

Since 1986



# CATALOG

# 2023

6401 Convair Rd, El Paso, Texas 79925  
Catalog

Revision Date October 18<sup>th</sup> 2023

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**Owners and Directors**  
**Atlantic State, LLC**

CEO.....Laurence Zielke  
President.....Luis Armendariz  
Member.....Steve Russell  
Texas Education Management.....Ruben Rios

**Administrators, Faculty & Staff**

School President ..... Luis Armendariz  
School Director/SCO ..... Geraldine Paez  
Truck Driving Program Director ..... Ruben Rios  
Career Services /SCO.....Carla Arroyo

Instructor/SCO..... Luz Rivera

Instructor ..... Danny Arteaga

Instructor ..... Jesus Silva

Instructor ..... Alicia Moreno

Instructor ..... Donald Wainright

Campus SCO ..... Christina Rivera

Community Relations Director.....Stephen Davis

Admission Representative ..... James Payton

Admission Representative ..... Marshall Kaelin

**\*RUBEN RIOS has been in the trucking industry for over 12 years. He maintains his CDL Class A License and is a Certified Third Party Examiner in the State of Texas.**

The contents of this catalog, volume XIV, January 2022, are effective beginning July 5, 2022. ASC Technical Institute reserves the right to make changes in program or course content, equipment, materials, organization, policy, and curriculum as circumstances dictate, subsequent to publication. Students shall be notified of policy change if the change directly affects the student body. Students are responsible for the information contained in this catalog and other publications distributed by the school.

### **Statement of Control**

ASC Technical Institute is a Texas LLC based in El Paso, Texas. The company is owned and operated by Texas Education Management, LLC and Atlantic State, LLC.

Thank you for your interest in ASC Technical Institute (known commonly and referred to throughout this catalog as ASC Tech). Our school has provided education services from our El Paso campus for the last twenty-five (25) years. We look back with great pride and look forward with excitement and enthusiasm as ASC Tech remains in the forefront of helping the community by offering trade programs that remain in-demand with employers.

We feel that vocational training in our modern facility equipped with the current equipment used in the various trades provides a solid foundation for a student's personal growth and development. ASC Tech voluntarily participates in many community activities and maintains membership on a number of service-oriented organizations.

### **School History, Purpose, and Objectives**

ASC Technical Institute acquired Academy School of Careers in 2021. Prior to this change of ownership, the school operated in various forms since its founding in 1986 by Laura Winter, who established a reputation in the 1980's for providing quality education to students. Prior to the change of ownership from Academy School of Careers, Ms. Winter operated Languages & Careers R-U's, The Bilingual Cultural Center, and Speak E-Z. Since 1997, Academy School of Careers has had a campus at 1030 N. Zaragoza where the corporate offices were located. In 2022, ownership of ASC Technical Institute decided to upgrade the campus facilities in order to provide quality training in a modern, completely refurbished space by converting a former FedEx facility, adjacent to the El Paso Airport and across the street from the main gate of Fort Bliss, into campus classrooms, labs and offices at 6401 Convair Road, El Paso, Texas 79925. The campus consists of approximately 6,200 square feet.

The school's purpose and objectives include providing training for individuals seeking new careers in the relevant and in-demand industries nationwide.

### **School Mission**

The mission of ASC Technical Institute is to provide individuals the opportunity to enhance and better their lives through education and career training. We strive to provide our students with a supportive learning environment as they acquire the skills and competencies necessary to enter a rewarding vocational career that allows them to become productive citizens of their communities.

ASC Technical Institute is approved by Texas Workforce Commission Career Schools and Colleges and Department of Veteran Affairs.

## CALENDAR HOLIDAYS FOR 2023

### January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

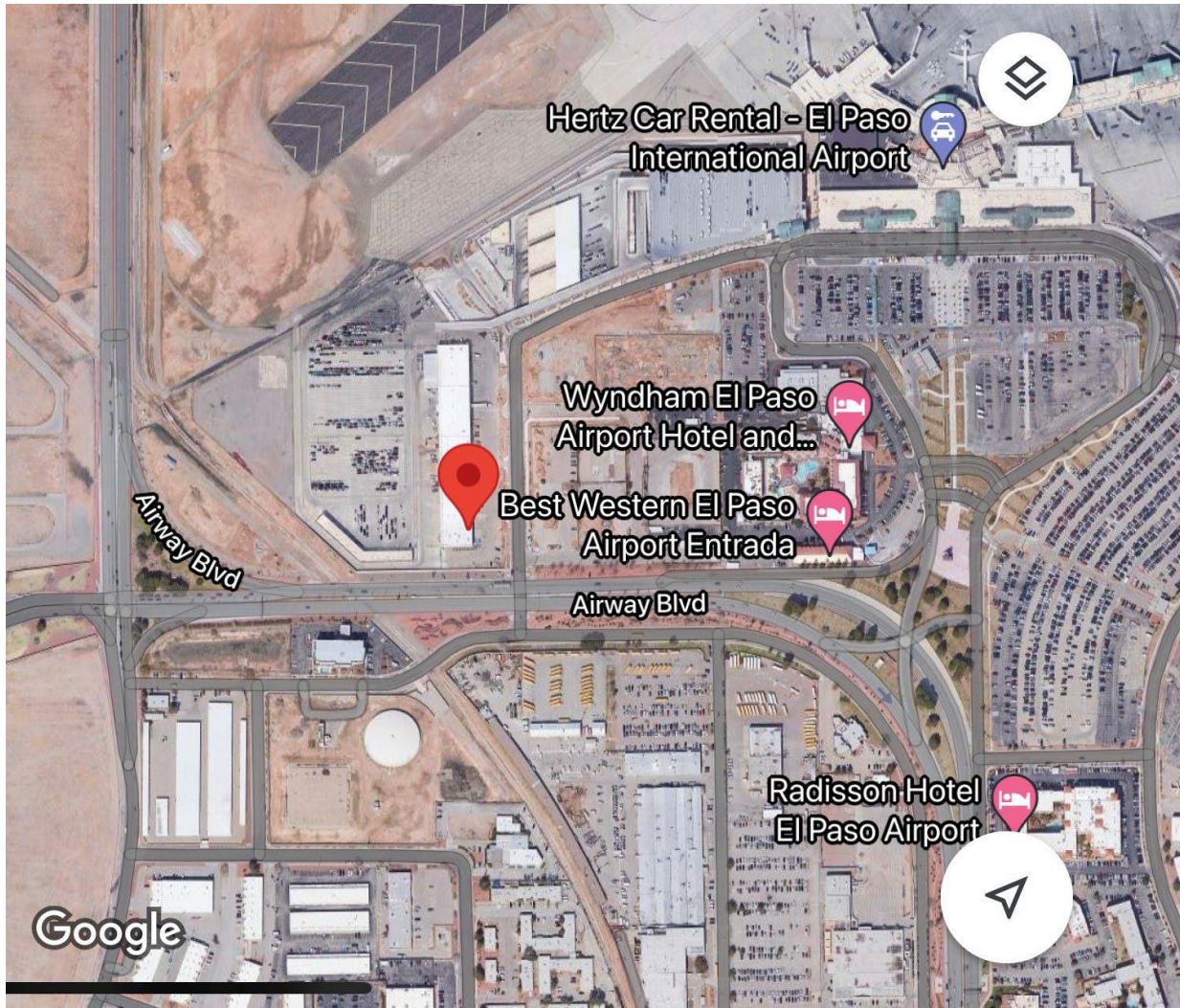
## 2023 Start Dates, Holidays and Observances

Apr 5	Classes Start	Oct 4	Classes Start
Apr 7	Good Friday	Oct 18	Classes Start
Apr 10	Easter Monday	Nov 1	Classes Start
Apr 5	Classes Start	Nov 18	Classes Start
May 3	Classes Start	Nov 15	Veterans Day
May 10	Classes Start	Nov 23	Thanksgiving
May 24	Classes Start	Nov 29	Classes Start
May 29	Memorial Day	Dec 1	Classes Start
June 7	Classes Start	Dec 24-25	Christmas Holiday
June 14	Classes Start	Dec 30	New Year Eve's Holiday
July 4	Independence Day	Jan 01	New Year Holiday
July 6	Classes Start	Jan 03	Return to class
July 12	Classes Start	Jan 8	Classes Start
Aug 2	Classes Start	Jan 10	Classes Start
Aug 9	Classes Start	Jan 17	Classes Start
Aug 30	Classes Start	Feb 28	Classes Start
Sep 04	Labor Day	Feb 15	Martin Luther King Day
Sep 07	Classes Start	Mar 6	Classes Start
Sep 20	Classes Start	Mar 13	Classes Start

1. Actual holiday breaks are listed by day.
2. Schedule shows when new classes commence which is every other Wednesday.
3. Schedule of Start of Classes can change.

## El Paso, Texas Campus Location And Description

The El Paso, Texas campus is located at 6401 Convair Rd, El Paso Texas 79925. The 6,200 square foot facility is equipped with a network of personal computers to provide training in computer accounting, data processing and word processing. The other programs are also equipped with the necessary tools and equipment to provide the students the skills and competencies needed in the area of training they have chosen. Lounge facilities are available for faculty and students and include accommodations for the handicap.



## School Policies & Procedures

### Satisfactory Academic Progress

Students will be given weekly exams to determine their academic progress. Students must receive a cumulative passing grade of 70% or higher on exams each week or they will be placed on academic probation. The probation period is (5) days, during which the student will receive additional academic support. If the student fails to obtain a 70% or higher on the next weekly exam, they will be terminated for failure of satisfactory academic progress.

### Attendance Policy

Students must attend class on time, as attendance is recorded. Four (4) absences will result in termination from the program.

An absence will be recorded if the student arrives to class more than 30 minutes late or if the student leaves class more than 30 minutes early. The student is responsible for meeting with the instructor regarding missed material due to the absence. Please be advised that students will be terminated due to poor attendance or excessive tardiness.

Students who must be absent due to personal illnesses, court appearances or other emergencies, may request that their absence be excused by notifying the school and explaining the reason for the absence. The school reserves the right to request a physician's note or other relevant evidence of good cause for the absence. An excused absence will need supporting documentation to be provided to the school. Coursework missed must be made up according to the Make-Up Work policy.

### Cancellation & Refund Policy

An applicant denied admission by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement prior to start date is entitled to a refund of all monies paid. The school shall provide the total refund no later than 30 days of receiving the notice of cancellation. **This Includes VA Beneficiaries**

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid. The school shall provide the total refund no later than 30 days of receiving the notice of cancellation. **This Includes VA Beneficiaries**

### Withdrawals/Leaves

Procedure for withdrawal/withdrawal date:

A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.

A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.

Any determined refunds will be issued within 30 days of the determination of the withdrawal date.



## Refunds

### Tuition charges/refunds:

Before the beginning of classes, the student is entitled to a refund of 100% of the tuition. This Includes VA Beneficiaries.

After the commencement of classes, the tuition refund shall be for all students EXCEPT VA beneficiaries shall be determined as follows:

% of the clock hours attempted:	Tuition refund amount:
10% or less	100%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

**The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.**

### Veterans Refund Policy

ASC Technical Institute Veterans Refund Policy complies with CFR 21.4255. In the event the veteran or eligible person fails to enter the course, withdraws, or is dismissed at any time prior to completion, any unused portion of tuition, fees, and other charges is refunded. Any amount in excess of \$10 of the registration fee is subject to proration. The amount charged will not exceed the exact pro-rata portion of total charges. The length of the completed portion of the course will be prorated over its total length, and the exact proration will be determined by the ratio of the number of days of instruction completed by the student, to the total number of instructional days in the course. Refunds are made within 30 days of the last date of the student's attendance.

### Books, training materials and tools are nonrefundable

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

### Attendance and Hours of Instruction

Students are expected to attend all scheduled classes, as doing so provides students a better opportunity to excel in their field of study.

**Class schedules are as follows unless specifically noted differently in the Program Description section:**

#### *Day Classes*

6:45 AM to 5:15 PM

10-Minute Break every hour

#### *Evening Classes*

5 PM to 10 PM

10-minute Break every hour

**Note: ASC Technical Institute requires a minimum of 5 students to begin a program: not all courses are taught at the same time.**

## **Handicapped Accessibility**

The school provides accessibility to the disabled through designated parking places, all premises on ground floor, and fully equipped restrooms facilities.

## **Harassment Policy**

ASC will not tolerate harassment by or of any student, employee, non-employee, or workplace visitor in any form, whether verbal, physical, written, electronically transmitted, or by innuendo. Any student violating this policy shall be subject to disciplinary action, up to and including suspension or expulsion.

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's gender, race, color, national origin, religion, disability, marital status, genetic information, sexual orientation, age, or any other protected characteristic. Harassing conduct may include, but is not limited to the following: (a) epithets, slurs, comments, or questions reflecting stereotypes; and threatening, intimidating, or hostile acts that relate to or are based on gender, race, color, national origin, religion, disability, sexual orientation, age, or any other protected characteristic; and/or (b) displays or communications of any kind, whether electronic or in hard-copy form, of objects, pictures, posters, calendars, or cartoons that are vulgar or sexually suggestive, or that are offensive or degrading to a person or group of persons based upon gender, sexual orientation, race, ethnic group, religion, age, disability, or other protected characteristic, and/or (c) sexual harassment that is defined as making unwelcome sexual advances or requests for sexual favors or other verbal, visual or physical conduct of a sexual nature, or engaging in conduct that creates a sexually hostile, intimidating or offensive work environment.

ASC recognizes that sometimes it can be difficult to know what constitutes harassment since people and their perceptions and sensibilities are different and can change. Comments, jokes or personal advances that you may perceive as innocent or funny may be offensive to a coworker. You should know that even innocent intentions do not excuse actions that are unwelcome and that are reasonably perceived as threatening or offensive. Therefore, the school encourages you to avoid misunderstandings by acting professionally, treating others with respect and avoiding conduct that others could misinterpret either as welcoming inappropriate conduct or as being inappropriate conduct.

## **Visitors**

Individuals that are not enrolled in school are not permitted in the classroom or in the student lounge without the director's authorization unless they are registered with admissions as a guest.

## **Admission Requirements**

To be admitted, an applicant must meet the following requirements:

- Be at least 18 years of age or
- Be 17 years of age and have a parent or guardian co-sign the enrollment agreement

Prior to enrolling, prospective students receive information on the program and its courses and tour the school's facilities. There are normally instructors on-site to help answer any questions about the program for the prospective student to make a decision to enroll.

If a prospective student decides to enroll into a program, he or she will complete an enrollment agreement and will be given a school catalog to read about the school, descriptions of courses, and school policies. After reviewing the catalog, applicants who meet the admissions requirements outlined above will be admitted to ASC Tech.

ASC Tech does not discriminate on the basis of gender, sexual orientation, familiar status, religion, age, disability, race, color or nationality or ethnicity origin in the administration of its admission policies, educational policies, scholarship and/or other administered programs.

## **ADMISSIONS POLICIES FOR STUDENTS USING VETERAN AFFAIRS (VA) EDUCATION BENEFITS**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, or due to delayed disbursement of eligible funds from the VA under chapter 31 or 33. As such, this school will not: prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; or deny the student access to any resources (including access to classes, resource area, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: Produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies.

### **Code of Conduct**

It is the responsibility of the student to attend school regularly, demonstrate conscientious effort in class work and contribute positively to our school community by observing school rules and regulations. Students shall share the responsibility to promote the mission of the institution.

ASC Tech students respect and protect the rights of peers, teachers, administrators, and everyone else involved in the educational process. Students must adhere to the following rules:

- No slander or offensive language
- Practice and model academic honesty
- Make-up assignments when absent from school
- Protect and take care of school property, no theft of school property
- Groom appropriately to meet health standards
- Dress appropriately; No sandals or open toed shoes
- No disruptions of the educational process
- Follow safety precautions for hands-on labs as directed

Students who do not comply with the above rules will be disciplined as follows: 1st

Offense: Written Warning

2nd Offense: Second Written Warning 3rd

Offense: Final Written Warning

4th Offense: Termination from the program

Provided, however, serious conduct violations may result in immediate termination, at the discretion of the School Director.

### **Weapons/Drugs on Campus**

All persons are prohibited from carrying weapons on all ASC Tech premises, worksites, or any school-related activities or events (excluding licensed law enforcement officer or law enforcement instructors approved by DPS.) Texas law prohibits the possession of firearms on the premises of any educational institution even for individuals with a concealed handgun license. If a student is found to be carrying a firearm the student will be suspended from class. If a student is using, possessing, or distributing any kind of weapons, illegal drugs, alcohol, inhalants, or drug paraphernalia on school property, local police will be notified immediately, and the student will be expelled indefinitely from the institution.

### **Grade Reporting & Transcripts**

Students can request a copy of their transcripts by requesting, in writing, that the school send a transcript. After doing so, the student transcript will be mailed out within 15 business days. Students may request a copy of their academic progress upon request from the instructor or student services.

## **Diplomas/Certificates and Transcripts**

Certificates are awarded to all students successfully completing a career program. The school reserves the right to withhold a student's certificate of completion or academic transcript until financial obligations of the student are properly satisfied. Once a student has been cleared, certificates and official transcripts will be available to prospective employers and to students upon request and without charge for the first copy. Additional official transcripts may be obtained for a cost of \$25.00.

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and credits earned. If you are not current on any outstanding balance, the school will not release the certificate of completion or official transcript and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy:

- Transcripts may be released for a student to document eligibility to sit for a licensing, certification, or registry exam.
- The transcript may be released to a potential employer. Additionally, all state board applications and accompanying paperwork are provided upon graduation at no charge. Graduates in good standing are provided one official transcript. Any additional copies of official or unofficial transcripts can be obtained from the school director for a \$25 service fee. Please allow 15 days for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the graduate.

## **Graduation Requirements**

Students will be awarded with a Diploma of Completion for the Training upon graduation when they have met the following requirements:

- Completed all hours of training in the program
- Final grade reflects an overall GPA average of 70% or above
- All financial obligations to the school are fulfilled

**Note GI Bill® beneficiaries cannot have their enrollment extended due to absences or make up assignments.**

## **Grading System**

In order to achieve a passing grade for the program, the student must complete the program with a grade of 70% or higher. Students that hold an overall grade of less than 70% will be notified and counseled by the director according to the Academic Probation Policy. To complete the program, students must have a cumulative grade point average (GPA) of 70% or higher upon completion of all exams. Each exam is weighted the same to determine cumulative GPA.

### **Letter Grades by Percent**

**A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59 W: Withdrawal**

## **Grievance Procedure**

A student may file a complaint with the institution if he/she believes there has been a violation of written campus policies, procedures, or arbitrary, capricious, or unequal application of written campus policies or procedures. To file a complaint, the student must follow the Grievance Procedure outlined below:

STEP 1: Speak with an Instructor or Administrator to try and resolve the problem informally.

STEP 2: If the problem cannot be resolved through informal discussion, submit a written complaint to the School Director or designee within one calendar week after the discussion described in Step 1.

The written complaint must include a detailed description of the grievance, the desired resolution, and any available evidence and statements from other parties and witnesses.

STEP 3: The Director (or designated administrator, in the Director's absence) will investigate the complaint, interview relevant parties and provide a written report of his decision to the student within 10 business days. The report will include the facts from the investigation, the decision made, and the specific reasons for the decision.

STEP 4: Student has the right to appeal the decision, if there is additional information to be reviewed. The student has 5 days to appeal the decision to the Campus President. The President will review the appeal and render a final decision within 10 business days.

If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with TWC CAREER SCHOOLS AND COLLEGES. The student must contact the State for further details at the address:

**Texas Workforce Commission  
Career Schools and Colleges  
101 East 15th Street, Room 226T  
Austin, TX. 78778-0001**

### **Leave of Absence**

If a student wishes to take a leave of absence, they must submit a written request to the institution 3 business days in advance of the first day of the requested leave, for approval. If the student is approved for a leave of absence, the duration of the leave will be determined by the School Director (or the Administrator if the Director is absent). Maximum time granted for leave should not exceed 180 business days, and a student is only allowed to take a leave of absence once during the program.

### **Make-Up Work**

Students who miss class must make-up the work and time missed. Class assignments may be made-up for full credit. A make-up lecture may be granted at the discretion of the instructor and will be scheduled by the instructor. The due date for make-up assignments is at the discretion of the instructor. **Note GI Bill® beneficiaries cannot have their enrollment extended due to absences or make up assignments**

### **Re-Enrollment**

Re-enrollment is available to students who have withdrawn or have been terminated due to failure to progress. Students who desire to return to school after termination must meet the terms and policies stated in the school enrollment agreement and school catalog. A re-entry fee of \$50 is required and any increase in tuition will be applied to the student's account. GI Bill cannot pay for a re-entry fee or any other penalty fee.

### **Termination**

Students are subject to termination if they have exceeded their allowed absences or have not raised their grade to passing during the academic probation period. A terminated student, unless terminated for violating the student code of conduct, can request an appeal by submitting a request in writing to the Director within 5 business days of the notice. Within 2 business days of the request, the Director will provide a written response, indicating whether the student maybe reinstated, and if so, noting the terms of reinstatement.

### **Transfer Credits**

ASC Technical Institute will not accept transfer credits from other institutions or colleges for our students not utilizing GI Bill® benefits. Furthermore, the school will not grant previous workplace employment or life experiences as credit towards its programs for students not utilizing GI Bill® benefits.

## **Veteran's Credit for Previous Education or Training**

VA beneficiaries must report all education and training to ASC Technical Institute. ASC Tech will evaluate and grant credit where appropriate with the training time shortened and the tuition reduced proportionately.

## **Withdrawal**

Students who choose to withdraw from the program before or after classes have begun must provide the director with a signed and dated written cancellation notice. The cancellation notice must indicate the reason for withdrawal and the last date of attendance (if withdrawing after the commencement of classes) verified by the instructor. Students authorized for a Leave of Absence who do not return on the scheduled date, and students who do not attend class for 30 consecutive class days, are deemed to have been withdrawn from the program. See the Cancellation & Refund Policy for the refund schedule.

## **Career Services**

ASC Tech's Career Services Office will provide career assistance services to graduating students and alumni. These services include help with resume writing, preparation of cover letters, interviewing techniques, and networking skills. Special attention is given to developing professionalism in our graduates.

The Career Services Office continually works and communicates with potential employers attempting to match their specific employment needs to the appropriate graduate. As a result of these well-tended lines of communication, we both seek out and receive notices of a variety of available positions. Upon successful completion of the program, the student will receive a list of potential employers who may or may not have immediate openings. Note these referrals do not constitute offers of employment, as the student accepts full responsibility for any requirements from the employer regarding mental, physical or other qualifying hiring requirements.

The school provides placement assistance for its graduates but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

## **Records**

The school maintains student record files in two ways: a locked file cabinet and an electronic student management records system. Keys to the file cabinet are only given to authorized personnel. In addition, the school's electronic student management records system maintains duplicate electronic records. The school maintains student records in this electronic student management records system. This system backs up to the secured cloud. Records maintained in the student management records system are accessed through computers that are password protected to minimize the risk against any information being leaked or stolen. VA beneficiary records are maintained for a minimum of 3 years.

## **Payment Options**

All students must pay the total cost for their program by cash, check, or credit card. Alternatively, if the program is not paid in full by cash, check or credit card, students must pay through a third-party loan. Loans have terms ranging from 12 months to 72 months and are with interest.

ASC Technical Institute does not currently offer scholarships. ASC Technical Institute will refer students to apply for a private loan with Climb Credit, Paramount Capital Group or TFC Tuition Finance Corporation. Students may choose any of these loan sources or secure a loan through other means such as a traditional lending or fintech institution.

**Post 9/11 GI Bill® Funding is accepted. Students may use their GI Bill® education benefits at ASC Technical Institute.**

## TUITION, BOOKS AND SUPPLIES COSTS

### EFFECTIVE TUITION FOR ALL PROGRAMS STARTING ON MARCH 1, 2022

<b>Program/Clock Hours</b>	<b>Tuition</b>	<b>Books</b>	<b>Supplies</b>	<b>Total Cost</b>
Plumbing as a Metal Trades Program/400	\$ 20,850.00	\$ 200.00	\$ 150.00	\$21,200.00
Medical Assistant Program/604	\$ 6,600.00	\$ 150.00	\$ 50.00	\$ 6,800.00
Truck Driving/200	\$ 6,485.00	\$ 150.00	\$ 565.00	\$ 7,200.00
Truck Driver/Heavy Equipment Operator Combination/300	\$21,275.00	\$150.00	-	\$22,275.00
Bilingual Electrical Assistant Program/400	\$ 20,850.00	\$ 150.00	\$ 200.00	\$21,200.00
Medical Coding Technician/725	\$ 6,330.00	\$ 120.00	\$ 50.00	\$ 6,500.00
Phlebotomy Technician/175	\$ 4,330.00	\$ 120.00	\$ 50.00	\$ 4,500.00
<b>Program/Clock Hours</b>	<b>Tuition</b>	<b>Housing, Meals &amp; Transportation (Optional)</b>	<b>Supplies</b>	<b>Total Cost</b>
Heavy Equipment Operations Level One Program/150	\$ 15,200.00	\$ 772.50	-	\$15,972.50
Heavy Equipment Operations Level Two Program/200	\$ 18,500.00	\$ 945.00	-	\$19,445.00
Heavy Equipment Secondary Specialization Elective/50	\$ 3,750.00	\$ 142.50	-	\$ 3,892.50

### **BILINGUAL ELECTRICAL ASSISTANT**

#### **PROGRAM 400 CLOCK HOURS**

The student will learn electrical principles and practices, as well as National Electric Code requirements. Students will learn how to design and install residential wiring systems. The student will also learn electrical energy fundamentals, electrical circuit theory and components, tools, safety, and wiring systems, procedures for installing boxes and conductors, device wiring, appliance wiring, farm and mobile home wiring, electrical remodeling, and swimming pool wiring. The program will prepare the student for an entry-level position as an Electrical Assistant. Certificate upon completion.

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY/LAB</b>
ELEC 1031	Electrical Assistant I	60	60/0
ELEC 1032	Electrical Assistant II	60	60/0
ELEC 1033	Electrical Assistant III	60	60/0
VCO 1034	Oral Communication for the Trades	75	75/0
BMA 100	Business Mathematics/Calculators	122	24/98
JP 100	Job Preparation	23	23/0
<b>Total Hours - Bilingual Electrical Assistant Program</b>		<b>400</b>	<b>302/98</b>

**ELEC 1031 Electrical Assistant I 60/0/60 Prerequisite: None**

The student will learn the basic direct current (DC) theory including electron theory and direct current application. Single and multi-phase circuits are introduced. Emphasis is on commercial and industrial components and systems.

**ELEC 1032 Electrical Assistant II 60/0/60 Prerequisite: None**

The student will learn the concept of alternating current (AC). Includes topics on AC voltage, frequency, mechanical and electrical degrees. Topics also included are electrical symbols, ladder diagrams and relay, including Ohm's Law.

**ELEC 1033 Electrical Assistant III 60/0/60 Prerequisite: None**

The student will learn the various circuits and systems primarily used in automated manufacturing and/or process controls. The student will also learn the interfacing between electrical and mechanical and computer equipment.

**VCO 1034 Oral Communication for the Trades 75/0/75 Prerequisite: None**

The student will learn communication skills needed to greet co-workers, supervisors, clients, and peers as well as reading and following instructions. The student will be taught how to understand basic information and interpreting simple instructions correctly; ask clarifying questions; and deliver verbal warnings. They will learn how to use appropriate language and communication patterns.

**BMA 100 Business Mathematics/Calculators 24/98/122 Prerequisite: None**

The student will formally learn to estimate the cost of performing a service. Adding all expenses associated with repairs or installations of components. Adding all expenses associated with making or buying items helps the student realize if they can be competitive with other companies and profitable enough to sustain their business and make a reasonable income. In addition, to the standard costs of productivity such as materials and



machinery, add accompanying expenses, such as shipping, labor, interest on debt, storage, and marketing. The basis to your business plan is an accurate representation of how much you will spend on each item.

**JP 100 Job Preparation 23/0/23 Prerequisite: None**

The student will learn how to prepare for their career. Students will learn how to: 1) Find and explore job leads, 2) Prepare a resume and cover letter, 3) Interview and follow up on an interview, and 4) Become a valued employee and advance within their chosen career field.

**PLUMBING AS A METAL TRADES PROGRAM**

**400 Clock Hours**

The student will learn plumbing principles and practices, as well as City Code requirements. Students will learn how to handle and store material, cutting, storing solvents, and dwelling maintenance. The student will also learn the fundamentals in plumbing construction for residential, commercial, rural areas, and special construction projects. The program will prepare the student for an entry level position in plumbing and eventually working for their apprentice license. Certificate upon completion.

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY /LAB</b>
PLUM 2031	Plumbing I	60	60/0
PLUM 2032	Plumbing II	60	60/0
PLUM 2033	Plumbing III	60	60/0
BMA 100	Business Mathematics/Calculators	122	24/98
VCO 1034	Oral Communication for the Trades	75	75/0
JP 100	Job Preparation	23	23/0
<b>Total Hours - Plumbing as a Metal Trades Program</b>		<b>400</b>	<b>302/98</b>

**PLUM 2031 Plumbing I 60/0/60 Prerequisite: None**

Students will learn to identify symbols, pipes, sizes length & direction, fittings associated with piping, location of fixtures, and dimensions. Students will also learn basic safety and proper work habits.

**PLUM 2032 Plumbing II 60/0/60 Prerequisite: None**

The student will learn the proper handling and storing, cutting, using solvents, threading, soldering, techniques for assembly, review of tools used, and issues concerning safety.

**PLUM 2033 Plumbing III 60/0/60 Prerequisite: None**

The student will learn the basic DWV (drain, waste, and vent) systems (theory & operation), basic water piping, and basic fuel piping. The student will review pipe & fittings used, techniques on assembly, review of tools used and issues concerning safety, system rough-in and testing.

**BMA 100 Business Mathematics/Calculators 24/98/122 Prerequisite: None**

The student will formally learn to estimate the cost of performing a service. Adding all expenses associated with repairs or installations of components. Adding all expenses associated with making or buying items helps the student realize if they can be competitive with other companies and profitable enough to sustain their business and make a reasonable income. In addition, to the standard costs of productivity such as materials and machinery, students will learn to add accompanying expenses, such as shipping, labor, interest on debt, storage, and marketing.

**VCO 1034 Oral Communication for the Trades 75/0/75 Prerequisite: None**

The student will learn communication skills needed to greet co-workers, supervisors, clients, and peers as well as reading and following instructions. The student will be taught how to understand basic information and interpreting simple instructions correctly; ask clarifying questions; and deliver verbal warnings. They will learn how to use appropriate language and communication patterns.

**PLUM 2033 Plumbing III 60/0/60 Prerequisite: None**

The student will learn the basic DWV (drain, waste, and vent) systems (theory & operation), basic water piping, and basic fuel piping. The student will review pipe & fittings used, techniques on assembly, review of tools used and issues concerning safety, system rough-in and testing.

**BMA 100 Business Mathematics/Calculators 24/98/122 Prerequisite: None**

The student will formally learn to estimate the cost of performing a service. Adding all expenses associated with repairs or installations of components. Adding all expenses associated with making or buying items helps the student realize if they can be competitive with other companies and profitable enough to sustain their business and make a reasonable income. In addition, to the standard costs of productivity such as materials and machinery, students will learn to add accompanying expenses, such as shipping, labor, interest on debt, storage, and marketing.

**VCO 1034 Oral Communication for the Trades 75/0/75 Prerequisite: None**

The student will learn communication skills needed to greet co-workers, supervisors, clients, and peers as well as reading and following instructions. The student will be taught how to understand basic information and interpreting simple instructions correctly; ask clarifying questions; and deliver verbal warnings. They will learn how to use appropriate language and communication patterns.

**JP 100 - Job Preparation 23/0/23 Prerequisite: None**

The student will learn how to prepare for their career. Students will learn how to: 1) Find and explore job leads, 2) Prepare a resume and cover letter, 3) Interview and follow up on an interview, and 4) Become a valued employee and advance within their chosen career field.

**Medical Assistant Program**

**604 Clock Hours**

The student will learn skills such as and demonstrate competence in a variety of medical office procedures and laboratory techniques under the direct supervision of a physician. The program will prepare the student for an entry-level position as Medical Assistant and capable of filling a variety of entry-level positions, including clinical, administrative assistant and medical receptionist in clinics, hospitals, medical offices, and home care facilities.

This program runs for 30.2 weeks at 4 hours per day Monday-Friday. Day and Evening available.  
Certificate upon completion.

**The student cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot have been convicted of a criminal offense as listed in Texas Health and Safety Code 250.006**

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY/LAB</b>
CIS 100	Introduction to Computers	75	30/45
KB 101	Keyboarding I	60	15/45
KB 102	Keyboarding II	60	15/45
MAA 201	Medical Assistant I	76	76/0
MAA 202	Medical Assistant II	76	76/0
MAA 203	Medical Assistant III	76	76/0
EDC 110	Time Management	38	38/0
BMA 100	Business Mathematics/Calculators	122	24/98
JP 100	Job Preparation	21	21/0
<b>Total Hours - Medical Assistant Program</b>		<b>604</b>	<b>371/233</b>

**CIS 100 Introduction to Computers 30/45/75 Prerequisite: None**

The student will learn an overview of computer information systems. The student will learn computer hardware, software, procedures human resources with concentration on the use of internet, word processing, desktop publishing, spread sheet applications, Data Manager Application, Power Point presentations and Window XP.

**KB 101 Keyboarding I 15/45/60 Prerequisite: None**

The student will learn the proper technique and finger placement and assists in the development of skills as his/her individual pace with the use of different practice methods and texts.

**KB 102 Keyboarding II 15/45/60 Prerequisites: (KB 101 Minimum 40 WPM)**

Students will continue building their speed and accuracy through a wide range of exercises and drills.

**MAA 201 Medical Assistant I 76/0/76 Prerequisite: None**

The student will learn the basics of the duties of the medical assistant. The role of the medical assistant I healthcare will be explored. Medical office procedures and customer service will be instructed.

**MAA 202 Medical Assistant II 76/0/76 Prerequisite: None**

The student will learn the normal structure and function of the human body and an understanding of the major disorders of the muscular-skeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

**MAA 203 Medical Assistant III 76/0/76 Prerequisite: None**

The student will learn the medical terminology, Pharmacy Physiology, and laboratory concepts in order to properly perform the duties of the medical assistant.

**EDC 110 Time Management 38/0/38 Prerequisite: None**

The student will learn how to build skills that will help students succeed academically. Topics include study skills, time management, library skills, critical thinking, career development, and interpersonal skills.

**BMA 100 Business Mathematics/Calculators 24/98/122 Prerequisite: None**

The student will formally learn to estimate the cost of performing a service. Adding all expenses associated with repairs or installations of components. Adding all expenses associated with making or buying items helps the student realize if they can be competitive with other companies and profitable enough to sustain their business and make a reasonable income. In addition, to the standard costs of productivity such as materials and

machinery, students will learn to add accompanying expenses, such as shipping, labor, interest on debt, storage, and marketing.

**JP 100 - Job Preparation 21/0/21 Prerequisite: None**

The student will learn how to prepare for their career. Students will learn how to: 1) Find and explore job leads, 2) Prepare a resume and cover letter, 3) Interview and follow up on an interview, and 4) Become a valued employee and advance within their chosen career field.

**Truck Driving**

**200 Clock Hours**

The student will learn hands-on training as a truck driver. The program is structured to fully prepare the student for the job market as a commercial truck driver. CDL students receive extensive hands-on training in all phases of the safe operation of a truck and trailer. This will prepare the student to take the necessary exams to obtain a CDL license to operate a commercial vehicle.

The student will learn the rules of identifying, marking, and handling of hazardous material; also, they will learn the proper way to handle paperwork and emergency response information.

When a student finishes this course, the student will be able to enter the commercial trucking industry at an entry level Operator. This program runs for 8 weeks at 5 hours per day Monday-Friday. Certificate upon completion.

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY/LAB</b>
HTE 101	Human Trafficking	2	2/0
CDL 202	CDL Comprehensive Training	18	18/0
WEE 101	Work Environment English	18	18/0
DOT 101	DOT/Log Record Keeping	10	7/3
HMT 101	Hazardous Material Procedures	16	16/0
SP 100	Safety Procedures/Pre-Trip Cab	16	0/16
YS 101	Yard Skills	50	0/50
BC 101	Basic Control	65	0/65
JP 100	Job Preparation	5	5/0
<b>Total Hours - Truck Driving</b>		<b>200</b>	<b>66/134</b>

**HTE101 Human Trafficking 2/0/2 Prerequisite: None**

The student will learn awareness and review training materials to help increase awareness and educate on the indicators of human trafficking.

**CDL 202 CDL Comprehensive Training 18/0/18 Prerequisite: None**

The student will learn the fundamentals, rules, and skills necessary to obtain a commercial driver’s license and prepare the student for the job market as a commercial truck driver.

**WEE 101 Work Environment English 18/0/18 Prerequisite: CDL 202**

The students will learn the communication skills needed to greet co-worker, supervisor, clients, and peers as well as reading and following instructions. Understand basic information of properly driving a semi-truck in the city and the open roads.

**DOT 101 DOT Log Record Keeping 7/3/10 Prerequisite: None**

The student will learn how to keep Department of Transportation Logs.

**HMT 101 Hazardous Material Procedures 16/0/16 Prerequisite: None**

Students will learn to identify and properly placard vehicles in accordance with the rules. Students will learn to verify shipper has properly identified market and labeled materials properly. Students will learn special rules of transport, proper securing of materials, proper handling of paperwork, and emergency response information.

**SP 101 Safety Procedures/ Pre-Trip in cab 0/16/16 Prerequisite: None**

The student will learn all phases of safety operations of a truck and trailer.

**YS 101 Yard Skills 0/50/50 Prerequisite: CDL 202, SP 101**

The student will learn the skills for yard driving of straight line back, serpentine, offset 90% (City Driving)

**BC 101 Basic Control 0/65/65 Prerequisite: CDL 202, YS 101**

The student will learn Advanced City Driving, Hwy Driving, Mountain Driving, Turns (right & left) Lane position and Brakes.

**JP 100 Job Preparation 5/0/5 Prerequisite: CDL 202, DOT, YS 101 and BC 101**

The student will learn how to prepare for their career as a Truck driver. Students will learn how to: 1) Find and explore job leads, 2) Prepare a resume and cover letter, 3) Interview and follow up on an interview, and 4) Become a valued employee and advance within their chosen career field.

**Truck Driving / Heavy Equipment Operator Combination Program**  
**300 Clock Hours**

The objective of the school's Truck Driving CDL B/Heavy Equipment Operator Combination Program is to provide the training required for employment as a Class B Operator in the trucking or wheel loader operator in the construction industry, which includes the following job opportunities: municipal and state dump trucks; construction dump trucks, offroad and articulating dump trucks; road construction; site construction; quarry work; and gravel, stone, sand, mineral, precious metals and mining operations. Students will learn how to safely operate dump trucks and wheel loaders and how to maintain that equipment along with best practices and operational techniques.

Students who enroll in the Truck Driving CDL B/Heavy Equipment Operator Combination Program will learn basic operational techniques, preventative maintenance procedures and safety procedures on the yard and during operation of a wheel loader as well as learn how to drive dump trucks. Students will have the opportunity to earn their CDL Class B license, OSHA 10-Hour Certificate\* and ASC Tech Certificate.

\*Certificate is awarded after the student passes the certificate examination, such examination proctored by ASC Tech.

In both a classroom setting and yard setting, the following topics will be covered in the Truck Driving CDL B/Heavy Equipment Operator Combination Program:

<b>COURSE</b>	<b>TITLE</b>	<b>HRS</b>	<b>THEORY/LAB</b>
HEO 100-01	Orientation to HEO	14	6/8
00101-04I	Basic Safety	4	3/1
00105-04	Introduction to Blueprints	3	2/1
22101-05	Introduction to the Trade	2	2/0
22102-05	Heavy Equipment Safety	3	2/1
22103-05	Identification of Heavy Equipment	3	2/1
22104-05	Basic Operational Techniques	16	8/8
22105-05	Tractors	3	2/1
22106-05I	Grades, Part One for Level One	12	9/3

75501-04	OSHA 10-hour Safety Course	10	10/0
Specialty	Wheel Loader	80	0/80
<b>Total Hours - Truck Driving/Heavy Equipment Operator Combination Program</b>		<b>300</b>	

**HEO 1010-01 Orientation to HEO 06/08/14 Prerequisite: None**

Students will learn the many types of heavy equipment, the industry’s impact on society, skills and traits of a successful operator, job opportunities, and the fundamental skills and knowledge needed to operate different type of heavy equipment.

**00101-04I Basic Safety** (03/01/04) Prerequisite: None

This module covers need-to-know information for trainees to work safely. Students will learn what personal protective equipment to wear, how to perform basic construction tasks safely, and what to do if an accident occurs.

**00105-04 Introduction to Blueprints** (02/01/03) Prerequisite: None

Students will learn the different types of plans and how they represent a finished building (shows the parts of blueprints in detail, including symbols, the title block, and gridlines).

**22101-05 Introduction to the Trade** (02/00/02) Prerequisite: None

Students will learn an overview of heavy equipment operation, operator responsibilities, and career opportunities. Students learn the basic principles of safety and engine operation.

**22102-05 Heavy Equipment Safety** (02/01/03) Prerequisite: None

Students receive a comprehensive overview of safety requirements with emphasis on heavy equipment job sites and OSHA and NIOSH requirements. Students will learn the basic requirements for personal protection, safely driving equipment, and HazCom.

**22103-05 Identification of Heavy Equipment** (02/01/03) Prerequisite: None

Students will learn to identify the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Students will learn the functional operation applications and common attachments for each piece of equipment.

**22104-05 Basic Operational Techniques** (2/6/8) Prerequisite: 22102-05 thru 22103-05

Students will learn basic instruction for the safe operation and preventative maintenance on each type of equipment, including proper mounting, start-up procedures and basic movements of the machines and their attachments.

**22105-05 Tractors** (02/01/03) Prerequisite: 22102-05 thru 22104-05

Students will learn the operation of utility tractors and heavy duty articulating tractors as used in the construction industry. Students will learn detailed operation and operator maintenance instructions, including duties and responsibilities of the operator, safety rules for operation, attachment of implements and preventative maintenance procedures.

**22106-05I Grades, Part One for Level One** (09/03/12) Prerequisite: 22102-05 thru 22105-05

Students will learn the concept of preparing graded surfaces using heavy equipment. Students are taught identification of construction stakes and interpretation of marks on each type of stake.

**75501-04 OSHA 10-Hour Course** (10/00/10) Prerequisite: None

Students learn advanced safety techniques and requirements for heavy equipment operators. The course emphasizes organizing and conducting safety meetings. Students will learn about hazards and potential hazards and how to correct them. Students will also learn safe operation of equipment, safety reporting, inspections, and investigations.

**Specialty: Wheel Loader** (00/80/80) Prerequisite: Completion of all academic coursework

Students will learn the use and maintenance of the wheel loader, its operating techniques, attachments and their uses. Students will learn the use of wheel loaders in moving, loading, and rough grading operations and understand safe operation of the equipment.

## Medical Coding

### 725 Clock Hours

This course of instruction prepares individuals for entry-level jobs as Medical Coders. Students will learn both the administrative and clinical procedures enabling them to perform duties of a medical coder. Students will learn the medical codes used in analyzing and classifying medical data, using universally recognized coding systems. The Medical Coding Specialist assigns codes to diagnoses, injuries and procedures found in the records of patients. The codes are then reported to insurance companies or the government for payment/reimbursement of patients' health expenses, medical statistics and research. The curriculum in this program provides students an opportunity to develop job-seeking and interpersonal skills in hospitals, clinics, Insurance companies, and home care facilities.

This program runs for 36.25 weeks at 4 hours per day Monday-Friday. Day and Evening available. Certificate upon completion.

COURSE	TITLE	HRS.	THEORY/LAB
CIS 100	Introduction to Computers	75	30/45
KB 101	Keyboarding I	60	15/45
BMA 100	Business Mathematics/Calculators	122	24/98
EDC 110	Time Management	38	38/0
JP 100	Job Preparation	23	23/0
MED TERM 101	Introduction to Medical Terminology	75	60/15
E&M 101	Ethics and Medical Law	30	30/0
Coding 101	Medicare/Medicaid Coding	151	136/15
Coding 102	Medical, CPT and ICD 9 Coding	151	136/15
<b>Total Hours - Medical Coding</b>		<b>725</b>	<b>492/233</b>

#### **CIS 100 Introduction to Computers 30/45/75 Prerequisites: None**

The student will learn an overview of computer information systems. To include computer hardware, software, procedures human resources, with concentration on the use of the internet, word processing, desktop publishing, spreadsheet applications, Data Manager Application, Power Point presentations and Windows XP.

#### **KB 101 Keyboarding I 15/45/60 Prerequisites: None**

The student will learn proper technique and finger placement and assists in the development of skills at his/her individual pace with the use of different practice methods and text.

#### **BMA 100 Business Mathematics/Calculators 24/98/122 Prerequisites: None**

The student will learn the application of mathematics to business situations, accounting and finance. The areas covered in the course include, but not limited to, the following: trade and cash discounts, markups and markdown, bank statement reconciliations, payroll, simple interest, promissory notes, compound interest and present values, and annuities, and sinking funds. A combination of word problems and standard mathematical solving techniques are utilized to present these concepts.

**EDC 110 Time Management 38/0/38 Prerequisites: None**

The student will learn how to build skills that will help students succeed academically. Topics include study skills, time management, library skills, critical thinking, career development, and interpersonal skills.

**JP 101 Job Preparation 23/0/23 Prerequisites: None**

The student will learn the importance of physical appearance, communication skills, and desirable work habits looked for in the work environment. The student will learn the techniques on the completion of the employment application, development of their personal resume, and proper techniques for a successful interview.

**Med Term 101 Intro to Med Terminology 60/15/75 Prerequisites: None**

Students will learn an overview of medical terminology including prefixes, suffixes, roots, and combining forms. Students will learn about the various body systems as they relate to medical terminology. Also covered will be medical abbreviations and exercises on how to read medical reports. This course is the foundation for anyone working in a medical environment.

**E&M 101 Ethics and Medical Law 30/0/30 Prerequisites: None**

Students will learn the role and responsibility of the medical coding specialist, the concepts of professional development including attitude, self-esteem, professional attire, business etiquette, and verbal and nonverbal communication. The class will also address medical legal ethics in healthcare and covers the code of ethics; discusses aspects pertaining to the healthcare record including the purpose of ownership, the difference between privileged and non-privileged information, and the importance of timeliness pertaining to medical records. The course will also cover the Federal False Claims Act, the Health Insurance Portability and Accountability Act.

**Coding 101 Medicare/Medicaid, Coding 136/15/151 Prerequisites: None**

Students will learn Medicare/Medicaid insurance issues including health insurance, disability and liability insurance and the major developments in health insurance, health insurance coverage statistics, and third-party reimbursement methods. The student will learn the life cycle of an insurance claim including the development of the claim, the new patient interview and check-in procedure, an established patient return visit, post clinical check-out procedures, and how insurance companies process claims and how insurance claim files are maintained.

**Coding 102 Medical, CPT and ICD9 Coding 136/15/151 Prerequisites: None**

Students will learn health insurance coding basics, insurance coverage statistics, third party reimbursement methods, and how insurance companies process claims and how insurance claim files are maintained. Students will learn and develop firm foundation in the use of the medical codes as defined in CPT and ICD 9 Coding manuals.



## Phlebotomy Technician

### 175 Clock Hours

This course will prepare students for an entry-level career as a Phlebotomy Technician. Students will learn the medical terminology and the anatomy and physiology required to perform the role of a Phlebotomy Technician. Students will learn the various blood drawing techniques used and the organizational skills needed to properly store and transport samples. They will also learn infection control and the required safety standards. Students will learn the laws and ethics governing phlebotomists. Upon completion a student will be prepared for an entry level position in a laboratory, blood bank, hospital, or other medical facility. The program will run for 8.75 weeks; 4 hours per day Monday-Friday. Day and evening classes available.

COURSE	TITLE	HRS.	THEORY/LAB
MED TERM 101	Introduction to Medical Terminology	40	40/0
PHM 100	Phlebotomy I	100	40/60
SST 100	Safety Standards	15	15/0
E& M 101	Ethics and Medical Law	20	20/0
<b>Total Hours - Phlebotomy Technician</b>		<b>175</b>	<b>115/60</b>

### **Med Term 101 Intro to Med Terminology 40/0/40 Prerequisites: None**

Provides an overview of medical terminology including prefixes, suffixes, roots, and combining forms. Students will learn about the various body systems as they relate to medical terminology. Also covered will be medical abbreviations and exercises on how to read medical reports. This course is the foundation for anyone working in a medical environment.

### **PHM 100 PHLEBOTOMY I 40/60/100 Prerequisites: None**

Students will learn the various types of specimen collections such as venipuncture, skin puncture, and arterial puncture. They will learn patient identification and preparation, site selection, techniques, and common problems. They will also learn the equipment to be used such as tubes, needles, tourniquet, lancets, and syringes. Students will learn specimen processing and handling and the different specimen types; routine and non-routine. Students will demonstrate an understanding of labeling, transport, and storage of specimens including non-blood specimens and the equipment used.

### **SST 100 SAFETY STANDARDS 15/0/15 Prerequisites: None**

Students will learn the rules and agencies that govern the phlebotomist and what safety standards are regulated and must be adhered to. They will learn about OSHA Standards regarding personal, equipment, and laboratory safety. They will learn infection control and disposal of contaminated material and personal hygiene.

### **E&M 101 Ethics and Medical Law 20/0/20 Prerequisites: None**

Students will learn the role and responsibility of the phlebotomist, the concepts of professional development including attitude, self-esteem, professional attire, business etiquette, and verbal and nonverbal communication. The class will also address medical legal ethics in healthcare and covers the code of ethics; discusses aspects pertaining to the healthcare record including the purpose of ownership, the difference between privileged and non-privileged information, and the importance of timeliness pertaining to medical records. The course will also cover the Federal False Claims Act, the Health Insurance Portability and Accountability Act.

## Heavy Equipment Operations Level One Program 150 clock hours

The objective of the school's Heavy Equipment Operator Programs are to provide the training required for entry level employment in the construction industry's heavy equipment operations, which includes the following job opportunities: road construction; site construction; landscaping; septic system installation and repair; pipelines; and mining industry. Students will learn how to safely operate heavy equipment and how to maintain heavy equipment along with ditch digging techniques, proper machine placement, basic grading techniques, and basic operational control operations. Our programs have a unique focus on "seat time", meaning that the lab hours of these programs are conducted in the "operator's seat".

Students who enroll in the Heavy Equipment Operations Level One 150-hour program will learn basic operational techniques, preventative maintenance procedures and safety procedures on the yard and during operation. Students will have the opportunity to earn two certificates: OSHA 10-Hour Certificate\* and ASC Tech Certificate.

**\*Certificate is awarded after the student passes the certificate examination; such examination proctored by ASC Technical Institute.**

### Admissions Requirements

To be admitted, an applicant must meet the following requirements:

- Be at least 18 years of age or
- Be 17 years for age and have a parent or guardian co-sign the enrollment agreement.

In both a classroom setting and yard setting, the following topics will be covered in the Heavy Equipment Operations Level One 150-hour program:

COURSE	TITLE	HRS.	THEORY/LAB
HEO 1010-01	Orientation HEO	10	6/4
BS 101-041	Basic Safety	4	3/1
ICM 102-04	Introduction to Construction Math	4	4/0
IB 105-04	Introduction to Blueprints	3	2/1
IT 22101-05	Introduction to Trade	2	2/0
HES 22102-05	Heavy Equipment Safety	3	2/1
IHE 22103-05	Identification of Heavy Equipment	3	2/1
BOT 22104-05	Basic Operational Techniques	16	8/8
TR 22105-05	Tractors	3	2/1
GRADES 22106/05I	Grades, Part one of the level one	12	9/3
OSHA 75501-04	10-hour Safety Course	10	10/0
Specialty	(Choose one) Bulldozer, Backhoe or Excavator	80	0/80
<b>Total Hours - Heavy Equipment Operations Level One Program</b>		<b>150</b>	<b>50/100</b>

**HEO 1010-01 Orientation to HEO 06/04/10 Prerequisite: None**

Students will learn the many types of heavy equipment, the industry's impact on society, skills and traits of a successful operator, job opportunities, and the fundamental skills and knowledge needed to operate different type of heavy equipment.

**BS 101-041 Basic Safety 03/01/04 Prerequisite: None**

This module covers need-to-know information for trainees to work safely. Students will learn what personal protective equipment to wear, how to perform basic construction tasks safely, and what to do if an accident occurs.

**IB 105-04 Introduction to Blueprints 02/01/03 Prerequisite: None**

Students will learn the different types of plans and how they represent a finished building (shows the parts of blueprints in detail, including symbols, the title block, and gridlines).

**IT 22101-05 Introduction to the Trade 02/00/02 Prerequisite: None**

Students will learn an overview of heavy equipment operation, operator responsibilities, and career opportunities.

**HES 22102-05 Heavy Equipment Safety 02/01/03 Prerequisite: None**

Students receive a comprehensive overview of safety requirements with emphasis on heavy equipment job sites and OSHA and NIOSH requirements. Students will learn the basic requirements for personal protection, safely driving equipment, and HazCom.

**IHE 22103-05 Identification of Heavy Equipment 02/01/03 Prerequisite: None**

Students will learn to identify myriad heavy equipment such as dump trucks, backhoes, and bulldozers. Students will learn the functional operation applications and common attachments for each piece of equipment.

**BOT 22104-05 Basic Operational Techniques 2/6/8 Prerequisite: HES 22102-05 thru IHE 22103-05**

Students will learn basic instruction for the safe operation and preventative maintenance on each type of equipment, including proper mounting, start-up procedures and basic movements of the machines and their attachments.

**TR 22105-05 Tractors 02/01/03 Prerequisite: HES 22102-05 thru BOT 22104-05**

Students will learn the operation of utility tractors and heavy-duty articulating tractors as used in the construction industry. Students will learn detailed operation and operator maintenance instructions, including duties and responsibilities of the operator, safety rules for operation, attachment of implements and preventative maintenance procedures.

**GRADES 22106-05I Grades, Part One for Level One 09/03/12 Prerequisite: HES 22102-05 thru TR 22105-05**

Students will learn the concept of preparing graded surfaces using heavy equipment. Students are taught identification of construction stakes and interpretation of marks on each type of stake.

**OSHA 75501-04 OSHA 10-Hour Course 10/00/10 Prerequisite: None**

Students learn advanced safety techniques and requirements for heavy equipment operators. The course emphasizes organizing and conducting safety meetings. Students will learn about hazards and potential hazards and how to correct them. Students will also learn safe operation of equipment, safety reporting, inspections, and investigations.

**Specialty: Bulldozers 00/80/80 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Students will learn the use of bulldozers in grading and slope-finishing operations and understand safe operation of the equipment.

**Specialty: Backhoes 00/80/80 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket of the backhoe tractor, and use of the backhoe for trenching and digging foundations. Students also learn excavator operation utilizing excavator in backhoe mode and how to set up and operate the backhoe safely.

**Specialty: Excavator 00/80/80 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn the use, safe operation, and maintenance of excavators, including various operating techniques. Students will learn the safe and proper use of excavators in trenching, ditching, grading, and slope-finishing operations.

<b>Program/Clock Hours</b>	<b>Tuition</b>	<b>Housing, Meals &amp; Transportation (Optional)</b>	<b>Supplies</b>	<b>Total Cost</b>
Heavy Equipment Operations Level One Program/150	\$ 15,200.00	\$ 772.50	-	\$15,972.50

**Class Schedule:**

Monday – Friday 6:45am – 5:15pm (10-min break every hour)

Lunch

12:00pm-1:00pm

<b>HEAVY EQUIPMENT OPERATOR LEVEL ONE (MORNING SCHEDULE)</b>	
Mondy-Friday 6:45am-5:15pm (1 hr. break)	
<b>Start Date</b>	<b>End Date</b>
11/1/2023	11/22/2023
11/29/2023	12/22/2023
1/10/2024	2/6/2024
2/14/2024	3/12/2024
3/19/2024	4/9/2023

<b>Holiday Schedule (no classes)</b>	
<b>Martin Luther King, Jr. Day</b>	<b>Jan. 15</b>
<b>Good Friday</b>	<b>Mar.29</b>
<b>Memorial Day</b>	<b>May 27</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>Sept. 2</b>
<b>Veterans Day</b>	<b>Nov. 11</b>
<b>Thanksgiving</b>	<b>Nov. 28</b>
<b>Christmas Break</b>	<b>Dec. 24-Jan. 3</b>

## Heavy Equipment Operations Level TWO Program 200 clock hours

The objective of the school's Heavy Equipment Operator Programs are to provide the training required for entry level employment in the construction industry's heavy equipment operations, which includes the following job opportunities: road construction; site construction; landscaping; septic system installation and repair; pipelines; and mining industry. Students will learn how to safely operate heavy equipment and how to maintain heavy equipment along with ditch digging techniques, proper machine placement, basic grading techniques, and basic operational control operations. Our programs have a unique focus on "seat time", meaning that the lab hours of these programs are conducted in the "operator's seat".

Students who enroll in the Heavy Equipment Operations Level Two 200-hour program will learn basic operational techniques, preventative maintenance procedures and basic trade skills such as construction math and reading blueprints. They will also get additional construction math, in-depth equipment specialization training and civil blueprints. Students will have the opportunity to earn two certificates: OSHA 10-Hour Certificate\* and ASC Tech Certificate.

**\*Certificate is awarded after the student passes the certificate examination; such examination proctored by ASC Tech.**

## Admissions Requirements

To be admitted, an applicant must meet the following requirements:

- Be at least 18 years of age or
- Be 17 years for age and have a parent or guardian co-sign the enrollment agreement.

In both a classroom setting and yard setting, the following topics will be covered in the Heavy Equipment Operations Level Two 200-hour program:

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY/LAB</b>
HEO 100-01	Orientation HEO	14	6/8
BS 101-041	Basic Safety	4	3/1
IB 105-04	Introduction to Blueprints	3	2/1
IT 22101-05	Introduction to Trade	2	2/0
HES 22102-05	Heavy Equipment Safety	3	2/1
IHE 22103-05	Identification of Heavy Equipment	3	2/1
BOT 22104-05	Basic Operational Techniques	16	8/8
TR 22105-05	Tractors	3	2/1
GRADES 22106/05I	Grades, Part one of the level one	12	9/3
OSHA 75501-04	10-hour Safety Course	10	10/0
Specialty	(Choose two) Bulldozer, Backhoe or Excavator	130	0/130
<b>Total Hours - Heavy Equipment Operations Level Two Program</b>		<b>200</b>	<b>50/150</b>

## HEAVY EQUIPMENT OPERATIONS LEVEL TWO PROGRAM DESCRIPTION

\*Classroom coursework consists of topic modules and since each course is modularized, any course that states "Prerequisite: None" can be taken independently rather than in the order listed below.

**HEO 1010-01 Orientation to HEO 06/04/10 Prerequisite: None**

Students will learn the many types of heavy equipment, the industry's impact on society, skills and traits of a successful operator, job opportunities, and the fundamental skills and knowledge needed to operate different type of heavy equipment.

**BS 101-04I Basic Safety 03/01/04 Prerequisite: None**

This module covers need-to-know information for trainees to work safely. Students will learn what personal protective equipment to wear, how to perform basic construction tasks safely, and what to do if an accident occurs.

**ICM 102-04 Introduction to Construction Math 04/00/04 Prerequisite: None**

From basic addition to multiplying fractions and more, students will learn how to do the calculations they will be performing on the job site (includes multiplication tables and unit conversion charts).

**IB 105-04 Introduction to Blueprints 02/01/03 Prerequisite: None**

Students will learn the different types of plans and how they represent a finished building (shows the parts of blueprints in detail, including symbols, the title block, and gridlines).

**IT 22101-05 Introduction to the Trade 02/00/02 Prerequisite: None**

Students will learn an overview of heavy equipment operation, operator responsibilities, and career opportunities.

**HES 22102-05 Heavy Equipment Safety 02/01/03 Prerequisite: None**

Students receive a comprehensive overview of safety requirements with emphasis on heavy equipment job sites and OSHA and NIOSH requirements. Students will learn the basic requirements for personal protection, safely driving equipment, and HazCom.

**IHE 22103-05 Identification of Heavy Equipment 02/01/03 Prerequisite: None**

Students will learn to identify myriad heavy equipment such as dump trucks, backhoes, and bulldozers. Students will learn the functional operation applications and common attachments for each piece of equipment.

**BOT 22104-05 Basic Operational Techniques 2/6/8 Prerequisite: HES 22102-05 thru IHE 22103-05** Students will learn basic instruction for the safe operation and preventative maintenance on each type of equipment, including proper mounting, start-up procedures and basic movements of the machines and their attachments.

**TR 22105-05 Tractors 02/01/03 Prerequisite: HES 22102-05 thru BOT 22104-05**

Students will learn the operation of utility tractors and heavy-duty articulating tractors as used in the construction industry. Students will learn detailed operation and operator maintenance instructions, including duties and responsibilities of the operator, safety rules for operation, attachment of implements and preventative maintenance procedures.

**Grades 22106-05I Grades, Part One for Level One 03/01/04 Prerequisite: HES 22102-05 thru TR 22105-05**

Students will learn the concept of preparing graded surfaces using heavy equipment. Students are taught identification of construction stakes and interpretation of marks on each type of stake.

**OSHA 75501-04 OSHA 10-Hour Course 10/00/10 Prerequisite: None**

Students learn advanced safety techniques and requirements for heavy equipment operators. The course emphasizes organizing and conducting safety meetings. Students will learn about hazards and potential hazards and how to correct them. Students will also learn safe operation of equipment, safety reporting, inspections, and investigations.

**Specialty: Bulldozers 00/80 or 00/50 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Students will learn the use of bulldozers in grading and slope-finishing operations and understand safe operation of the equipment.

**Specialty: Backhoes 00/80 or 00/50 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket of the backhoe tractor, and use of the backhoe for trenching and digging foundations. Students also learn excavator operation utilizing excavator in backhoe mode and how to set up and operate the backhoe safely.

**Specialty: Excavator 00/80 or 00/50 If chosen as specialization Prerequisite: Completion of all academic coursework**

Students will learn the use, safe operation, and maintenance of excavators, including various operating techniques. Students will learn the safe and proper use of excavators in trenching, ditching, grading, and slope-finishing operations.

<b>Program/Clock Hours</b>	<b>Tuition</b>	<b>Housing, Meals &amp; Transportation (Optional)</b>	<b>Supplies</b>	<b>Total Cost</b>
Heavy Equipment Operations Level Two Program/200	\$ 18,500.00	\$ 945.00	-	\$19,445.00

**Class Schedule:**

Monday – Friday 6:45am – 5:15pm (10-min break every hour)  
Lunch 12:00pm-1:00pm

<b>HEAVY EQUIPMENT OPERATOR Level Two (MORNING SCHEDULE)</b>	
Mondy-Friday 6:45am-5:15pm (1 hr. break)	
<b>Start Date</b>	<b>End Date</b>
11/1/2023	11/22/2023
11/29/2023	12/22/2023
1/10/2024	2/6/2024
2/7/2024	3/5/2024
2/14/2024	3/12/2024
3/6/2024	4/2/2024
3/13/2024	4/6/2024
3/19/2024	4/9/2024
4/10/2024	5/7/2024
4/17/2024	5/14/2024
5/1/2024	5/29/2024
5/8/2024	6/5/2024
5/22/2024	6/19/2024
6/5/2024	7/2/2024
6/12/2024	7/10/2024

<b>Holiday Schedule (no classes)</b>	
<b>Martin Luther King, Jr. Day</b>	<b>Jan. 15</b>
<b>Good Friday</b>	<b>Mar.29</b>
<b>Memorial Day</b>	<b>May 27</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>Sept. 2</b>
<b>Veterans Day</b>	<b>Nov. 11</b>
<b>Thanksgiving</b>	<b>Nov. 28</b>
<b>Christmas Break</b>	<b>Dec. 24-Jan. 3</b>

## **\*\*HEAVY EQUIPMENT OPERATION ELECTIVES**

### **\*\*Heavy Equipment Secondary Specialization Elective 50 clock hours course**

**\*\*Prerequisite required: Successful completion of Heavy Equipment Operations Level One or Heavy Equipment Operations Level Two.**

Students who enroll in the Heavy Equipment Secondary Specialization 50-hour elective will learn basic operational techniques, preventative maintenance procedures and basic trade skills for their secondary specialization choice. Students will have the opportunity to earn one certificate: ASC Tech Certificate In the heavy equipment yard, the following topics will be covered in the Heavy Equipment Secondary Specialization 50-hour elective:

<b>COURSE</b>	<b>TITLE</b>	<b>HRS.</b>	<b>THEORY/LAB</b>
SECONDARY SPECIALTY	(Choose One) Bulldozer, Backhoe, or Excavator	50	0/50
<b>Total Hours - Heave Equipment Secondary Specialization Elective</b>		<b>50</b>	<b>0/50</b>

## **HEAVY EQUIPMENT SECONDARY SPECIALIZATION ELECTIVE DESCRIPTIONS**

**Secondary Specialty: Bulldozers 0/50/50 If chosen as specialty Prerequisite: Successful completion of Heavy Equipment Operations Level One or Level Two program.**

Students will learn the use and maintenance of the bulldozer, bulldozer operating techniques, and bulldozer attachments and their uses. Students will learn the use of bulldozers in grading and slope-finishing operations and understand safe operation of the equipment.

**Secondary Specialty: Backhoes 0/50/50 If chosen as specialty Prerequisite: Successful completion of Heavy Equipment Operations Level One or Two program.**

Students will learn types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket of the backhoe tractor, and use of the backhoe for trenching and digging foundations. Students also learn excavator operation utilizing excavator in backhoe mode and how to set up and operate the backhoe safely.

**Secondary Specialty: Excavator 0/50/50 If chosen as specialty Prerequisite: Successful completion of Heavy Equipment Operations Level One or Two program.**

Students will learn the use, safe operation, and maintenance of excavators, including various operating techniques. Students will learn the safe and proper use of excavators in trenching, ditching, grading, and slope-finishing operations.



<b>Program/Clock Hours</b>	<b>Tuition</b>	<b>Housing, Meals &amp; Transportation (Optional)</b>	<b>Supplies</b>	<b>Total Cost</b>
Heavy Equipment Electives Secondary Specialty/50	\$ 3750.00	\$ 142.50	-	\$3892.50

**Class Schedule:**

Monday – Friday 6:45am – 5:15pm (10-min break every hour)

Lunch 12:00pm-1:00p

<b>Holiday Schedule (no classes)</b>	
<b>Martin Luther King, Jr. Day</b>	<b>Jan. 15</b>
<b>Good Friday</b>	<b>Mar.29</b>
<b>Memorial Day</b>	<b>May 27</b>
<b>Independence Day</b>	<b>July 4</b>
<b>Labor Day</b>	<b>Sept. 2</b>
<b>Veterans Day</b>	<b>Nov. 11</b>
<b>Thanksgiving</b>	<b>Nov. 28</b>
<b>Christmas Break</b>	<b>Dec. 24-Jan. 3</b>



I, \_\_\_\_\_, acknowledge that I have received and reviewed  
(student)  
a school catalog on \_\_\_\_\_.  
(date)

School Official: \_\_\_\_\_

Date: \_\_\_\_\_