates, helping with prescribed exercises, changing surgical dressings, providing emotional and psychological support and giving prescribed medications.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
HC 101	Home Care	16 / 00 / 00 / 16
MH 201	Mental Health	06 / 00 / 00 / 06
RS 301	Restorative Skills	05 / 00 / 00 / 05
PCS 401	Personal Care Skills	12 / 00 / 00 / 12
BNS 501	Basic Nursing Skills	12 / 00 / 00 / 12
SCE 601	Supervised Clinical Exp.	00 / 00 / 24 / 24
Total		51 / 00 / 24 / 75

Vocational Nursing
(Only offered at Austin Campus)
$27,995 / 60 Weeks

Program Description—Students in the Vocational Nursing program learn to use a systematic problem-solving process to provide individualized, goal-directed nursing care to one patient or multiple patients with predictable health care needs who may be sick, injured, disabled or recovering from illness or injuries. Additionally, students learn to contribute to the plan of care for one or more patients by collaborating with interdisciplinary team members and with the patient's family to provide care and evaluation of patients with various medical diagnoses, administer medications safety and competently, perform wound assessment and care, assure patient safety and injury prevention, and work with multiple healthcare personnel, including physicians, registered nurses, respiratory and physical therapists, dietitians, and nursing assistants, and integrate technical skills and the use of computers and equipment into nursing practice. A graduate of this program is eligible to apply for licensure as a Licensed Vocational Nurse (LVN) in Texas. Once licensure is obtained, the graduate is able to provide nursing care within a directed scope of practice under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist and is qualified to work as a nurse in hospitals, clinics, long-term care facilities, schools, physician and dentist offices, and various other healthcare environments.

Course/ Subject	Course/Subject Title	Clock Hours Lec/Lab/Ext/Total	Quarter Credit Hours
VNSG 1405	Health Science	45 / 15 / 000/ 60	5
VNSG 1323	Basic Nursing Skills	40 / 80 / 000/120	8
VNSG 1331-1	Pharmacology I	30 / 00/ 000/ 30	3
VNSG 1327	Essentials of Medication Administration	40 / 50/ 000/ 90	6.5
VNSG 1400	Nursing in Health and Illness I	70 / 20/ 000/ 90	8
VNSG 1204	Foundations of Nursing	45 / 00/ 000/ 45	4.5
VNSG 2331	Advanced Nursing Skills	30 / 60/ 000/ 90	6
VNSG 1331-2	Pharmacology II	30 / 00/ 000/ 30	3
VNSG 1260	Clinical Vocational Nursing I	00 / 00/ 150/150	5
VNSG 1409	Nursing in Health and Illness II	70 / 20/ 000/ 90	8
VNSG 1219	Leadership and Professional Development	15 / 30/ 000/ 45	3
VNSG 1230	Maternal-Neonatal Nursing	30 / 15/ 15 / 60	3.5
VNSG 1261	Clinical Vocational Nursing II	00 / 00/ 150/150	5
VNSG 1410	Nursing in Health and Illness III	70 / 20/ 000/ 90	8
VNSG 1205	NCLEX-PN Review	15 / 45/ 000/ 60	3.5
VNSG 1234	Pediatrics	30 / 15/ 15 / 60	3.5
VNSG 1262	Clinical Vocational Nursing III	00 / 00/ 150/150	5
Total Hours		560/370/480/1410	*88.5 = 88.0

*Total Credit Hours rounded down to the nearest whole number as required by Accreditor – Council on Occupational Education (COE).

Note: Certified Medical Assistants enrolled in the Vocational Nursing program receive 150 clock hours of advanced placement credit for VNSG 1405 Health Science, VNSG 1331-1 Pharmacology I, and VNSG 1327 Essentials of Medication Administration, but are required to take the following two additional courses:

• VNSG 1115	Disease Control and Prevention	15 / 00/ 000/ 15	1
• VNSG 1116	Nutrition	15/ 00/ 000/ 15	1

 The content in the above two (2) courses is included in VNSG 1405 Health Science for students enrolled in the Vocational Nursing program who are not receiving advanced placement credit.

Network Administrator—Windows 2003
$18,800
18 Weeks

Program Description—Students will learn the skills and abilities necessary to set-up, install, configure, and manage computer networks. Instruction will primarily focus on the administration of local and network operating systems.

Graduates of this program may find employment as a System Administrator, System Engineer, Network Administrator, or Technical Support Representative in any company that uses computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
Comp –1	A+	30 / 30 / 00 / 60
Comp -2	Network+	20 / 20 / 00 / 40
70-270	Installing, Configuring & Administering Microsoft Windows XP Professional	24 / 10 / 00 / 34
70-290	Managing and Maintaining Microsoft Windows Server 2003 Environment	24 / 10 / 00 / 34
70-291	Implementing, Managing, & Maintaining Microsoft Windows Server 2003 Network Infrastructure	22 / 10 / 00 / 32
70-293	Planning and Maintaining Microsoft Windows Server 2003 Network Infrastructure	26 / 20 / 00 / 46
70-294	Planning, Implementing, & Maintaining Microsoft Windows Server 2003 Active Directory Infrastructure	26 / 20 / 00 / 46
70-297	Designing Microsoft Windows Server Active Directory & Network Infrastructure	26 / 20 / 00 / 46
70-284	Implementing & Managing Microsoft Exchange Server 2003	12 / 10 / 00 / 22
Total		210 / 150 / 00 / 360

Computer Support Specialist
$ 10,800
8 Weeks

Program Description—Students will learn how to provide desktop and network support to customers in a corporate setting. The program is an intensive, hands-on lecture and lab training experience that helps develop a base set of skills and knowledge about the effective operation and support of personal computers. Support specialists analyze, diagnose, troubleshoot and resolve software and hardware problems on stand-alone or network PCs.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
Comp—1	A+	20 / 20 / 00 / 40
Wkshp—1	Resume Writing / Job Search Workshop	10 / 10 / 00 / 20
MCDST		
70-271	Supporting Users and Troubleshooting A Microsoft Windows XP Operating System	25 / 25 / 00 / 50
70-272	Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System	<u>25 / 25 / 00 / 50</u>
Total		80 / 80 / 00 / 160

Network Support Specialist
$ 10,800
14 Weeks

Program Description—Students will learn the skills necessary to plan, implement, and maintain networks in environments with multiple operating systems and network configurations. The Network Support Specialist emphasizes the latest software and hardware that is most widely used today.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
ITS1 / ITS2	A+ 901 / 902	60 / 60 / 00 / 120
ITS5	Installing, Configuring & Administering Microsoft Client OS	50 / 30 / 00 / 80
ITS14	Network+	<u>60 / 20 / 00 / 80</u>
Total		170/110/ 00/ 280

Network Engineer
$18,000
37.5 Weeks

Program Description—The student will learn the skills and abilities necessary to setup, install, configure, repair and manage modern computer networks and their security.

Graduates of this program may find employment as a Systems Administrator, Network Administrator, Network Engineer or Technical Support Representative. Students will learn the skills necessary to lead organizations in the successful implementation, administration, and maintenance of the most advanced Microsoft Windows desktop platform and Microsoft server products. Students will also learn how to maintain, install and manage network security.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
ITSI	Introduction to Computers	10 / 08 / 00 / 18
ITS2	Computer Essentials	30 / 30 / 00 / 60
ITS3	Computer Repair & Troubleshooting	30 / 30 / 00 / 60
ITS4	Computer Security Essentials	40 / 20 / 00 / 60
ITS5	Installing, Configuring & Administering Microsoft Client OS	50 /30 / 00 / 80
ITS6	Installing, Configuring and Administering Windows Server OS Active Directory	50 /30 / 00 / 80
ITS7	Configuring Microsoft Windows Server OS Network Infrastructure	48 / 40 / 00 / 88
ITS8	Configuring Microsoft Windows Server OS Applications Infrastructure	52 / 40 / 00 / 92
ITS11	Installing, Configuring and Administering Linux OS	40 / 40 / 00 / 80
ITS14	Network+	60 /20 / 00 / 80
ITS40	Test Prep	12 / 20 / 00 / 32
ITS13	Professional Dev / Employment Skills	<u>04 / 16 / 00 / 20</u>
Total		426 / 324 / 00/ 750

Course Descriptions by Program:

Medical Assistant & Medical Administrative Assistant

MOA101—Medical Office Application I (Lec 24 Cl Hrs/Lab 16 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn the fundamentals of the inner workings of a medical office, learning the equipment that is used in a medical office.

PCM 201—Personal Career Management I (Lec 12 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn the different types of medical offices in which they may work, and attain skills to make right choices for their individual careers.

PCM 202—Personal Career Management II (Lec 12 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: PCM 201

Students will learn to build on the skills they have acquired in the previous section, and continue to become better acquainted with the different types of medical fields in which they may work.

PCM 203—Personal Career Management III (Lec 12 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: PCM 201 & 202

Students will learn to further display his/her knowledge of the direction of their own career as it pertains to the inner workings of a doctor's office or in a hospital setting.

PCM 204—Personal Career Management IV(Lec 12 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: PCM 201, 202, & 203

Student will learn job search skills. Students will be taught to perfect their interviewing techniques, create cover letters and resumes.

MT 301—Medical Terminology (Lec 50 Cl Hrs/Lab 36 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn to recognize medical terms that work within the medical system, with individual doctors and be able to explain what every term stands for and its meaning.

BIO 401—Anatomy and Physiology I (Lec 48 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn to recognize parts of the muscle-skeletal structure, nerves, over all body function as it is related to the wellness of the human body.

BIO 402—Anatomy and Physiology II (Lec 48 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: BIO 401

Students will learn to identify in more detail, the parts of the body and all of its systems and the way they interact with one another.

CF 501—Computer Fundamentals I (Lec 24 Cl Hrs/Lab 24 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn the basics of working with a computer system in a doctor's office, hospital or laboratory. Students will be able to show basic understanding of the different systems that might be used in this area.

CF 502—Computer Fundamentals II (Lec 8 Cl Hrs/Lab 32 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: CF 501

Students will learn skills to work on a computer in the doctor's office, hospital and laboratory as learned in previous chapters and to refine this skill to input information gathered from the patient.

MOP 701—Medical Office Procedures I (Lec 20 Cl Hrs/Lab 19 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn to assimilate the patient information as it is acquired form the patient. Students will also be able to enter all data that is attained from the patient into the permanent record of the patient.

MOP 702—Medical Office Procedures II (Lec 20 Cl Hrs/Lab 19 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: MOP 701

Students will learn to demonstrate the skills acquired in the previous subject and to assimilate the information as it is acquired from the patient. Student will also be able to enter all data that is attained from the patient, into the permanent record of the patient.

MI 601—Medical Insurance (Lec 50 Cl Hrs/Lab 36 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: MOA 101

Students will learn to fill out insurance paperwork, for not only the insurance companies, but also for Medicare and government insurance forms and be able to re-file and investigate any amounts that are not paid to the doctor's office.

MTI 301—Medical Terminology and Insurance (Lec 24 Cl Hrs/Lab 36Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn to recognize medical terms that work within the medical system. Students will learn to process insurance paperwork.

VS DOC 1020—Vital Signs & Documentation (Lec 24 Cl Hrs/Lab 16 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: BIO 401

Students will learn to demonstrate the measurement of vital signs to include temperature, respirations, pulse and blood pressure. Students will also learn to document these findings accordingly into the patients chart.

First Aid & CPR 1010—First Aid & CPR (Lec 16 Cl Hrs/Lab 16 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: BIO 401

Students will learn to demonstrate both CPR and First Aid for an emergency situation on infant, child and adult. First Aid as a first responder and life line for the patient until more skill staff comes to your

assistance.

MLT 1001—Medical Laboratory Techniques (Lec 14 Cl Hrs/Lab 24 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: BIO 401

Students will learn to identify and use most instruments to assist the doctor in test that are performed on the patient in the clinic or hospital. Students will be able to run simple lab tests in the doctors office.

DC/PM 801—Dosage Calculations/Pharmacology & Medications (Lec 12 Cl Hrs/Lab 22 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: None

Students will learn to accurately calculate the dosages of medications using a patients weight, age, height and on occasion body mass. The student will learn to identify and know the uses of each medication and reaction to medications.

VSD/MEH 1020—Vital Signs & Documentation/Medical Exam & Histories (Lec 26 Cl Hrs/Lab 6 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: BIO 401

Students will learn to demonstrate the measurement of vital signs to include temperature, respirations, pulse, and blood pressure. Students will learn to document these findings accurately into the patients chart.

CSR 1050—Certification and Skills Review (Lec 20 Cl Hrs/Lab 14 Cl Hrs/Ext.0 Cl Hrs) - Prerequisites: All subjects previously noted that apply to either Medical Assistant or Medical Administrative Assistant

Students will demonstrate all the skills that is needed for working in a doctor's office, hospital or clinic.

Ex 1070—Externship (Lec. 0 Cl Hrs/Lab 0 Cl Hrs/ Ext.160 Cl Hrs) - Prerequisites: All subjects previously noted that apply to either Medical Assistant or Medical Administrative Assistant

Students will attend an externship for 160 hours so that they can demonstrate the skills they have attained in an actual medical setting. Students will be able to be exposed to different types of offices and clinics.

Home Health Aide

HC 101—Home Care (Lec 16 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None

Students will learn the introduction to nursing assisting in the home as a work place and therapeutic environment. The student will learn the basic anatomy & physiology; safety and emergency measures, infection control (standard precaution), residents rights, communication and interpersonal skills.
MH 201—Mental Health (Lec 6 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None

Students will learn to deal with emotional and psychological needs of their patients as it pertains to special problems and care of residents with cognitive impairments.

RS 301—Restorative Skills (Lec 4 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None

Students will learn mechanics of restorative and rehabilitative care such as body mechanics, exercise and ambulation and range of motion exercises.

PCS 401—Personal Care Skills (Lec 12 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None

Students will learn to care for residents environment. This would include bathing, skin care, personal hygiene and grooming.

BNS 501—Basic Nursing Skills (Lec 13 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None

Students will learn to understand the value of nutrition, daily vital signs and daily recording of nursing notes for the RN. Students will understand the consequences of restraints, observing, reporting and how to maintain their patients personal health. Student will have knowledge of dealing with death and dying.

SCE 601—Supervised Clinical Experience (Lec 0 Cl Hrs/ Lab 0 Cl Hrs/ Ext. 24Cl Hrs) Prerequisites: BNS 501
Students will be able to demonstrate skills in clinical procedures by going to a nursing home. These skills will be supervised by an RN.

Vocational Nursing

VNSG 1115   Disease Control and Prevention (Lec. 15 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 1.5   Prerequisites: None
The student will learn the general principles of prevention of illness and disease, basic microbiology, and the maintenance of aseptic conditions.

VNSG 1116   Nutrition (Lec. 15 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 1.5   Prerequisites: None
The student will learn the introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health.

VNSG 1405   Health Science (Lec. 45 Clock Hrs/Lab 15 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 5   Prerequisites: None
The student will learn the general principles of anatomy and physiology, nutrition, and microbiology necessary for understanding body processes and basic principles underlying health promotion and therapeutic interventions.

VNSG 1331-1   Pharmacology I (Lec. 30 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 3   Prerequisites: None
The student will learn the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Instruction includes nursing interventions utilizing the nursing process.

VNSG 1327   Essentials of Medication Administration (Lec. 40 Clock Hrs/Lab 50 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 6.5   Prerequisites: None
The student will learn the general principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement.

VNSG 1323   **Basic Nursing Skills (Lec. 40 Clock Hrs/Lab 80 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 8   Prerequisites: None**
The student will learn to master basic nursing skills and competencies for a variety of health care settings using the nursing process as the foundation for all nursing interventions.

VNSG 1400   **Nursing in Health and Illness I (Lec. 70 Clock Hrs/Lab 20 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 8   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323**
The student will learn the general principles of growth and development, primary health care needs of the patient across the life span, including the young adult, the adult, the older adult and the geriatric client, and therapeutic nursing interventions.

VNSG 1331-2   **Pharmacology II (Lec. 30 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs)   Total Quarter Credit Hrs: 3   Prerequisites: None**
The student will learn the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Instruction includes nursing interventions utilizing the nursing process. This course is a continuation of VNSG 1331-1.

VNSG 1260   **Clinical Vocational Nursing I (Lec. 0 Clock Hrs/Lab 0 Clock Hrs/Ext. 150 Clock Hrs) Total Quarter Credit Hrs: 5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323**
The student will learn to apply to apply specialized occupational theory, skills, and concepts learned in VNSG 1000 while participating in a health-related work-based learning experience. Direct supervision is provided by the clinical professional.

VNSG 1204   **Foundations of Nursing (Lec. 45 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 4.5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323**
The student will learn the components of the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness.

VNSG 2331   **Advanced Nursing Skills (Lec. 30 Clock Hrs/Lab 60 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 6   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323**
The student will learn to master advanced level nursing skills and competencies in a variety of health care settings utilizing the nursing process as a problem-solving tool.

VNSG 1409   **Nursing in Health and Illness II (Lec. 70 Clock Hrs/Lab 20 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 8   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, & 1260**
The student will learn health problems requiring medical and surgical interventions.

VNSG 1261   **Clinical Vocational Nursing II (Lec. 0 Clock Hrs/Lab 0 Clock Hrs/Ext. 150 Clock Hrs) Total Quarter Credit Hrs: 5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331**

& 1327) & VNSG 1323, 1400, 1204, 2331, & 1260
The student will learn to apply specialized occupational theory, skills, and concepts learned in VNSG 1409 while participating in a health-related work-based learning experience. Direct supervision is provided by the clinical professional.

VNSG 1219   **Leadership and Professional Development (Lec.15 Clock Hrs/Lab 30 Clock Hrs/Ext. 0 Clock Hrs)**
Total Quarter Credit Hrs: 3
Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, & 1260
The student will learn the importance of professional growth. Topics include the role of the licensed vocational nurse in the multi-disciplinary health care team, professional organizations, and continuing education.

VNSG 1230   **Maternal-Neonatal Nursing (Lec. 45 Clock Hrs/Lab 15 Clock Hrs/Ext. 15 Clock Hrs)**
Total Quarter Credit Hrs: 3.5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, & 1260
The student will learn the biological, psychological, and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family is presented. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium.

VNSG 1410   **Nursing in Health and Illness III (Lec. 70 Clock Hrs/Lab 20 Clock Hrs/Ext. 0 Clock Hrs)**
Total Quarter Credit Hrs: 8
Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, 1260, 1409, 1219, 1230, & 1261
The student will learn additional medical-surgical health problems of the patient including concepts of mental illness. Instruction incorporates knowledge necessary to make the transition from student to graduate vocational nurse. This course is a continuation of Nursing in Health and Illness II.

VNSG 1205   **NCLEX-PN Review (Lec. 15 Clock Hrs/Lab 45 Clock Hrs/Ext. 0 Clock Hrs)**
Total Quarter Credit Hrs: 3.5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, 1260, 1409, 1219, 1230, & 1261
The student will learn the core concepts of nursing knowledge and skills, study skills, stress management techniques, and test-taking strategies that will prepare the graduate vocational nurse (GVN) to take the National Licensure Examination-Practical Nurse (NCLEX-PN)

VNSG 1234   **Pediatrics (Lec. 30 Clock Hrs/Lab 15 Clock Hrs/Ext. 15 Clock Hrs)**
Total Quarter Credit Hrs: 3.5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, 1260, 1409, 1219, 1230, & 1261
The student will learn the care of the pediatric patient and family during health and disease. Emphasis is placed on growth and developmental needs utilizing the nursing process.

VNSG 1262   Clinical Vocational Nursing III (Lec. 0 Clock Hrs/Lab 0 Clock Hrs/Ext. 150 Clock Hrs)
Total Quarter Credit Hrs: 5   Prerequisites: (VNSG 1115 & 1116 or VNSG 1405, 1331 & 1327) & VNSG 1323, 1400, 1204, 2331, 1260, 1409, 1219, 1230, & 1261
The student will learn apply specialized occupational theory, skills, and concepts learned in VNSG 1410 while participating in a health-related work-based learning experience. Direct supervision is provided by the clinical professional.

Network Administrator—Windows 2003

Comp 1—A+ (Lec 30 Cl Hrs/ Lab 30 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation.
Students will learn all the major concepts on the CompTIA A+ exam. The student will have a broad understanding of computer hardware and operating system issues.

Comp 2—Network+ (Lec 20 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation.
Students will learn all the major concepts on the CompTIA Network+ exam. Students will also have the networking skills necessary to administrate modern networks.

70-270—Installing, Configuring and Administering Microsoft Windows XP Professional (Lec 24 Cl Hrs/ Lab 10 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Network+ or equivalent knowledge
Students will learn how to perform and troubleshoot an attended installation of Windows XP Professional. Students will learn how to install using Remote Installation Services (RIS) and by using the System Preparation Tool. Students will also learn how to configure, manage and troubleshoot file compression, control access to files and folders by using permissions, manage and troubleshoot Web server resources, manage printers and print jobs and convert from one file system to another file system. Students will also learn how to optimize and troubleshoot memory performance, recover system state data and user data by using Windows Backup, recover system state data and user data by using the Recovery console, enable multiple language support, configure local settings and configure and troubleshoot the TCP/IP protocol. Configure, manage, and troubleshoot Encrypting File System (EFS). Configure, manage and troubleshoot Remote Desktop and Remote Assistance.

70-290—Managing and Maintaining a Microsoft Windows Server 2003 Environment (Lec 24 Cl Hrs/ Lab 10 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Network+ or equivalent knowledge & 70-270.
Students will learn how to manage basic disks and dynamic disks. Monitor server hardware, optimize server disk performance, troubleshoot server hardware devices, install and configure server hardware devices. Manage local, roaming, and mandatory user profiles, create and manage computer accounts in an Active Directory environment, create and manage groups, create and manage user accounts, troubleshoot computer accounts, troubleshoot user accounts and troubleshoot user authentication issues. Configure access to shared folders, troubleshoot terminal services, configure file system permissions and troubleshoot access to files and shared folders. Monitor and optimize a server environment for application performance, manage Web server, manage backup procedures and restore backup data.

70-291—Implementing, Managing and Maintaining a Microsoft Server 2003 Network Infrastructure (Lec 22 Cl Hrs/ Lab 10 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: 70-270 & 70-290 or equivalent knowledge

Students will learn how to manage DHCP clients and leases, troubleshoot TCP/IP addressing, Troubleshoot DHCP, install and configure the DNS Server service. Manage DNS, implement secure network administration procedures, install and configure software update infrastructure, configure routing and remote access user authentication. Manage remote access, manage TCP/IP routing, implement secure access between private networks, troubleshoot user access between private networks, troubleshoot user access to remote access services and troubleshoot routing and remote access routing.

70-293—Planning and Maintaining a Microsoft Windows Server 2003 Network Infrastructure (Lec 26 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: 70-290 or equivalent knowledge
Students will learn how to configure security for servers that are assigned specific roles. Plan a TCP/IP network infrastructure strategy, plan and modify a network topology. Plan an internet connectivity strategy, troubleshoot connectivity to the internet, plan a host name resolution strategy. Plan a routing strategy, create and implement an IPSec policy, identify system bottlenecks, including, memory, processor, disk, and network related bottlenecks. Configure network protocol, plan security for data transmission, plan a public key infrastructure (PKI) that uses Certificate Services, plan a framework for planning and implementing security.

70-294—Planning, Implementing and Maintaining a Microsoft Windows Server 2003 Active Directory Infrastructure (Lec 26 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: 70-290 or equivalent knowledge
Students will learn to plan and implement an active directory infrastructure. Plan flexible operations master role placement, implement an active directory site topology, manage and active directory forest and domain structure and manage an active directory sites. Monitor active directory replication failures. Tools might include Replication Monitor, Event support tools. Troubleshoot active directory, plan a security group strategy, plan an OU structure. Configure the user environment by using Group Policy. Deploy a computer environment by using Group Policy. Troubleshoot issues related to Group Policy application, deployment.

70-297—Designing Microsoft Windows Server 2003 Active Directory & Network Infrastructure (Lec 26 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: 70-290 or equivalent knowledge
Students will learn to analyze business requirements for designing security. Design a public key infrastructure (PKI) that uses Certificate Services. Design security for network management. Design network infrastructure security, design security for wireless networks, design security for Internet Information Services (IIS), and design security for communication between networks. Design an access control strategy for directory services. Design a client authentication strategy.

70-284—Implementing & Managing Microsoft Exchange Server 2003 (Lec 12 Cl Hrs/ Lab 10 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: 70-290 & 70- 291 or equivalent knowledge
Students will learn to perform an installation of Exchange Server 2003 and verify that the installation was successful. Configure, manage and secure Exchange Server. Manage recipients, public folders, and address lists. Implement and manage access to Exchange Server mailboxes for Internet protocol clients. Manage client configuration and connectivity. Manage routing and mobile devices. Manage data storage and hardware resources. Plan for disaster and disaster recovery. Back up and restore Exchange Server. Perform preventive maintenance.

<u>Computer Support Specialist</u>

Comp 1—A+ (Lec 20 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation.
Students will learn all the major concepts on the CompTIA A+ exam. The student will have a broad understanding of computer hardware and operating system issues.

Wkshp 1—-Resume Writing/Job Search Workshop (Lec 10 Cl Hrs/Lab 10 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic Understanding of Computers
Students will learn how to prepare resumes, perfect their interviewing techniques, and search out job leads. A job lead board will be maintained at all times for students to refer to.

70-271—Supporting Users and Troubleshooting a Microsoft Windows XP Operating System (Lec 25 Cl Hrs/ Lab 25 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: A+ or equivalent knowledge
Students will learn to perform and troubleshoot an attended installation of a Windows XP operating system. Perform and troubleshoot an unattended installation of Windows desktop support system. Monitor, manage, and troubleshoot access to files and folders. Manage and troubleshoot access to shared folders.

70-272—Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System (Lec 25 Cl Hrs/ Lab 25 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: A+, 70-271 or equivalent knowledge
Students will learn how to configure and troubleshoot Office applications. Configure and troubleshoot Outlook Express. Resolve issues related to usability. Resolve issues related to application customization. Configure and troubleshoot connectivity for applications and configuring application security.

Network Support Specialist
ITS1 / ITS2 —A+ (Lec 60 Cl Hrs/ Lab 60 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation.
Students will learn all the major concepts on the CompTIA A+ exam. The student will have a broad understanding of computer hardware and operating system issues.

ITS14 —Network+ (Lec 60 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation.
Students will learn all the major concepts on the CompTIA Network+ exam. Students will be able to install, configure, and troubleshoot basic networking hardware, protocols and services.

ITS5—Installing, configuring and Administering Microsoft Windows Client Operating System (Lec 50 Cl Hrs/ Lab 30 Cl Hrs) Prerequisites: ITS1 or Basic understanding of computer operation
Students will learn and apply the following skills: 1) Installing Windows Client OS. 2) Implementing and Conducting Administration of Resources. 3) Implementing, Managing, Monitoring, and Troubleshooting Hardware Devices and Drivers. 4) Monitoring and Optimizing System Performance and Reliability. 5) Configuring and Troubleshooting the Desktop Environment. 6) Implementing, Managing, and Troubleshooting Network Protocols and Services. 7) Configuring, Managing, and Troubleshooting Security.

Network Engineer

ITS1—Introduction to Computers (Lec 10 Cl Hrs/ Lab 08 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None
This subject introduces students to personal computers and how they are integrated into a network. Students will also be able to describe how personal computers work and how they & other peripheral devices are interconnected on a network. Upon completion of this subject students will be able to: 1) turn on a computer, 2) open software applications, 3) use software applications, and 4) properly shut down a computer 5) be able to identify various computer parts and their function.

ITS2—Computer Essentials (Lec 30 Cl Hrs/ Lab 30 Cl Hrs) Prerequisites: at least one week of ITS1 or Basic understanding of computer operation
Upon completion of this course students will be able to describe the functions of computer hardware components and how they relate to each other. Students will learn to: 1) disassemble and assemble a computer 2) troubleshoot hardware and software problems 3) connect peripheral devices to the computer and 4) repair hardware.

ITS3—Computer Repair & Troubleshooting (Lec 30 Cl Hrs/ Lab 30 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: at least one week of ITS1 or Basic understanding of computer operation
Students will learn the following concepts 1)identifying, adding and removing system components 2) system resources and installing and configuring IDE and SATA devices 3) installing, configuring and optimizing computers operating systems 4) diagnosing and troubleshooting OS 5) memory, motherboards, and processors 6) printers, maintenance and safety issues 7) basic networking and 8) providing effective customer support to clients.

ITS4—Computer Security Essentials (Lec 40 Cl Hrs/ Lab 20 Cl Hrs) Prerequisites: Basic understanding of computer operation or ITS1, Windows Client OS or ITS4
Students will learn foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational / Organizational Security. The course prepares the student for the Security+ certification, an internationally recognized validation of the technical knowledge required of foundation-level security practitioners.

ITS5—Installing, configuring and Administering Microsoft Windows Client Operating System (Lec 50 Cl Hrs/ Lab 30 Cl Hrs) Prerequisites: ITS1 or Basic understanding of computer operation
Students will learn and apply the following skills: 1) Installing Windows Client OS. 2) Implementing and Conducting Administration of Resources. 3) Implementing, Managing, Monitoring, and Troubleshooting Hardware Devices and Drivers. 4) Monitoring and Optimizing System Performance and Reliability. 5) Configuring and Troubleshooting the Desktop Environment. 6) Implementing, Managing, and Troubleshooting Network Protocols and Services. 7) Configuring, Managing, and Troubleshooting Security.

ITS6: Installing, Configuring and Administering Windows Server OS Active Directory (Lec 50 Cl Hrs/ Lab 30 Cl Hrs/ Ext. 0 Cl Hrs)Prerequisites: Basic understanding of computer operation (or ITS1), Window Client OS (or ITS4).
Students will learn and apply the following skills: 1) Planning and Implementing an Active Directory Infrastructure. 2) Managing and Maintaining an Active Directory Infrastructure. 3) Planning and Implementing User, Computer, and Group Strategies. 4) Planning and Implementing Group Policy. 5) Managing and Maintaining Group Policy.

ITS7: Configuring Microsoft Windows Server Operating System Network Infrastructure (Lec 48 Cl Hrs/ Lab 40 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation (or ITS1), Window Client OS (or ITS4).
Students will learn the following concepts: 1) Planning and Implementing Server Roles and Server Security. 2) Planning, Implementing, and Maintaining a Network Infrastructure. 3) Planning, Implementing, and Maintaining Routing and Remote Access. 4) Planning, Implementing, and Maintaining Server Availability. 5) Planning and Maintaining Network Security. 6) Planning, Implementing, and Maintaining Security Infrastructure.

ITS8: Configuring Microsoft Windows Server Operating System Applications Infrastructure (Lec 52 Cl Hrs/ Lab 40 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation (or ITS1), Window Client OS (or ITS4)
Students will learn the following concepts: 1) Deploying a Windows Server Application Server. 2) Deploying a File Server. 3) Deploying Fax and Print Servers. 4) Deploying a Media Server. 5) Deploying IIS Services. 6) Deploying Web Applications. 7) Securing Web Services. 8) Using Terminal Services, Configuring Terminal Services Clients. 9) Using the Terminal Services Gateway. 10) Clustering and Virtualizing Servers. 11) Managing and Monitoring Application Servers. 12) Restoring Data.

ITS11— Installing, Configuring and Administering Linux OS (Lec 40 Cl Hrs/ Lab 40 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation (or ITS1), Window Client OS (or ITS4).
Students will learn foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational / Organizational Security. The course prepares the student for the Security+ certification, an internationally recognized validation of the technical knowledge required of foundation-level security practitioners.

ITS13 Employment Skills / Professional Dev (Lec 04 Cl Hrs/ Lab 16 Cl Hrs/ Ext.00 Cl Hrs) Prerequisites: None
This subject is devoted to preparing students for their career as a computer repair technician. Students will learn how to: 1) find and explore job leads, 2) prepare a resume and cover letter, 3) interview and follow up on an interview, and 4) become a valued employee and advance within their chosen career field.

ITS14 Network+ (Lec 60 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None
Students will learn skills necessary to configure and install the TCP/IP client. Network+ Training covers a wide range of vendor and product neutral networking technologies. Students will be able to install, configure, and troubleshoot basic networking hardware, protocols and services. **Prerequisites:** Basic understanding of computers.

ITS40 Test Prep (Lec 12 Cl Hrs/ Lab 20 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: None
This subject is devoted to preparing students for their exam with certification authorities. Students will learn how to: 1) Understand the questions, 2) Answer the questions, 3) study and review course materials, and 4) develop a strategy to pass the certifications.

Seminar Descriptions:

Project Management Training
$6500
7 Weeks

Seminar Description—Students will learn skills for providing project managers with the knowledge and skills necessary to successfully manage projects using proven project management processes. Students are immersed in the PMI methodology and the main objective of this class is to have students pass the PMP exam or CAPM exam. **Prerequisites**: Basic understanding of computers, Basic understanding of Project Management. At least 3 year of management experience with Bachelors or At least 5 years of management experience without Bachelors.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
PMI	Project Management	140/ 00 / 00 / 140

Oracle Database Administrator Certified Associate Training
$7000
7.4 Weeks

Seminar Description—Students for the Oracle Certified Associate in Oracle Database need to pass Exams to achieve their certification—this seminar prepares you for taking both those exams. Exam topics such as restricting and sorting data, using conversion functions and conditional expressions, displaying data from multiple tables, exploring the Oracle database architecture, how to create and maintain an Oracle database, perform database backups and recovery, move and manipulate data, prepare the database environment are covered. **Prerequisites:** Basic understanding of computers, Experience in programming. Experience and knowledge of database concepts.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
ODACA	Oracle Database Administrator Certified Associate	148 / 00 / 00 / 148

CCNA Training
$5000
4 Weeks

Seminar Description—Students will learn skills necessary to install, configure, and operate LAN/WAN and dial access services for small networks (100 nodes or fewer), including but not limited to use of these protocols: IP, IGRP, IPX, Serial, Apple Talk, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists. **Prerequisites:** Basic understanding of computers. Recommended: Experience in computer networking.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
CCNA #640-607	Cisco Certified Network Associate	40 / 40 / 00 / 80

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**CWNA (Certified Wireless Network
Administration) Training**
$2500
2 Weeks

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Seminar Description—Students will learn skills necessary to setup, install, configure, and manage Wireless Networks (s). Instruction will primarily focus on the administration of Wireless local and network operating systems including Windows 2000 and Windows XP. **Prerequisites:** Basic understanding of computers. Recommended: Experience in computer networking.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
CWNA # PWO-100	Certified Wireless Network Administration	20 / 20 / 00 / 40

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Solar Photovoltaic Installer Training
$6500
5 Weeks

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Seminar Description—Students will learn basic knowledge, comprehension and application of key terms and concepts of solar photovoltaic (PV) cells, modules, and system components; electrical circuits; PV system design and sizing for use on homes; solar electric products and applications; and understanding energy conversion from sunlight to electricity, and working with solar conversion equipment. **Prerequisites**: Basic understanding of computers, Understanding of AC/DC electrical circuits. Advanced math skills are required. Minimum of 6 months prior experience in PV manufacture industry.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
PV100	Solar Photovoltaic Installer	80 / 20 / 00 / 100

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Mental Health Technician Certification Training
$1295
4 Weeks

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Seminar Description—This course is intended for individuals already in the healthcare industry looking to provide care for mentally impaired or emotionally disturbed people. Students who complete this seminar will have the knowledge of techniques/tools and skills related to mental health patient care. Some students may, with appropriate qualifications, be able to take and pass the Mental Health Technician Certification (CMHT) from the National Health Career Association. **Prerequisites:** Minimum of 6 months prior experience in healthcare field; Understanding of basic medical terminology.

Subject	Subject Title	Clock Hours
		Lec/Lab/Ext/Total
MHW100	Mental Health Technician Certification	80 / 00 / 00 / 80

A+ Training
$3000

Seminar Description—Students will learn skills for situational, traditional, and identification types of problems. A+ Training covers a broad range of hardware and software technologies, but is not bound to any vendor-specific products. Prerequisites: Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
A+	A+ Training	60 / 60 / 00 / 120

Network+ Training
$2400

Seminar Description—Students will learn skills necessary to configure and install the TCP/IP client. Network+ Training covers a wide range of vendor and product neutral networking technologies. Students will be able to install, configure, and troubleshoot basic networking hardware, protocols and services. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
Net+	Network+ Training	60 / 20 / 00 /80

CompTIA Linux+ Training
$2000

Seminar Description—Students will learn skills to demonstrate a technical competency and a broad awareness of Linux operating systems. Linux+ Training provides critical knowledge of installation, operation, administration and troubleshooting services. Students will be able to demonstrate knowledge of user administration, understand file permissions, software configurations, and management of Linux-based clients server systems and security. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
Linux+	Linux+ Training	40 / 40 / 00 / 80

Sun Java 2.0 Certification Training
$1995

Seminar Description—The student will learn the content necessary to prepare individuals for the Sun Certified Programmer for the Java 2 Platform certification exam. The students will learn Introduction to Java Programming Language, java syntax from the ground up, Data types, variables, arrays and declarations, Operators and assignments, Controlling, Garbage collection, Exception handling, Multithreaded programming, Stream I/O, Java Lang Package, Java.util package, Abstract window tool kit (AWT), Applets, Networking, Java Editors. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
Sun Java 2.0	Sun Java 2.0 Certification Training	20 / 20 / 00 / 40

CompTIA CTT+ (Certified Technical Trainer) Training
$1000

Seminar Description—Students will learn the cross-industry credential recognizing excellence in technical instruction. CTT+ certification is the industry recognition that a technical instructor has attained a standard of excellence in his or her profession. Those holding the CTT+ certification demonstrate core competencies which include instructor knowledge and credibility, classroom performance and effective communication and presentation skills. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA CTT+	CompTIA CTT+ (Technical Trainer) Training	10 / 10 / 00 / 20

CompTIA e-Biz+ Training
$2000

Seminar Description—Students will learn both the technical and non-technical individuals who work in an e-Business environment. e-Biz+ Training teaches the basic concepts, key issues and critical technologies of e-Business, supplying IT and business professionals with a foundation for contributing to e-Business solutions. Prerequisites: Basic understanding of computers and Internet.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA e-Biz+	CompTIA e-Biz+ Training	20 / 20 / 00 / 40

CompTIA i-Net+ Training
$2000

Seminar Description—The student will be learning the worldwide standard of foundational-level competency in knowledge of Internet, Intranet and Extranet technologies. The i-Net+ Training is recognized as a baseline technical knowledge specifically designed for entry-level Internet security and business concepts. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA i-Net+	CompTIA i-Net+ Training	20 / 20 / 00 / 40

CompTIA IT Project+ Training
$2000

Seminar Description—The student will learn to effectively plan, implement and complete IT projects across the organization. Students will demonstrate critical knowledge of business practices, interpersonal skills and project management processes. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA Project+	CompTIA Project + Training	20 / 20 / 00 / 40

CompTIA Security+ Training
$2000

Seminar Description—The student will learn to combat hackers and decrease financial losses in the workplace. Students will learn communication security, infrastructure security, cryptography, operational security, and general security concepts. Prerequisites: Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA Security+	CompTIA Security+ Training	40 / 20 / 00 / 60

IC3: Applied Computer Fundamentals
$2000

Seminar Description—The student will learn to compute literacy skills necessary to use technology on the job, and gain a working knowledge of computers and the Internet. Prerequisites: Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
IC3	IC3: Applied Computer Fundamentals	20 / 20 / 00 / 40

CompTIA Server+ Training
$2000

Seminar Description—The student will learn a standard of competency for mid– to upper-level technicians responsible for server hardware functionality. The Server+ certification credential validates advanced-level technical competency of server issues and technology, including installation, configuration, and upgrading, maintenance, troubleshooting and disaster recovery. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
CompTIA Server+	CompTIA Server+ Training	20 / 20 / 00 / 40

MCSA Microsoft Certified Systems Administrator Training
Microsoft Windows Server 2003
$7000

Seminar Description—The student will learn The Microsoft Certified System Administrator (M.C.S.A.) Training Seminar prepares the student to sit for Microsoft M.C.S.A. Certification exams. A Microsoft® Certified Systems Administrator designs, installs, supports and troubleshoots Microsoft networks and operating systems. **Prerequisites:** Basic understanding of computers.

Subject	Subject Title	Clock Hours Lec/Lab/Ext/Total
MCSA	Microsoft Certified Systems Administrator	100 / 100 / 00 / 200

Exhibits:

CyberTex Institute of Technology - Vocational Nursing
Weekly Schedule of Classes – Starting   – Ending

Each Term = 15 Weeks	Estimated Completion Time = 60 Weeks

Note: In addition to all the Student Holidays published in the School Catalog, students will be off for 3 days in October on odd years when Faculty In-Service Days are scheduled. A detailed class schedule will be distributed to all students at the beginning of each Term.

Course Number	Course Name	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Quarter Credit Hours	Days of Week	Class Times
Student Cohort:								
Term I = 23 Hours per Week/Total Hours in Term = 345		**MA to VN Track = 13 Hours per Week/Total Hours in Term= 195**						
VNSG 1323	Basic Nursing Skills	40	80	0	120	8	M/W	9:00-1:00
VNSG 1405	Health Science	45	15	0	60	5	M/W	2:00-4:00
VNSG 1327	Essentials of Medication Administration	40	50	0	90	6.5	T/TH	9:00-12:00
VNSG 1204	Foundations of Nursing	45	0	0	45	4.5	T	1:00-4:00
VNSG 1331-1	Pharmacology I	30	0	0	30	3	TH	1:00-3:00
****VNSG 1115	Disease Control and Prevention	15	0	0	15	1	T	10:00-11:00
****VNSG 1116	Nutrition	15	0	0	15	1	T	11:00-12:00
Student Cohort:								
Term II = 24 Hours per Week/Total Hours in Term = 360		**1 Week Break for all students before Term II begins.**						
VNSG 2331	*Advanced Nursing Skills	30	60	0	90	6	M/W	
VNSG 1400	*Nursing in Health and Illness I **	70	20	0	90	8	M/W	
VNSG 1331-2	*Pharmacology II	30	0	0	30	3	T	
VNSG 1260	*Clinical Vocational Nursing I	0	0	150	150	5	F	
Student Cohort:								
Term III = 23 Hours per Week/Total Hours in Term = 345		**1 Week Break for all students before Term III begins.**						
VNSG 1409	*Nursing in Health and Illness II **	70	20	0	90	8	M/W	9:00-12:00
VNSG 1230	*Maternal-Neonatal Nursing	30	15	15	60	3.5	M	1:00-5:00
VNSG 1219	*Leadership and Professional Development	15	30	0	45	3	W	1:00-4:00
VNSG 1261	*Clinical Vocational Nursing II	0	0	150	150	5	F	6:30-4:30
Student Cohort: C2-2015								
Term IV = 24 Hours per Week/Total Hours in Term = 360		**1 Week Break for all students before Term IV begins.**						
VNSG 1410	*Nursing in Health and Illness III **	70	20	0	90	8	M/W	9:00-12:00
VNSG 1205	*NCLEX-PN Review	15	45	0	60	3.5	M	1:00-5:00
VNSG 1234	*Pediatrics	30	15	15	60	3.5	W	1:00-5:00
VNSG 1262	*Clinical Vocational Nursing III	0	0	150	150	5	TH	6:30-4:30
Grand Total of Hours		Theory Hours	Lab Hours	Clinical Hours	Total Hours	Quarter Credit Hours		
			370	480		88.5		
		560	**850**		**1410**	***88		

Legend: *Indicates prerequisite exists. Student must complete the prerequisite course(s) prior to entry into this course.

Course with Corresponding Clinical Course   * Total Quarter Credit Hours are rounded down to the nearest whole number as required by Accreditor – Council on Occupational Education (COE)

**** COURSE FOR THOSE STUDENTS WHO ARE AN MA AND NOT ENROLLED IN VNSG 1405, VNSG 1331-1, & VNSG 1327. Hours for VNSG 1115 & VNSG 1116 are not calculated into the overall Grand Total of Hours. Students in MA to VN Track are awarded 150 hours of Advance Placement Credit for specified content in VNSG 1405=30 hours, VNSG 1331-1=30 hours & VNSG 1327=90 hours. Students in the MA to VN Track may audit VNSG 1405, VNSG 1331-I, & VNSG 1327 for review purposes, but no additional credit is awarded.**

Quarter Credit Hour Calculation: Theory/Lecture: 10 hours = 1 quarter credit   Lab: 20 hours = 1 quarter credit

Externship/Clinical: 30 hours = 1 quarter credit hour

Effective 2015: To meet regulated clock hour to credit hour conversion requirements enforced by the Department of Education effective July 1, 2011, "out of class work" assignments have been listed in all course syllabi for each program.
Please refer to individual course syllabi for "out-of-class work" assignment details. §668.8(1).

CyberTex Institute of Technology
Cost of Training for Vocational Nursing

An individual admitted into the CyberTex Institute of Technology Vocational Nursing training is responsible for the **entire cost of the training that includes:**

- Physical Examination by a physician or other licensed practitioner;
- Initial and ongoing required immunizations, including HBV, MMR, Varicella, Tdap/TD, seasonal flu shot and an annual TB test or chest x-ray if required (Costs dependent on Health Insurance and/or Local Health Department – approximately **$0 - $250**);
- Urine Drug Test (**$32.00**);
- Criminal Background Check with Fingerprinting through the Texas Board of Nursing (**$41.45**);
- Tuition/fees (**$27, 995**);
- Transportation costs to and from the school and clinical sites;
- Room and Board
- Appropriate shoes to be worn during clinical learning experiences; and
- Cap and gown for the graduation ceremony (as specified by the School).