



CYBERTEX
Institute of Technology



School Catalog

Volume 17

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.

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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

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GENERAL INFORMATION

History— In the year 1999, Mr. Iqbal Sheikh founded CyberTex Institute of Technology with the mission of providing vocational education for individuals seeking transformation in their lives amidst the rapidly evolving high-tech industry. Mr. Sheikh's vision was built upon the pillars of intimate class settings, personalized attention, and a steadfast commitment to aiding a maximum number of individuals to get trained, earn multiple industry recognized certificates and achieve gainful employment in in-demand fields. With official recognition as an MCSP and guidance from adept MCSE's and MCT's, CyberTex Institute of Technology strives to open pathways for students pursuing exceptional training to propel their life journeys. Initially focusing on corporate training as a preferred vendor for Dell, CyberTex transitioned to public accessibility in the early months of 2001. The inaugural student cohort commenced classes in June and celebrated graduation in August 2001.

By the year 2004, the institution unveiled its inaugural Medical Assistant course, marking its entry into the healthcare field. Further enriching its legacy, CyberTex expanded its reach in April 2008 with the establishment of a Killeen, Texas Branch Campus. In 2010, the institute achieved accreditation, solidifying its commitment to quality education. The introduction of the LVN program at the Austin campus took place in 2015, showcasing a dedication to diversified learning. In 2018, the institute's mission was reaffirmed, renewing its pledge to excellence. Fast-forwarding to the year 2022, the Killeen campus initiated the HVAC program, broadening its educational offerings.

For almost a quarter century, CyberTex has been a guiding force, enabling countless students to embark on their professional journeys in healthcare and IT, empowering their advancement across interconnected domains.

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 trades fields.

Facilities and Equipment—

Austin Campus: CyberTex Institute of Technology occupies 18,719 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 Austin Campus relies on multiple gigabit internet accesses. There is multistory parking, some covered and some un-covered.

Killeen Campus: CyberTex Institute of Technology occupies 14,800 square feet of office and classroom space located in Killeen. CyberTex Institute of Technology occupies two buildings located on Florence Road. There are 9 current classrooms, 2 Medical Labs and HVAC Workshop. 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, Spring Break, Memorial Day, Juneteenth, 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 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. Vocational Nursing Program – Schedule of Classes is available at program orientation. **Labs** are available from Monday through Friday for all programs between the hours of 9:00 A.M. and 5:00 P.M. with exception of Vocational Nursing Program. See Vocational Nursing Lab schedule for hours. Breaks are given for 10 minutes every hour. **Inclement Weather/Closing of Institute**, the instructors meet all scheduled classes as published in the class schedule. If severe weather or emergency situations make it advisable to discontinue classes, CyberTex will make every effort to notify its students through online social media. SMS notification may be used to send notifications in certain circumstances. The President, Chief Administrative Officer and Campus Director will determine an official closing of one or both campuses. Makeup days for official closings will be scheduled as needed. If a student is in an area experiencing severe weather and CyberTex has not officially closed, it is the responsibility of the student to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about makeup work, and the time missed will be counted as an absence.

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 a 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 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.

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

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 Nursing Admission Test with an acceptable score of 63% composite with minimum score of 64% for Reading.
- Prospective students are limited to one retake of the Nursing Admission Test per new VN Student Cohort.

***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 Cardiopulmonary Resuscitation (CPR) for the Healthcare Professional 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;
 - Additional vaccination for COVID may be required by the clinical site.
- 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.

Denied Acceptance: CyberTex reserves the right to deny acceptance for any non-discriminatory purpose. This determination will be made at the sole discretion of the Acceptance Committee. Factors pertaining but not limited to the following circumstances may be taken into consideration such as criminal background, security clearance failure if applicable, excessive student loan debt, unresolved risk factors , space available due to class size, behavior is inconsistent with CyberTex core values and/or previous termination/withdrawal from any CyberTex program.

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, Diversity Survey, all Financial Aid documents and provide a copy of their social security card / DD214 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: Prospect students 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— Career Services are available for both graduates and currently enrolled students. Particular attention is given to matching students with prospective employers and positions that are compatible with their career goals, qualifications and experiences. Individual consultation with Career Services staff concerning job search strategies is encouraged. Information concerning employment assistance may be obtained by contacting the Career Services Department. 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. 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, Supervisors, 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. After the incident report has been filed, the director/administration will follow up and 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.

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:

<https://records.txdps.state.tx.us/DpsWebsite/index.aspx>. Students, faculty and personnel may request information from the Department of Public Safety regarding convicted sex crime offenders.

NOTICE: 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 grams 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 \$5 million if an individual, \$25 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 \$8 million if an individual, \$50 million if not an 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 \$10 million if an individual, \$50 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 \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams 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 than 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 bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than 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 than 4 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 (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine, not more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine, not more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not less than 20 yrs. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not less than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) marijuana plants. 1 to 49 marijuana plants;	Not less than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual	Not less than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

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 hair, 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

Alcohol Abuse Counseling (254) 285-4284

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 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 1165 Airport Blvd 2 nd Floor Austin, TX 78702 (512) 804-3526	Alcohol and Drug Abuse 7801 N Lamar Blvd Austin, TX (512) 454-8180	Alcohol & Drug Awareness Inst 9415 Burnet Rd #204 Austin, TX 78758 (512) 459-3940
Central Texas Council On Alcoholism & Drug Abuse 4520 E Central Texas Expy, Killeen (254) 690-4455	Alcohol Abuse Counseling 1109 Dogwood Boulevard Killeen, TX 76543 (254) 285-4284	Virtue Recovery Center 5200 S W S Young Dr, Killeen, TX 76542 (866) 342-0041

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.

Library/Media Services—CyberTex Institute of Technology maintains access to library of reference material through online access different online resources for each department. These include EBSCO, Elsevier and UCertify . The online library contains reference texts and periodicals directly related to

vocational and occupational computerized business/medical training. All student computers have access to internet and the student data server where student learning resources are kept.

Financial Assistance—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, www.cybertex.edu, in the CyberTex Institute of Technology’s *Consumer Information Booklet*.

ADMINISTRATIVE POLICIES

Transfer of Credits within school—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.

Transfer of Credits from other schools—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. CyberTex Institute of Technology reserves the right to terminate a student before completion of the program upon the determination that a student is not complying with CyberTex’ s rules, such as the misconduct policy, attendance policy, satisfactory academic progress policy, or is not suited to the field of study. 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 must be turned on silent upon entering the class. Students must be given permission to use the company telephone before any calls are made.

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 770-396-3898 or their website www.council.org. 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. All students will be limited to only 2 reentries only.

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. Validation of written consent will be required prior to release of information in the record. A reasonable period (not to exceed 45 calendar days) may take place before records are available

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. CyberTex uses different E-transcripts services that send electronic transcript records including high school graduation verification.

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. Willful copyright infringement can also result in criminal penalties, including imprisonment and fines. 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. CyberTex Institute of Technology does not charge students for books, supplies, fees, or certificate costs for any of the programs it offers. Certifications are not a requirement for completing and graduating for any of the offered programs. Students who are terminated or withdraw from CyberTex Institute may be entitled to a refund of tuition paid in advance or may owe funds to the CyberTex to cover unpaid

tuition. CyberTex may attempt to collect any funds from a student that CyberTex was required to return to the financial aid programs and/or funds received from a third-party.

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 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.

Effects of Leave of Absence on Satisfactory Academic Progress Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time: Students returning from a leave of absence are not guaranteed that the courses required to maintain the normal progression in their program will be available at that time. Students will be required to repeat any course they withdrew from before receiving a final grade. Tuition costs may be affected. Time away from school while on an approved LOA does not count as an absence. Students are expected to meet all financial obligations while on leave.

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.

FINANCIAL AID

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, GEMCOR INC.

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 GEMCOR INC 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 from 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.

Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period. HOURS SCHEDULED TO COMPLETE TOTAL HOURS IN PERIOD = % EARNED

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.

Time frame for returning an unclaimed Title IV, HEA credit balance.

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

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.

STUDENT LOAN INFORMATION PUBLISHED BY THE U.S. DEPARTMENT OF EDUCATION Your Federal Student Loans provides information regarding loan availability and your rights and responsibilities under the Federal loan programs. A source for access to quick access to Federal student loan programs is provided at. <https://studentaid.gov/sites/default/files/federal-loanprograms.pdf>

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS) Federal loan information will be reported to the NSLDS, and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

ENTRANCE COUNSELING Prior to the first Federal loan disbursement, a first-time borrower must be provided with comprehensive information on the terms and conditions of the loan and the borrower's responsibilities. A summary of entrance counseling information may be accessed. CIT uses the Federal Student Aid website at <https://studentaid.gov/entrancecounseling/> action to provide this information to the borrower.

EXIT COUNSELING Shortly before a student borrower ceases at least half-time study at CIT, the borrower must complete exit counseling <https://studentaid.gov/exit-counseling/>. A summary of repayment and other exit counseling information may be accessed at <https://studentaid.gov/h/manage-loans>. CIT uses the Federal Student Aid website <https://studentaid.gov/myDirectLoan/index> action to provide this information to the borrower.

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%

F = 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 75% 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% cumulative 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 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 more than 5% of the total course time hours for a program may be made up.
- 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, and grandparents. 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.**
- If documentation is not received, 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.
- Makeup 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 or assigned proctor must be present during the time/session when the make-up work is being performed.

- 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.
- In the Vocational Nursing program there are no make-up hours for missed clinical hours or a missed assigned clinical rotation day regardless of the reason. A student will receive a zero for any missed clinical hours or an assigned clinical rotation day that is missed whatever the reason. The student may be required to complete an assignment for the missed clinical day/rotation to document meeting clinical objectives for that day.

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 will be terminated. Students that are funded by VA that are absent more than five (5) consecutive days will 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 School or Clinical Site one (1) hour prior to the scheduled time of the clinical learning experience/rotation if the nursing student will be absent for a clinical learning experience/clinical rotation.
 - A nursing student is responsible for calling in personally 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.**
 - **Students are not to call using the nursing faculty member’s personal cell phone number unless given permission by the nursing faculty member.**
 - 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 makeup work that counts toward missed clinical hours or an assigned clinical rotation day regardless of the reason.
- A student who has missed assigned clinical hours or a clinical rotation day may be assigned makeup work for the missed clinical hours or clinical rotation day to demonstrate criteria for evaluation purposes toward meeting daily clinical objectives only.
- A student will receive a grade of zero 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: 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 will not be calculated in the overall clinical course grade.
- A nursing student who misses more than twenty (20) hours of scheduled clinical rotation hours during a term will receive a failing grade for that clinical course and will be dismissed from the VN Program.
- 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 depending on availability of lunch, 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.
- All programs must be completed within a period not to exceed one and one half times the length of the program.

Academic Performance Evaluation—Any student who has unsatisfactory cumulative grades for all courses at the end of the grading period shall be placed on academic evaluation 1 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 2 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 3 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. Students that are funded by VA that are absent more than five (5) consecutive days will be terminated.

All students must maintain Satisfactory Academic Progress (SAP) in order to remain enrolled at CIT. To maintain SAP, a student must maintain the minimum cumulative grade point average (CGPA) as outlined in the chart below, or they will be placed on probation. This requirement is evaluated at the end of each grading period and must be met in order to be considered to be making satisfactory academic progress.

END OF GRADING PERIOD	CGPA MINIMUM REQUIREMENT (QUALITATIVE)
1	1.5
2	2.0
3	2.0

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 first Financial Aid Warning, then a review at the Payment Period will lead to Financial Aid Probation.

- I. Evaluation of SAP CIT evaluates each student to determine if he/she is making SAP at the end of each payment period. CIT’S non-term-based programs, a payment period is one-half (50%) of an academic year. Thus, the end of each payment period is a SAP evaluation point.
- II. SAP Factors (Qualitative and Quantitative) For CIT’s nonstandard term The first SAP component, referred to as the qualitative factor, is measured by the student’s cumulative grade point average (“CGPA”). The second, referred to as the quantitative factor, is the student’s rate of academic progress toward successful completion of the credit hours they have attempted (i.e., the ratio of credit hours earned to credit hours attempted). A student must meet both the qualitative factor (CPGPA) and the quantitative factor (rate of progress)

For non-term programs, student must successfully complete both the credits and the weeks of instructional time required for the payment period evaluated. See SAP Table (below).

A. CGPA Requirement (Qualitative Factor):

- III. When CIT reviews the student’s academic file at each evaluation point, that student must maintain a minimum CGPA in order to meet this factor and be considered in good academic standing. As detailed in the SAP Table (see below), the CGPA a student must attain varies based upon how many payment periods (or semesters) the student has completed. For example, a student in a nonstandard term-based program who has reached the evaluation point after her first payment period (which corresponds to her first term) must have a CGPA of 1.5 to meet the qualitative SAP factor. Alternately, a student who has just completed his fourth payment period in a term-based program (which again corresponds to his fourth semester) must have a CGPA of 2.0 to meet the qualitative SAP factor. Please consult that SAP Table (see below) to confirm what CGPA you must attain in a given payment period (and/or semester).
- IV. CIT maintains each student’s academic file and it is available for review upon request. Grades are calculated pursuant to the general academic policies of CIT. A student may appeal a grade assigned by an instructor/faculty member as provided for in the Course Catalog.

B. Rate of Academic Progress (Quantitative Factor):

When conducting a SAP review, CYBERTEX also checks to find out if the student has earned (i.e., successfully completed) at least a certain percentage of those credit hours he/she has attempted. The formula used to complete the evaluation is:

$$Total\ Credit\ Hours\ \frac{Earned}{Attempted}$$

Total Credit Hours Earned are defined as those credit hours the student attempted (including transfer credits accepted by CIT towards completion of the student’s current program) less those credit hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal. Total Credit Hours Attempted are defined as those credit hours that are contained in the student’s academic history at CIT, including, as may be applicable, transfer credits. See CYBERTEX’s Catalog for more information about the transfer credit policy. Please note that CYBERTEX does not grant credit for remedial courses, non-credit courses, advanced placement courses, or experiential learning.

SAP TABLE (NON-TERM-BASED PROGRAMS) **

Evaluation Period	Minimum CGPA – Qualitative	Minimum Rate of Academic Progress
Payment Period 1	1.5	66.67%
Payment Period 2	2.0	66.67%
Payment Period 3	2.0	66.67%

(Through program completion)

**For non-term-based programs, the payment period is the equivalent of one-half (50%) of an academic year.

SAP TABLE (TERM-BASED PROGRAMS) *

Evaluation Period Quantitative	Minimum CGPA – Qualitative	Minimum Rate of Academic Progress
Payment Period 1	1.5	66.67%
Payment Period 2	2.0	66.67%
Payment Period 3 & 4	2.0	66.67%

*For term-based programs, the payment period corresponds with CyberTex academic semester completion)

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. Students 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.

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 “F” 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.

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 75% 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 at the back of this catalog for each program’s requirements.

LIST of PROGRAMS and SEMINARS

Accredited Programs:

Medical Assistant

Heating Ventilation & Air Conditioning (HVAC) – Killeen Campus only

Network Engineer

Vocational Nursing - Austin Campus only

Seminars:

Phlebotomy Technician

Project Management Training

A+ Training

Network+ Training

CCNA Training

CompTIA Linux+ Training

CompTIA Security+ Training

CompTIA Server+ Training

Program Descriptions:

Medical Assistant

\$16,500

45 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.

<u>Subject</u>	<u>Subject Title</u>	<u>Clock Hours</u> Lec/Lab/Ext/Total	<u>Quarter Credit</u> Hours
MED101	Introduction to Medical Assisting	90 / 00 / 00 / 90	9.00
MO1	The Administrative Medical Assistant One: <i>Medical Health Care Roles and Responsibilities</i>	72 / 18 / 00 / 90	8.10
M02	The Administrative Medical Assistant Two: <i>Medical Office Billing Procedures</i>	50 / 40 / 00 / 90	7.00
C01	Computers in the Medical Office One: <i>Medical Office Management Program Software</i>	30 / 60 / 00 / 90	6.00
MA1	The Clinical Medical Assistant One: <i>The Physical Examination</i>	62 / 28 / 00 / 90	7.60
MA2	The Clinical Medical Assistant Two: <i>Laboratory and Diagnostic Procedures</i>	40 / 50 / 00 / 90	6.50
MA3	The Clinical Medical Assistant Three: <i>Surgical Assisting and Pharmacology</i>	50 / 40 / 00 / 90	7.00
MA4	The Clinical Medical Assistant Four: <i>Office Emergencies, CPR, and First Aid</i>	60 / 30 / 00 / 90	7.50
EX 1070	Externship	<u>20 / 00 / 160 / 180</u>	7.30
Total Hours		474 / 266 / 160 / 900	66.00

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 safely 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.

<u>Course/ Subject</u>	<u>Course/Subject Title</u>	<u>Clock Hours Lec/Lab/Ext/Total</u>	<u>Quarter Credit Hours</u>
VNSG 1405	Health Science	45 / 15 / 000/ 60	5.25
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 1226	Gerontology	15 / 30/ 000/ 45	3
VNSG 1230	Maternal-Neonatal Nursing	30 / 15/ 15 / 60	4.25
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	3.75
VNSG 1234	Pediatrics	30 / 15/ 15 / 60	4.25
VNSG 1262	Clinical Vocational Nursing III	<u>00 / 00/ 150/150</u>	<u>5</u>
Total Hours		560/370/480/1410	90

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

Network Engineer
\$20,000
45 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			Quarter Credit Hours
		Lec/Lab/Ext/Total			
ITS2	Computer Essentials	45 / 45 / 00 / 90			6.75
ITS3	Computer Repair & Troubleshooting	45 / 45 / 00 / 90			6.75
ITS4	Computer Security Essentials	45 / 45 / 00 / 90			6.75
ITS5	Operating System Fundamentals	45 / 45 / 00 / 90			6.75
ITS6	Operating System Advanced	45 / 45 / 00 / 90			6.75
ITS7	Server Operating System Advanced	45 / 45 / 00 / 90			6.75
ITS8	Cloud Operating System	45 / 45 / 00 / 90			6.75
ITS11	Installing, Configuring and Administering Linux OS	45 / 45 / 00 / 90			6.75
ITS14	Computer Networking	45 / 45 / 00 / 90			6.75
ITS60	Cyber Security	45 / 45 / 00 / 90			6.75
Total		450 / 450 / 00 / 900			67.0

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

**Heating, Ventilation, and Air Conditioning (HVAC)
(Killeen Campus Only)
\$22,200
45 Weeks**

Program Description— Students in the Heating, Ventilation, and Air Conditioning (HVAC) program will learn the installation, servicing and maintenance of wide variety of refrigeration, heating, and air conditioning equipment. A graduate of this program may find employment with HVAC dealerships, HVAC installation and service vendors, HVAC manufacturing companies, or as maintenance workers.

Subject	Subject Title	Clock Hours		Quarter Credit
		Lec/Lab/Ext/Total		Hours
BAS100	Safety and Shop Practices	45/45/00/90		6.75
HVA100	Basic Refrigeration	45/45/00/90		6.75
HVA101	Basic Electricity	45/45/00/90		6.75
HVA102	Brazing, Soldering, Piping	45/45/00/90		6.75
HVA103	Sheet Metal Fabrication and Duct Systems	45/45/00/90		6.75
HVA104	Air Conditioning	45/45/00/90		6.75
HVA105	Heating	45/45/00/90		6.75
HVA106	Commercial HVAC	45/45/00/90		6.75
HVA107	Commercial Refrigeration	45/45/00/90		6.75
SUP100	Supervisory Skills & Crew Leadership	45/45/00/90		6.75
Total		450/450/00/900		67.0

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

Course Descriptions by Program:

Medical Assistant

MED101-Introduction to Medical Assisting I: (Lec 90 Cl Hrs/Lab 0 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: None

This course serves as an introduction to the medical profession and provides an overview of the role, duties, and responsibilities of a medical assistant. Students will explore medical terminology and its history with emphasis placed on the use of word parts including prefixes, suffixes, and root words as well as combining forms. The course will provide an overview of body systems, basic anatomy and physiology, diseases, conditions, current procedures, treatments, and medications, used in conjunction with learned terminology. Correct spelling of terms, definitions, and pronunciation of medical terms is stressed. Emphasis will also be placed on HIPPA, OSHA and CLIA regulations needed for future courses and when working in the healthcare field. Students will also learn about effective communication in the medical field, compliance and regulatory issues affecting the role of the medical assistant.

MO1-The Administrative Medical Assistant One: Medical Health Care Roles and Responsibilities : (Lec 72 Cl Hrs/Lab 18 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101

This course covers verbal and nonverbal communication, legal and ethical issues, telephone and written communication, and scheduling appointments. Diagnostic coding and procedure coding are introduced. HIPPA and medical documentation is included.

MO2-The Administrative Medical Assistant Two: Medical Office Billing Procedures: (Lec 50 Cl Hrs/Lab 40 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101

Anatomical descriptors, medical history and screening, patient accounts, billing and banking procedures, OSHA and managing the medical office are covered in this mod. Body planes, quadrants and organ locations are included.

CO1-Computers in the Medical Office One: Medical Office Management Program Software: (Lec 30 Cl Hrs/Lab 60 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101

This course covers medical records, including EHR, EMR and PHI. Simulation EMR is used to introduce students to inputting patient appointments, data and billing information. Introduction to medical terminology is added to help acquaint students to needed medical terminology used in patient charts.

MA1-The Clinical Medical Assistant One: Physical Exam: (Lec 62 Cl Hrs/Lab 28 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101

This course goes in depth to cover the respiratory system, cardiovascular system, and urinary system. The course also covers infection control, preparing for the physical exam, specialty exams and EKG basics. Review of terminology specific to respiratory system, cardiovascular system and urinary system is included.

MA2-The Clinical Medical Assistant Two: Laboratory and Diagnostic Procedures: (Lec 40 Cl Hrs/Lab 50 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101

This course covers in depth the digestive system, endocrine system, immune system, nutrition and wellness as well as review of medical terminology based on digestive system, endocrine system and

immune system. Vital signs, specimen collection and processing, the physician's office laboratory and CLIA are included.

**MA3-The Clinical Medical Assistant Three: Surgical Assisting and Pharmacology:
(Lec 50 Cl Hrs/Lab 40 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101**

This course covers in depth the nervous system, special senses, reproductive system, preparing for surgery and assisting with minor surgeries. Pharmacology is introduced in this course including basic math principles, administering medications and administering injections. Review of related terminology is included.

**MA4-The Clinical Medical Assistant Four: Office Emergencies/CPR/First Aid:
(Lec 60 Cl Hrs/Lab 30 Cl Hrs/Ext.0 Cl Hrs). Prerequisites: MED101**

This course covers in depth the integumentary system, muscular system, skeletal system and emergencies in the medical office. This course will include rehabilitation, CPR and first aid techniques. Terminology for integumentary, muscular and skeletal system is included.

EX1070-Externship: (Lec 20 Cl Hrs/Lab 0 Cl Hrs/Ext.160 Cl Hrs). Prerequisites: MO1, MO2, CO1, MA1, MA2,MA3, MA4

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. Lecture hours for students to work on their resume and interview skills before going for the externship.

Vocational Nursing

VNSG 1405	Health Science (Lec. 45 Clock Hrs/Lab 15 Clock Hrs/Ext. 0 Clock Hrs) Credit Hrs: 5.25 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.	Total Quarter
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) 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.	Total
VNSG 1204	Foundations of Nursing (Lec. 45 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 4.5 Prerequisites: None 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 and an introduction to the principles of patient teaching.	
VNSG 1226	Gerontological Nursing (Lec. 15 Clock Hrs/Lab 30 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 3 Prerequisites: None The student will learn the general principles of growth and development, primary health care needs of the older adult and the geriatric patient, and therapeutic nursing interventions, including care of the patient in long-term care.	
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 1405, 1331, 1327 1323 & 1204 Corequisite: VNSG 1260 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 2331	Advanced Nursing Skills (Lec. 30 Clock Hrs/Lab 60 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter Credit Hrs: 6 Prerequisites: VNSG 1405, 1331, 1327 1323 & 1204 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 1331-1	Pharmacology I (Lec. 30 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs)	Total Quarter

Credit Hrs: 3 Prerequisites: VNSG 1405, 1331, 1327 1323 & 1204

The student will learn the fundamentals of medications and their diagnostic, therapeutic, and curative effects. Instruction includes nursing interventions utilizing the nursing process.

**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 1405, 1331, 1327 1323 & 1204
Corequisite: VNSG 1400**

The student will learn 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 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 1400, 2331, 1331-1 & 1260
Corequisite: VNSG 1261**

The student will learn about health problems requiring medical and surgical interventions.

**VNSG 1331-2 Pharmacology II (Lec. 30 Clock Hrs/Lab 0 Clock Hrs/Ext. 0 Clock Hrs) Total Quarter
Credit Hrs: 3 Prerequisites: VNSG 1400, 2331, 1331-1 & 1260**

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 1230 Maternal-Neonatal Nursing (Lec. 30 Clock Hrs/Lab 15 Clock Hrs/Ext. 15 Clock Hrs)
Total Quarter Credit Hrs: 4.25 Prerequisites: VNSG 1400, 2331, 1331-1 & 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 1261 Clinical Vocational Nursing II (Lec. 0 Clock Hrs/Lab 0 Clock Hrs/Ext. 150 Clock Hrs)
Total Quarter Credit Hrs: 5 Prerequisites: VNSG 1400, 2331, 1331-1 & 1260
Corequisite: VNSG 1409**

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 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 1409, 1331-2, 1230 & 1261
Corequisite: VNSG 1262**

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: 3.75 **Prerequisites: VNSG 1409, 1331-2, 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: 4.25 **Prerequisites: VNSG 1409, 1331-2, 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 1409, 1331-2, 1230 & 1261**
Corequisite: VNSG 1410
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 Engineer

ITS2—Computer Essentials (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation

This course prepares students for the CompTIA A+ certification exam, focusing on the essential skills and knowledge required for entry-level IT professionals. The course covers hardware, networking, mobile devices, and troubleshooting, providing a solid foundation for a career in IT support.

ITS3—Computer Repair & Troubleshooting (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: Basic understanding of computer operation

This course is designed to prepare students for the CompTIA A+ certification exam, focusing on the essential skills and knowledge required for IT support roles. The course covers operating systems, security, software troubleshooting, and operational procedures. Through a combination of theoretical lessons and hands-on labs, students will gain the expertise needed to support and manage IT environments effectively.

ITS4—Computer Security Essentials (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: ITS14

This course provides an in-depth introduction to the fundamental principles and practices of computer security. Students will explore various aspects of cybersecurity, including threat identification, risk management, and the implementation of security measures to protect computer systems and data. Through a combination of theoretical lessons and practical exercises, students will gain the skills necessary to safeguard information and respond to security incidents effectively.

ITS5— Operating System Fundamentals (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: ITS2 & ITS3

This course provides an in-depth understanding of the Windows Client Operating System. Students will learn how to install, configure, manage, and troubleshoot Windows client environments. The course covers various aspects of Windows client operating system, including system utilities, networking, security, and virtualization.

ITS6: Operating System Advanced (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs)Prerequisites: ITS5 .

This course provides a foundational understanding of server operating systems, focusing on the installation, configuration, and management of server environments. Students will explore various server operating systems, including Windows Server and Linux, and learn how to manage server resources, users, and security. Through hands-on labs and practical exercises, students will gain the skills necessary to support and maintain server infrastructures.

ITS7: Server Networking Advanced (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Prerequisites: ITS6 .

This course provides an in-depth exploration of server hardware components and their functions. Students will learn about the architecture, installation, configuration, and maintenance of server

hardware. The course covers various types of servers, storage solutions, and peripheral devices, with a focus on hands-on experience and practical skills. Through interactive labs and real-world scenarios, students will gain the knowledge necessary to build, upgrade, and troubleshoot server hardware effectively.

ITS8: Cloud Operating System (Lec 45 CI Hrs/ Lab 45 CI Hrs/ Ext. 0 CI Hrs) Prerequisites: ITS4 & ITS6 .

This course provides an in-depth exploration of cloud operating systems, focusing on the architecture, deployment, and management of cloud-based environments. Students will learn about various cloud platforms, including public, private, and hybrid clouds, and gain hands-on experience with leading cloud operating systems such as AWS, Microsoft Azure, and Google Cloud Platform. The course covers key concepts such as virtualization, containerization, and cloud security, equipping students with the skills needed to manage and optimize cloud infrastructures.

ITS11— Linux OS Essentials (Lec 45 CI Hrs/ Lab 45 CI Hrs/ Ext. 0 CI Hrs) Prerequisites: ITS5 .

This course provides a comprehensive introduction to the Linux operating system, focusing on its architecture, command-line interface, and essential system administration tasks. Students will learn how to install, configure, and manage Linux systems, gaining hands-on experience with various distributions such as Ubuntu, CentOS, and Fedora. The course covers key topics including file systems, user management, networking, and security, equipping students with the skills needed to effectively use and administer Linux environments.

ITS14 Computer Networking (Lec 45 CI Hrs/ Lab 45 CI Hrs/ Ext. 0 CI Hrs) Prerequisites: ITS2 & ITS3

This course provides a comprehensive introduction to the principles and practices of computer networking. This course is designed toward students for the CompTIA Network + Exam. Students will explore the fundamental concepts of network architecture, protocols, and technologies. The course covers both theoretical and practical aspects of networking, including network design, implementation, and troubleshooting. Through hands-on labs and real-world scenarios, students will gain the skills necessary to build, manage, and secure network infrastructures.

ITS60 Cyber Security (Lec 45 CI Hrs/ Lab 45 CI Hrs/ Ext. 0 CI Hrs) Prerequisites: ITS4 & ITS14

This course is designed to prepare students for the CompTIA Cybersecurity Analyst (CySA+) certification exam, focusing on the essential skills and knowledge required for cybersecurity analysis. The course covers threat detection, data analysis, and the interpretation of results to identify vulnerabilities, threats, and risks to an organization. Through a combination of theoretical lessons and hands-on labs, students will gain practical experience in applying behavioral analytics to networks and devices to prevent, detect, and combat cybersecurity threats.

Heating, Ventilation, and Air Conditioning (HVAC)

BAS100-Safety and Shop practices (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs:

6.5 Prerequisites: None

Students will be introduced to safety in the work environment and proper use of hand tools for the HVAC trade. Electrical safety and heavy equipment will be practiced will be practiced.

HVA100-Basic Refrigeration (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5

Prerequisites: None

Students will learn about heat and pressure, temperature, conduction, convection, radiation, sensible heat, latent heat, specific heat, sizing heating equipment, matter and energy, refrigeration and refrigerants, and conversion between Fahrenheit and Celsius

HVA101-Introduction to Electricity (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs:

6.5 Prerequisites: None

Students will learn about basic electricity and magnetism, automatic control components and applications, troubleshooting and basic controls.

HVA102-Blazing, Soldering, And Piping (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5 Prerequisites: None

Students learn types and sizes of tubing, the purpose of tubing and piping, tubing insulation, cutting tubing, bending tubing, heat sources for soldering and brazing, brazing techniques, soldering techniques, make flare joints, swaging techniques, general safety practices and tools and equipment.

HVA103-Sheet Metal Fabrication/Duct Systems (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5 Prerequisites: None

Students will learn about plenum systems, duct system standards, duct materials, galvanized-steel duct, fiberglass duct, combination duct systems and air distribution and balance.

HVA104- Air Conditioning (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5

Prerequisites: HVA100-HVA103

Students learn to become comfortable with psychometrics, refrigeration applied to air conditioning, air distribution and balance, installation, controls, typical operating conditions and troubleshooting.

HVA105- Heating (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5 Prerequisites: HVA100-HVA103

Students learn about gas-fired, force-hot-air furnaces, type of furnaces, multi-purposes of multi-positional gas fuels, manifold pressures, oil heat, an introduction to oil-fired forced-warm air furnaces, hydronic heat, indoor air quality, electric heat and problem shooting.

HVA106- Commercial HVAC (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5

Prerequisites: HVA100-HVA103

Students learn about high-pressure, low-pressure, and absorption chilled-water systems, cooling towers and pumps and operation, maintenance, and troubleshooting of chilled- water air-conditioning systems.

HVA107- Commercial Refrigeration (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs:

6.5 Prerequisites: HVA100-HVA103

Students learn about the evaporator and the refrigeration system, condensers, compressors, expansion

devices, special refrigeration system components, application of refrigeration system, commercial ice machines and troubleshooting and typical operating conditions for commercial refrigeration.

SUP100-Supervisory Skill & Crew Leadership (Lec 45 Cl Hrs/ Lab 45 Cl Hrs/ Ext. 0 Cl Hrs) Total Quarter Credit Hrs: 6.5 Prerequisites: HVA100-HVA103

Students will be introduced to human resource criteria and concepts. skills or craftspeople in leadership roles. Topics include leadership styles, communication, delegating problem solving and job safety as well as project planning, scheduling and simple estimating.

Seminar Descriptions:

Phlebotomy Technician \$1200

Seminar Description—This seminar is designed for current healthcare professionals looking to add to their skillset. Participants will develop proficiency in a range of blood collection techniques while reinforcing best practices in infection control, specimen handling, legal and ethical compliance, and patient interaction. Upon successful completion, attendees will be eligible to take a phlebotomy competency examination.

<u>Subject</u>	<u>Subject Title</u>	<u>Clock Hours</u>
		Lec/Lab/Ext/Total
PHL 100	Phlebotomy Theory, Technique, and Practicum	24 / 40 / 00 / 64

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 years of management experience with Bachelors or At least 5 years of management experience without Bachelors.

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

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.

<u>Subject</u>	<u>Subject Title</u>	<u>Clock Hours</u>
		Lec/Lab/Ext/Total
CCNA #640-607	Cisco Certified Network Associate	40 / 40 / 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.

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

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.

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

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.

<u>Subject</u>	<u>Subject Title</u>	<u>Clock Hours</u> 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.

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

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.

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

Notes: